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

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

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

Grace Sesma, Foundation Director

Imperial Valley College
Foundation
P. O. Box 158
Imperial, CA 92251
(760) 355-6113
Imperial Valley College welcomes you and wishes to take this opportunity to congratulate you on your decision to accept the challenge of further education. This catalog is your guide to and through this college and the many educational programs which it offers. In it you will find the information which you must have to succeed. In it also are those rules and regulations which govern not only the college, but you, the student, as well. It is your obligation to become thoroughly familiar with its contents. It has been prepared with your success in mind!

ANNOUNCEMENT OF COURSES

IMPERIAL COMMUNITY COLLEGE DISTRICT
P.O. BOX 158
Highway 111 and Aten Road
IMPERIAL, CALIFORNIA 92251-0158
Phone (760) 352-8320
IMPERIAL COUNTY
IMPERIAL VALLEY COLLEGE

ACCREDITED

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

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

California State Department of Education

American Welding Society

Commission on Peace Officers Standards and Training

California Board of Registered Nursing

California Board of Vocational Nurse and Psychiatric Examiners

A MEMBER of

Association of California Community College Administrators

Association of Community College Trustees

California Association of Community Colleges

California Community College Academic Senate

Community College League of California

Hispanic Association of Colleges and Universities

Imperial County School Boards’ Association

International Consortium for Educational and Economic Development

San Diego and Imperial Counties Community Colleges Association

APPROVED for

The Veterans Administration

IMPERIAL VALLEY COLLEGE

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**GENERAL CATALOG 1998 - 1999**

**IMPERIAL VALLEY COLLEGE**

**1998 - 1999 SCHOOL CALENDAR**

**1998**

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>17</td>
<td>Monday</td>
<td>Faculty Service Day (Orientation)</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>Tuesday</td>
<td>Fall Semester Classes Begin</td>
</tr>
<tr>
<td>September</td>
<td>7</td>
<td>Monday</td>
<td>Holiday (Labor Day)</td>
</tr>
<tr>
<td>November</td>
<td>13</td>
<td>Friday</td>
<td>Holiday (Veteran’s Day)</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>Thursday</td>
<td>Recess (Thanksgiving)</td>
</tr>
<tr>
<td></td>
<td>27</td>
<td>Friday</td>
<td>Recess (Thanksgiving)</td>
</tr>
<tr>
<td>December</td>
<td>14</td>
<td>Monday</td>
<td>Final Exams Begin</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>Friday</td>
<td>Last Day of Final Exams</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>Monday</td>
<td>First Day of Winter Recess (Christmas)</td>
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**1999**

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<tr>
<th>January</th>
<th>Friday</th>
<th>Last Day of Winter Recess (Christmas)</th>
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</thead>
<tbody>
<tr>
<td>8</td>
<td>Monday-Friday</td>
<td>Flex Week (No Classes)</td>
</tr>
<tr>
<td>11-15</td>
<td>Monday</td>
<td>Holiday (King’s Birthday)</td>
</tr>
<tr>
<td>18</td>
<td>Tuesday</td>
<td>Spring Semester Classes Begin</td>
</tr>
<tr>
<td>February</td>
<td>12</td>
<td>Friday</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>Monday</td>
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<tr>
<td>April</td>
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<tr>
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<tr>
<td>May</td>
<td>24</td>
<td>Monday</td>
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<td></td>
<td>28</td>
<td>Friday</td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>Saturday</td>
</tr>
</tbody>
</table>

**THE BOARD OF TRUSTEES**

**IMPERIAL COMMUNITY COLLEGE DISTRICT**

**MR. RUDY CARDENAS, JR.**
Trustee from area which includes Brawley Union High School District

**MRS. CLAUDINE DUFF**
Trustee from area which includes Central Union High School District

**MR. KELLY KEITHLY**
Trustee from area which includes Holtville Unified School District

**MRS. MARIAN A. LONG**
Trustee from area which includes Imperial Unified School District

**MR. ROMUALDO MEDINA**
Trustee from area which includes Calipatria Unified School District

**MR. ROBERT NOBLE**
Trustee from area which includes Calexico Unified School District

**MS. REBECCA L. RAMIREZ**
Trustee from area which includes San Pasqual Unified School District

**ADMINISTRATION**

**DR. GILBERT M. DOMINGUEZ**
Superintendent/President

**DR. DAVID OCHEA**
Vice President for Academic Services

**DR. HECTOR LOPEZ**
Vice President for Student Services/Deputy Superintendent

**MR. WILLIAM THORNBURY**
Interim Vice President for Business Services

**MR. JOHN HUNT**
Dean of Vocational Education

**MR. VICTOR JAIME**
Dean of Financial Assistance and State Programs

**MR. RUBEN LOPEZ**
Dean of External Campus

**MRS. EILEEN FORD**
Dean of Learning Services

**MRS. SANDRA STANDIFORD**
Dean of Admissions

**DR. BETTY MARKS**
Director of Nursing Education and Health Technologies

**MS. GRACE SESMA**
Director of IVC Foundation Development

**MR. JON TYLER**
Director of Human Resources/Affirmative Action Officer

**MR. MEL WENDRICK**
Director of Disabled Student Programs and Services
DIVISION CHAIRPERSONS

MR. ERIC JACOBSON
Chairperson of Division of Behavioral Science and Social Science

MR. TODD HANSINK
Chairperson of Division of Business

DR. FRED FISCHER
Chairperson of Division of English

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

DR. MITIL CAPET
Chairperson of Division of Humanities

MR. GARY RODGERS
Chairperson of Division of Nursing Education and Health Technologies

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

THE FACULTY

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

ARCHULETA, JOE A.
Professor, Mathematics, Engineering, Physics
B.S., University of Colorado
M.A., San Diego State University

ARTECHA, OLGA
Professor, Counseling
B.A., M.S., San Diego State University

BACALIS, PATRICIA
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B.S.Ed., Wright State University
M.A., University of Denver
M.A., University of Arizona

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

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

BISHE, FRANCES A.
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M.S., Clarkson College

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

BILLINGS, LANELLE
Professor, Business
B.B.A., University of Texas
M.Ed., Southwest Texas State University

BILLINGS, ROBERT
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B.S., University of Texas
M.Ed., Southwest Texas State University

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M.S., National University

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M.S., University of San Diego

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B.S.N., University of Connecticut

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M.S., Ph.D., University of California, Riverside

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

CERDA, ERNESTINE
Professor, English
B.A., San Diego State University
M.A., Northern Arizona University

DEYO, IFFI
Professor, Exercise Science, Wellness & Sport
B.A., Mount Marty College
M.S., West Virginia University

DIAZ, DOLORES
Assistant Professor, Counseling
B.A., San Diego State University
M.Ed., University of San Diego

DOMINGUEZ, GILBERT M.
Superintendent/President
B.S., California State Polytechnic University, Pomona
M.A., California State Polytechnic University, San Luis Obispo
M.A.T., University of North Carolina
Ed.D., Nova Southeastern University

DRURY, DAVE
Associate Professor, Exercise Science, Wellness & Sport
Chairperson of Division of Exercise Science, Wellness & Sport
B.S., University of La Verne
M.S., Brigham Young University

ESQUEDA, JESUS
Assistant Professor, Counseling
B.A., M.A., San Diego State University

FISCHER, FRED
Professor, English
Chairperson of Division of English
B.A., California State University, Chico
M.A., San Francisco State University
M.A., Ed.D., Northern Arizona University
THE COLLEGE

LOCATION

The Imperial Valley College is located in Imperial Valley, long recognized as one of the richest, most productive agricultural regions in the country. The mild, delightful winters have made the region attractive to tourists and helped it to become an outstanding recreational region.

The campus is located on a 160 acre site at the intersection of Highway 111 and Aten Road. This location is in the heart of Imperial County and is within reasonable commuting distance of all of the cities of the Valley.

HISTORY OF IMPERIAL VALLEY COLLEGE

The Imperial Valley College is an integral part of the public school system of California and functions as a public community college for lower-division college work.

It had its beginning on May 9, 1922, when the Board of Trustees of the Central Union High School District of El Centro passed a resolution establishing the Central Junior College. This institution formally opened for instruction in September, 1922.

Two years later, in the fall of 1924, the Brawley Union High School District opened classes at the Brawley Junior College.

Enrollments increased in both schools until the war years, when attendance dropped sharply. Brawley Junior College was forced, by lack of attendance, to discontinue classes at the close of the 1947 school year.

The Associate in Arts degree was first conferred by Central Junior College in 1934.

In the fall of 1951, students, in cooperation with the administration and faculty, petitioned the Board of Trustees for a more representative name for the college, for it was now serving students from all of the Imperial Valley. By action of the Board, the name was officially changed to Imperial Valley College.

The school, under the administration of the Central Union High School District, gained recognition as an accredited institution of higher education. As the institution grew with the community, this growth was reflected in the steady rise in enrollment and in the diversity of courses and curricula that was offered.

The extended-day program, which offered regular college classes at night, was instituted on a limited basis in 1952. Its rapid growth served to enlarge the service of the college to the community.

A recommendation that such a county-wide community college district be established in Imperial County was submitted to the State Department of Education and was approved on July 10, 1958. The County Superintendent of Schools then set a date for an election at which all qualified voters residing within the boundaries of the seven high school and unified school districts were eligible to vote. The election was held on October 6, 1959; and by an overwhelming vote of twelve to one, the Imperial Valley Junior College District was established. This was followed by the election of the members of the Junior College District Board of Trustees, one of whom comes from each of the seven high school or unified school districts represented in the area served by the Imperial Junior College District.

This District includes all of Imperial County except a small area in the northwest corner of the County which is a part of the Coachella Valley Community College District.

Because of the increase in enrollment at both Central Union High School and the Imperial Valley College, and because of the lack of space on the campus of the Central Union High School in El Centro, the Imperial Valley College moved to temporary quarters erected on the campus of the Imperial Valley Union High School in Imperial, California.

On October 4, 1960, an all-time state record was set by the people of Imperial County when they voted thirteen to one in favor of bonds to finance the building of a new campus.

The Board of Trustees selected a nationally known architectural firm to plan the new buildings, and a 160 acre site which met the criteria recommended by the Citizens’ Committee was selected for the new campus.

On January 13, 1971, the Board of Trustees changed the name of the District to Imperial Community College District in order to further emphasize the close relationship the college has with its service area.

FACILITIES

On October 29, 1961, an impressive ground-breaking service was held for the new campus. Board members manned giant earth-moving equipment to break ground for the project. The new buildings included a library, science laboratories, fine arts rooms, student activities building, academic classrooms, administration and faculty offices, social science rooms, physical education shower and locker rooms, and agricultural education classrooms and shop. The new campus opened in 1962.

A steady growth pattern began in April of 1967 with the addition of the multipurpose building. The building was designed to house sporting and theater events, and was comparable to any such community college structure in the State. Three other projects followed which were completed through community donations: The Janey Jackson Memorial Fountain, 1969; the renovation of the Holtville Train Depot, located in the central garden, 1971; and the Meyer Center for Business and Commerce. The Meyer Center was dedicated February 20, 1972, at ceremonies commemorating the 50th anniversary of the Imperial Community College District. Also recognized the same day was the opening of the archaeological museum at 643 Main Street in El Centro in buildings donated by H. P. Meyer and the new agriculture-welding complex. The museum was later named the Barker Museum, honoring Michael Barker, deceased. Mr. Barker was an IVCC archaeology instructor.

Other building projects which followed were: Associated Students Activities Building, 1971; the new Library/Media Center, 1975, which was later named the Spencer Library Media Center, honoring
Our offerings must extend outside of the classroom. Through counseling, special programs, presentations and services, Imperial Valley College strives to contribute to the lives of as many citizens of Imperial County as possible.

The goals for Imperial Valley College are as follows:

1. Provide quality teaching that is responsive and sensitive to the individuals served through the integrated efforts of all the staff. The college exists for the benefit of the student and our programs must be relevant to his/her needs.

PROCESS - Close communication between departments, personal contact between staff and students, input by community and staff at all levels of operation, accessibility of services and personnel, diverse programs designed for a diverse population, staff training and sharing of ideas.

2. Provide a quality vocational and professional education for students. A major emphasis at Imperial Valley College is to equip the student with marketable skills and to allow members of the work force to upgrade their skills.

PROCESS - Two-year degree programs, certificate programs with specific focus, continuing education programs.

3. Develop a well-rounded formal academic program. Imperial Valley College offers an associate degree program comparable to that offered by colleges throughout the United States.

PROCESS - Staff commitment to high standards and intellectual development, strong transfer program with lower division courses, developmental program to prepare students for the mainstream of college work with special attention to students whose native language is not English, preparatory classes and learning aids for students deficient in educational skills.

4. Provide enrichment and special interest programs. Education offers a means to expand horizons and grow intellectually and spiritually. These special offerings may form part of a program or be ends in themselves.

PROCESS - Short-term programs, continuous courses in the arts and culture, encouragement of student presentations and participation, flexibility of academic calendars and course loads.

5. Provide integrated support services for educational programs and student activities. Successful education is more than time in a classroom; it is an integrated experience.

PROCESS - Strong counseling program, laboratories that supplement class work, a full-service library, creative and supportive student activities personnel, open cooperation and communication between areas.

6. Provide services to the community at large. As a leading educational institution, Imperial Valley College recognizes a responsibility to go beyond the campus and the course.

**MISSION AND GOALS**

The urban isolated experience by Imperial Valley College has created the opportunity for the institution to become a leader in educational opportunities for the increasing number of students both on and off campus.

**OUR COMMUNITY**

Our community is diverse. It includes new and traditional students, both a vocationally, academically, or avocationally. We offer services in all areas of college work with specific focus, continuing education programs. To fulfill this mission, we must provide services in all areas of college work with specific focus, continuing education programs.

**IMPERIAL VALLEY COLLEGE**

**MISI0N**

Imperial Valley College strives to contribute to the lives of as many citizens of Imperial County as possible.

**GOALS**

The goals for Imperial Valley College are as follows:

1. Provide quality teaching that is responsive and sensitive to the individuals served through the integrated efforts of all the staff. The college exists for the benefit of the student and our programs must be relevant to his/her needs.

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6. Provide services to the community at large. As a leading educational institution, Imperial Valley College recognizes a responsibility to go beyond the campus and the course.

**ACADEMIC FREEDOM STATEMENT**

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

**TYPES OF COURSES AND PROGRAMS**

In order that Imperial Valley College may achieve its goal of serving all students who desire to learn, a variety of courses are offered. Some will equip a student with job entry-level skills and other courses provide a general education for all students to assist them in living meaningful and productive lives in a complex society. Still other types of courses provide the basis for professional training offered by four-year colleges and universities. Regardless of the interests of the students, the first two years of college work normally can be completed at Imperial Valley College. Thus students have an opportunity to begin their advanced education while still residing at home. Not only can this opportunity be of great financial assistance, but it offers an excellent transition between the high school campus and the large, often impersonal, four-year college campus.

**GENERAL CATALOG 1998 - 1999**

**EVENTS AND SERVICES**

1. The Evening College

The Evening College, composed of regular college classes that meet at night, offers an opportunity for the Associate in Art degree or Associate in Science degree, to complete regular lower-division work in a four-year program, to make up any higher degree deficiencies, or simply to take additional classes of interest that will add to general education.

Although evening college programs require more time to complete than the day programs, students find that with adequate planning and the assistance of a counselor, they are able to attain their higher education goals in a surprisingly short time.

2. The External Campus

The External Campus program provides Imperial Valley residents practical and convenient access to college courses for credit in all communities at approximately 90 locations.
The network of centers throughout the district provides day­
time and evening classes staffed by part­time faculty members of
the main campus faculty, and two counselors.

The goal of the off­campus program is to offer expanded delivery capability, flexibility, and quality instruction to the
14 communities comprising the Imperial Valley College Distric.
These community­based classes help solve the problems of isolation experienced by Imperial Valley residents.
All classes are scheduled in frequent cycles throughout the year in such areas as: Office Technology, Legal Assistant, Hospital Nursing Assistant, Emergency Medical Technician, Microcomputer Operation, Spanish, ESL classes, Adminis­
tration of Justice, and Fire Science.

Innovations include special training projects funded by the Private Industry Council for a variety of agencies in the
County. Classroom facilities are made available through various agencies, churches, school districts, and San Diego
State University, Imperial Valley campus.

3. Cooperative Work Experience

Cooperative Work Experience is a cooperative educational pro­gram between Imperial Valley Community College and com­
munity employers. The college provides the organization, the coordination of class facilities, and the personnel for the pro­
gram. The employer provides places to work (work sta­
tions) and on­the­job training which has educational value for the students. The units of credit earned may be used to meet
some of the graduation requirements.

4. Attendance of Local High School Students

Local high school students attending the college under the
Honors or Vocational programs are restricted to a spectator’s role in college student activities, and extracurricular participa­
tion is to be confined to the high school. Counseling is available at the college, but every effort will be made to leave this responsibility to the high school counseling staffs.

Students must be authorized for attendance and shall receive appropriate college credit. High school credit for Honors or
Vocational classes may be negotiated.

Students must attend high school for the minimum school day.

Admission of 11th & 12th Grade High School Students

The governing board of any two­year community college may admit to the community college as a special part­time student any 11th or 12th grade high school student whose admission is recommended by the high school principal.
A principal of a high school may recommend a high school student as a special part­time student pursuant to rules and regulations which may be adopted by the governing board of the district maintaining the high school. The student is authorized attendance at community college as a special part­
time student pursuant to this section and shall receive credit for community college courses completed in the same manner as if regularly enrolled at the community college.

Each special part­time student shall attend high school classes for at least the minimum school day.

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

The governing board of any two­year community college may admit to the summer session of the community college as a special student any high school student who has completed 11th grade and whose admission to summer session is rec­
ommended by the principal of the high school in which the stu­
dent completed the 11th grade. A principal of a high school may recommend such a student as a special student pursuant to rules and regulations which may be adopted by the governing board of the district maintaining the high school. A prin­
cipal of a high school shall not recommend a number of students who have completed the 11th grade in excess of 5 percent of the total number of students in the high school who have completed the 11th grade immediately prior to the time of recommendation.

The attendance of a student at community college as a special summer session student pursuant to this section shall be credited to the district maintaining the community college for the purpose of determining pupil­tuition qualifications from the State School Fund and the student shall receive credit for community college courses completed, in the same manner as if a regularly enrolled community college student. (E.C. 76001)

5. Disabled Student Programs and Services

The Disabled Student Programs and Services program is de­
signed to provide supportive services to students with physi­
cal disabilities, learning disabilities, and health problems.
The program provides preferential registration, counseling, class scheduling, tutoring, mobility assistance, interpreting, braille transcribing, adaptive physical education, special parking, and nursing assistance.

6. Imperial Valley College Developmental Preschool

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

DEGREES

The Board of Trustees, on recommendation of the president and faculty of the college, is authorized in accordance with Article 12, Section 102, of the State Administrative Code, Title 5, to confer the Associate in Arts (A.A.) and the Associate in Science (A.S.) degrees. Conditions under which the degrees are granted are outlined in the section on graduation requirements.

The community college degree is awarded to a student who fulfills a two­year organized program of work, either occupational,

vocational­technical or lower­division four­year college. A student who wishes to transfer to the upper­division of a four­year college must satisfy the course, unit, and grade requirements of the college he/she wishes to enter.

SCOLARSHIP HONORS

Graduation Honors

"With Distinction" is awarded those graduates who in the course of
their entire college work have achieved a grade point average of 3.5 or higher in degree applicable courses.

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

President's Honor List

The president of the college gives special recognition to top scholars
each semester by publishing a list of students whose grades for the previous semester show a 3.0 average or better in twelve or more units of work.

Alpha Gamma Sigma (Inactive)

Initial Membership: A person may attain initial membership if the person has:
1. Completed 12 units in a maximum of 3 semesters. No units acquired more than two years prior to application for initial membership shall be used.
2. A cumulative grade point average of 3.5.

Continuing Membership: An initial member may attain continuing membership by:
1. Achieving for the previous semester not less than 3.25 GPA in courses of recognized college standing;
2. Maintaining a cumulative GPA of 3.25 or better in courses of recognized college standing.

Continuing members will receive one semester's grace for every semester of earning continuing membership. If the continuing member's GPA falls below 3.25 but remains above 2.5 (either per semester or cumulative), he/she may apply one semester's grace earned to maintain continuing membership for the semester the earned GPA would apply. There shall be no more than two consecutive grace periods.

Permanent Member: Any person who has completed a minimum of 60 units of recognized college courses with a minimum of 30 units completed at a community college who applies for permanent membership and who meets either of the following requirements:
1. A person who has maintained a cumulative grade point average of 3.5 or above in all recognized college work.
2. Any continuing member who has maintained a cumulative GPA of 3.25 or better in all recognized college work and has been a member of AGS, Inc., for a minimum of two semesters.

Any courses completed two years prior to application for permanent membership, whether at a community college or other institution of higher education, shall not be used to prohibit any person from becoming a permanent member.

FINANCIAL ASSISTANCE

Imperial Valley College believes that no student who has the ability to profit from instruction should be denied an education due to a lack of financial means.

There are several types of aid available to needy, deserving students each year. This assistance is made available by the college district, the state and federal governments, civic groups, and individual citizens.

The college participates in available federal financial aid programs. In addition to the federal programs, there is aid available from the state and the local district in the form of scholarships, work study grants, and loans.

Further information regarding financial assistance may be secured from the Financial Assistance Office located in the Counseling Center.

EXPENSES

All Fees and Tuition are due and payable at the time of registration. Registration in courses WILL NOT be finalized until the college has received full payments.

FEES

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

NOTE: Students enrolled solely in off­campus classes are not required to pay the parking fee.

EXPLANATION OF FEES

The Enrollment Fee mandated by the California State Legislature, with the approval of the Governor, requires all California Community Colleges to charge students an Enrollment Fee each semester. The legislature has also provided for financial assistance and fee waivers for low income students who cannot afford to pay this fee and who qualify according to State guidelines. Information for financial assistance and fee waivers can be obtained from the Financial Assistance Office.

The Parking Fee provides administrative and operating funds for parking and transportation­related facilities.
GENERAL CATALOG 1998 - 1999

TRANSFER TO OTHER COLLEGES OR UNIVERSITIES MUST BE ASSUMED BY EACH STUDENT: In the Counseling Center students have access to a reference library of catalogs from various colleges and universities.

STUDENT ACTIVITIES
Student affairs are governed by the Associated Students of Imperial Valley College.

ATHLETICS
Intercollegiate competition is held in a variety of sports. IVC competes in the Pacific Coast Conference. The Pacific Coast Conference includes Grossmont, Miramar, Palomar, San Diego City, San Diego Mesa, and Southwestern Colleges.

LEARNING SUPPORT SERVICES
Testing is available for all students enrolled at Imperial Valley College. The Tutoring Center is located in the Spencer Library Media Center. The center offers a variety of tutorial programs that provide remedial assistance as well as enrichment programs to direct students in proper study skills, note taking and test preparation. Sessions are conducted in individual or group sessions. Students may be referred to the tutoring center by a faculty member, or self-referred. The tutoring center is located in the Student Center building.

ACCREDITATION
The college is officially accredited by the Accrediting Commission for Junior Colleges, Western Association of Schools and Colleges, American Welding Society, the State Department of Education, and the Commission on Peace Officers Standards and Training. Accreditation reports are available and may be reviewed at the office of the President.

COUNSELING AND GUIDANCE SERVICES
It is the aim of Imperial Valley College to provide all students with pertinent information which they will need in the formulation of their goals and objectives and to assist them in making the most of their potentialities and training. Counseling is made available by professional counselors, well-trained and trained in the areas of academic, vocational, and personal counseling. The Counseling Center is open between the hours of 8:00 a.m. and 8:00 p.m., Monday through Thursday, and 8:00 a.m. and 5:00 p.m. on Friday, during the school year. A Career Center is located in the Counseling Center and provides extensive vocational and career information.

Although counselors assist in long-range planning and in checking specific requirements, the RESPONSIBILITY FOR MEETING GRADUATION REQUIREMENTS OR REQUIREMENTS FOR TRANSFER TO OTHER COLLEGES OR UNIVERSITIES MUST BE ASSUMED BY EACH STUDENT: In the Counseling Center students have access to a reference library of catalogs from various colleges and universities.

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

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

Students are responsible for:

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

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

REGULATIONS

ADMISSION

Admission to Imperial Valley College is governed by the laws of the State and such supplementary regulations as prescribed by the Board of Trustees. Students who register for eight or more units of work in a given semester on an accumulation of eight or more units, are requested to (1) ensure that an official transcript of all work taken in high school and/or institutions of higher education are on file in the Registration Office, and (2) complete the college placement tests (unless they have completed regular college courses in both English and mathematics).

All students are admitted under one of the following classifications:

1. High school graduates or equivalent certificates (General Educational Development or California High School Proficiency Examination)
2. Nonhighschool students who are eighteen years of age.
3. High school students who are recommended by the high school principal for one to two units of work. (Must submit a Concurrent Enrollment Form.) Extracurricular participation is to be confined to the high school. These students must attend high school for the minimum school day.

4. College transfers who submit official transcripts (high school and college) may be granted advanced standing.
5. Prospective foreign students and students from other states may be accepted for enrollment. A tuition fee will be charged. Contact the Registration Office for current costs.

TRANSCRIPTS

Imperial Valley College furnishes two free transcripts. Thereafter, a fee of $2.00 is charged for each additional transcript. Requests for transcripts will not be honored until all outstanding obligations to the College are met. Fax transcripts will cost $12.00 each and will be unofficial.

FOREIGN TRANSCRIPTS

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

International Education Research Foundation, Inc.
P.O. Box 66540
Los Angeles, CA 90066

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

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

1. The right to inspect and review the student's educational records within 45 days of the day the College receives a request for access.
2. The right to request the amendment of the student's educational records records that the student believes are inaccurate or misleading. Students should submit the Dean of Admissions written requests that identify the record(s) they wish to inspect. The Dean of Admissions will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
3. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students must first afford the College an opportunity to review the record(s) and take whatever action is necessary to correct the record(s).
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The address for the Office for the Privacy of Education is: Office for the Protection of Education Privacy, U.S. Department of Education, 400 Maryland Avenue, N.W., Washington, D.C. 20202-6699.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that PERPA authorizes disclosure without consent.

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

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

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

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Imperial Valley College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

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

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

For additional information or a copy of the entire law, contact the Registration Office in the Administration Building.

AFFIRMATIVE ACTION POLICY

The District adopted an Affirmative Action Plan in 1973. The Plan was revised in 1979, 1981, 1983 and in 1990. The establishment and development of the Plan demonstrates the District’s commitment to affirmative action and equal employment opportunities for all employees and prospective employees. The Plan is available in the Spencer Library Media Center, the Superintendent’s office, and the Affirmative Action Officer’s office.

NONDISCRIMINATION POLICY

Imperial Valley College does not discriminate in the admission nor in the offering of programs and activities because of race, color, religion, age, marital status, national origin, sex, or handicap.

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

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

The coordinator for Imperial Valley College’s compliance with Section 504 of the Rehabilitation Act of 1973 is Melvin Wendruck, P.O. Box 158, Imperial, CA 92251, (760) 352-8320, Ext. 277, TTY (760) 355-4174. The Title IX officer for Imperial Valley College is Jan Magno, P.O. Box 118, Imperial, CA 92251, (760) 352-8320, Ext. 257.

RESIDENCE REQUIREMENTS

Under the Education Code, the general rule is that a student must pay nonresident tuition unless the student can qualify as a resident student or meet the requirements of certain special provisions. Since the concept of residence involves subjective intent, this catalog cannot anticipate every question that will arise in connection with determining whether such intent exists.

Each person enrolled in or applying for admission to a California Community College is, for the purposes of admission and tuition, classified as a “resident” or a “nonresident.”

Students classified as a “resident” will be admitted without payment of nonresident tuition. Students classified as a “nonresident” will be required to pay tuition in an amount set by the Governing Board.

1. A “resident” in a person who has resided legally in California for at least one year and a day prior to the term of enrollment.

2. A “nonresident” in a person who does not have legal residence in California for more than one year and a day prior to the term of enrollment.

The “Residence Determination Date” shall be that date immediately preceding the first day of class during semester or summer term.

Residency requires physical presence in California with an intent to make one’s home here.

To determine a person’s place of residence, reference is made to the following:

1. Each person who is married or 18 years of age, or older, and under no legal disability to do so, may establish residence.

2. There can be only one residence.

3. The residence can be changed only by the unit of action and intent.

F I N A L S T AT E M E N T

4. The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, other residence is that of the parent with whom he/she maintained his/her last place of abode. The minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.

5. The residence of an unmarried minor, who has a parent living, cannot be changed by his/her own act, by the appointment of a legal guardian, or by relinquishment of a parent’s right of control, unless the student qualifies for the self-supporting exception.

Exceptions to the determination of residence as set forth above may be applied to certain factual situations. If students would otherwise be classified as nonresidents, but fit within one of the following exceptions, they may be granted resident determination date.

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

7. Students who have not been adults for more than one year prior to the resident determination date, may add their post-18-years-of-age residence to their post-18-years-of-age residence to obtain the durational requirements.

8. Effective January 1, 1995, students who are a member of the armed forces of the United States stationed in California on active duty, except those assigned to California for educational purposes, are exempt from nonresident tuition.

The student must be on active duty on the residence determination date.

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

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

Aliens who hold the following classification are to be able to establish residence using the same criteria as would be applied when establishing any United States citizen:

a. Career Diplomat Visa
b. Fiance Visa
6. A student holding a valid credential authorizing service in a public school and employed in a certificated position by a community college district will be given resident classification.

7. A student who is an apprentice within the meaning of Section 3077 of the Labor Code, is entitled to resident classification.
### 4. PROFICIENCY ENROLLMENT

Once a student has completed a proficiency in a subject area with a satisfactory grade, he/she may not take a lower proficiency level in that subject area. For example: A student cannot enroll in English 2B after having successfully completed English 1A. (This does not apply to vocational refresher courses.)

#### 5. REPEATED CLASSES

**Procedure for Repeated Classes:**
A student wishing to repeat a class in which a grade of D or F was received must complete a NOTICE OF REPEATED CLASS CARD. This card must be returned to the Registrar's Office prior to the completion of the repeated class.

The Registrar's Office will process Repeated Class cards and approve Student Petitions so that, grades, units, and grade points of the original class will not be used in computing total units and grade point averages.

Under special circumstances, a student may repeat a course for which a grade of C or better has been recorded. Repetition of these courses is permitted through the Student Petition process. Grades awarded for courses repeated under this provision shall not be counted in calculating a student grade point average.

A student may repeat a certain course beyond the allowe number of designated times by enrolling under the Community Services option. However, the student will not be granted credit. Under this option, students will not be allowed to enroll in the following courses. Under this option, students will not be allowed to enroll in the Community Services option.

### 6. GRADE POINTS

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points per unit</th>
<th>Cr Allowed in Tow. Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>CR</td>
<td>0.0</td>
</tr>
</tbody>
</table>

- **Math 25A**: 3 units
- **Math 25B**: 3 units
- **Math 25C**: 3 units

The grade point average is computed by dividing total grade points earned by the total units attempted less Cr units. Thus, in any given semester, if the grade points earned total 28 and the total units attempted less Cr units equals 14, the grade point ratio is 2.00.

### 7. CREDIT BY EXAMINATION

An enrolled student may petition to take an examination in lieu of course work between the sixteenth and fourteenth weeks of each semester. A maximum of 25 units may be used toward graduation through this process. No more than 15 units per semester will be authorized. The fee will be $210.00 per unit plus $10.00 for administrative costs for each examination administered. The credit by examination petition is available in the Registrar's Office.

### 8. CREDIT FOR ADVANCED PLACEMENT EXAMINATIONS

Imperial Valley College grants credit toward its associate degrees for successful completion of examination of the Advanced Placement Program of The College Board.

Students who present scores of three or better will be granted three to ten semester units of college credit per area of examination.

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

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

#### Advanced Placement Credit

<table>
<thead>
<tr>
<th>Exam/Trade</th>
<th>Score</th>
<th>Credit (Sem Units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>3.5</td>
<td>6 sem units</td>
</tr>
<tr>
<td>Art Studio</td>
<td>3.5</td>
<td>6 sem units</td>
</tr>
<tr>
<td>Gen. Drawing</td>
<td>3.5</td>
<td>12 sem units</td>
</tr>
<tr>
<td>Comp &amp; Lit</td>
<td>3.5</td>
<td>3 sem units</td>
</tr>
<tr>
<td>English</td>
<td>3.5</td>
<td>3 sem units</td>
</tr>
<tr>
<td>French</td>
<td>3.5</td>
<td>3 sem units</td>
</tr>
<tr>
<td>Biology</td>
<td>3.5</td>
<td>4 sem units</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3.5</td>
<td>10 sem units</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3.5</td>
<td>3 sem units</td>
</tr>
<tr>
<td>Economics</td>
<td>3.5</td>
<td>3 sem units</td>
</tr>
<tr>
<td>Micro</td>
<td>3.5</td>
<td>3 sem units</td>
</tr>
<tr>
<td>French</td>
<td>3.5</td>
<td>3 sem units</td>
</tr>
<tr>
<td>Lang &amp; Comp</td>
<td>3.5</td>
<td>3 sem units</td>
</tr>
<tr>
<td>Lang &amp; Comp</td>
<td>3.5</td>
<td>3 sem units</td>
</tr>
<tr>
<td>Comp &amp; Lit</td>
<td>3.5</td>
<td>3 sem units</td>
</tr>
<tr>
<td>Comp &amp; Lit</td>
<td>3.5</td>
<td>3 sem units</td>
</tr>
<tr>
<td>French</td>
<td>3.5</td>
<td>3 sem units</td>
</tr>
<tr>
<td>French</td>
<td>4.5</td>
<td>8 sem units</td>
</tr>
</tbody>
</table>
2. The student must file an official ROP Certificate or an official high school transcript, which will include course grade and High School ROP instructor recommendation with the Registrar at Imperial Valley College.

3. After the higher level course is completed at IVC with the required grade, the student must petition to receive credit for the articulated course. An IVC counselor must sign the petition and attach a copy of the ROP Certificate or high school transcript as well as a copy of the IVC transcript to the petition.

Institutions with Articulated Courses

Brawley High School
Calcasieu High School
Culpeper High School
Central Union High School
Hobart High School
Regional Occupational Program (ROP)
Southwest High School

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

10. ADVANCED PLACEMENT - NURSING

Students with previous nursing education and/or work experience may be eligible for advanced placement in the nursing curriculum. Credit may be granted for previous general education courses taken within five years. General education courses taken longer than five years ago will be evaluated on an individual basis. Evaluation of all previous academic and work experience is done on an individual basis by the nursing faculty. Details are available in the nursing office.

11. MILITARY CREDIT

A Guide to the Evaluation of Educational Experiences in the Armed Services, American Council on Education is used to evaluate military school credits.

a. Presentation of the DD214 (minimum of 180 days active duty to include basic training) to the Veterans Assistant may allow the veteran 4 units of credit for basic training in the military service of the United States of America (2 units for physical education and 2 units for health education).

b. Additional military credit will be considered by petition and presentation of proper documentation.

c. Total number of units of military credit is not to exceed 16.

12. CREDIT FOR UPPER DIVISION COURSE WORK

Upper division credit may not be applied toward an Associate Degree. The only exception is the credit received for an upper division course which is also offered as a lower division course.

13. ACADEMIC RENEWAL

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

Either substandard grades (D's or F's) or an entire semester may be excluded. A maximum of two semesters or 30 units may be disregarded. A counselor must be consulted to petition for Academic Renewal. Once Academic Renewal has been done, it may not be retracted.

SEMESTER GRADE REPORTS

An end-of-the-semester grade report will be issued to the student by the Registration Office.

STUDENT CONDUCT

It is assumed that the entry of a student into Imperial Valley College constitutes the student's acceptance of the Standards of Student Conduct and the regulations published by the college. The complete Standards and procedures may be found in the Handbook for Faculty Advisors and Student Leaders, which is available in the Office of Student Life.

STANDARDS OF STUDENT CONDUCT

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

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

(1) Willful disobedience to lawful directions of College officials acting in the performance of their duties.

(2) Violation of College rules and regulations, including those concerning student organizations, the use of College facilities, or the time, place and manner of public expression or distribution of material.
CAMPUS REGULATIONS

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

Smoking is prohibited in all buildings at Imperial Valley College.

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

ACADEMIC PROBATION

Academic Probation is a system of monitoring student progress in order to identify students who are experiencing difficulty in making satisfactory progress toward an appropriate educational objective and providing special assistance to students in reassessing their educational objectives and guiding them to accomplish these goals.

Students who are placed on probation will be identified as early as possible at the termination of each semester and will be referred to the Counseling Center.

There are two types of Academic Probation:

Scholastic Probation
Any student who completes six or more units in any semester and earns less than a 2.00 grade point average will be placed on Scholastic Probation. A student will remain on Scholastic Probation until the student’s grade point average is 2.00 or better.

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

PROVISIONAL STATUS

A newly enrolled freshman who is enrolled in more than six units and who falls into one of the categories listed below shall be admitted on provisional status:

1. Grade point average in the last three years of high school was less than 2.00 (grade C on a five-point scale with zero for an F grade) excluding only physical education and military science.

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

   2. Student is not a high school graduate.

   Students on provisional status shall develop, with a counselor, a course of study commensurate with their ability. They are required to hold periodic conferences with a counselor and their program may be regulated by a counselor according to their aptitudes and achievement.

   Provisional status is removed when students have successfully completed 12 units of work.

PETITION AND HEARING PROCESS

Formerly and currently enrolled IVC students are entitled to seek and receive responses to any questions related to their educational programs in accordance with the Imperial Valley College District educational philosophy.

Petition Process
The petition process is used to request exceptions to the rules and regulations in order to meet the student’s special needs or circumstances.

Petition Procedure
The student will use a petition form (available in the Registration Office and Counseling Center) and submit his/her request to the Registrar who will review the request and provide a resolution. If the student is not satisfied with the resolution, a request may be made to the Registrar for a hearing before the appropriate committee.

Hearing Process
There are three established areas which may require hearing procedures for students and campus organizations seeking responses to educational questions or issues. These are:

   1. Standards of Student Conduct
   2. Access to Student Records and Challenge Procedure
   3. Grievance Procedure Policy in Matters of Nondiscrimination

   Hearing Procedure
Students and campus organizations are requested to summarize their concerns or issues in writing and submit them to the Registrar who is designated coordinator of the hearing procedures.

ATTENDANCE AND AUTOMATIC WITHDRAWALS

A student who fails to attend the first meeting of a class will be dropped by the instructor immediately following that class. Should readmission be desired, the student’s status will be the same as that of any other student who desires to add a class.

Regular attendance in all classes is expected of all students enrolled. Instructors are expected to record attendance and to keep a student's attendance record, noting absences and tardiness. A student may be dropped from further attendance in a class during any semester when absences after the close of registration have exceeded the number of class hours which the class meets per week. In such cases, the instructor may drop any student judged to be a disturbing element in the class.

A student who is tardy three times may be considered as having been absent once. Absences attributed to the representation of the college at officially approved conferences and contests and attendance upon field trips will not be counted as absences.

VOLUNTARY WITHDRAWAL

A student who is required to withdraw from college because of extenuating circumstances must contact the Registration Office for the procedures to be followed. (See "Withdrawal grades")

ACADEMIC DISMISSAL

Academic Dismissal is a system of formal interruption in attendance at Imperial Valley College in those instances where a student is unable to maintain satisfactory progress in achieving academic programs within the limit of available resources of the college.

Students are subject to the following two types of academic dismissal:

Scholastic Dismissal

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

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

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

The final responsibility for monitoring the process of qualifying for educational benefits rests with the individual applicant. Each applicant must read, understand, and comply with the many rules, regulations, and procedures that influence the benefits process. FAILURE TO TAKE THE PROPER CLASSES CAN RESULT IN THE REDUCTION OR TERMINATION OF BENEFITS.
Military Credit
A Guide to the Evaluation of Educational Experiences in the Armed Services, American Council on Education is used to evaluate military school credit.

A. Presentation of the DD214 (minimum of 180 days active duty to include basic training) to the Veterans Assistant may allow the veteran 4 units of credit for basic training in the military service of the United States of America (2 units for physical education and 2 units for health education).

B. Additional military credit will be considered by petition and presentation of proper documentation.

C. Total number of units of military credit is not to exceed 16.

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

Students who have previously been placed on Lack-of-Progress Probation and have 50% or more enrollment grades of "W", "I", or "NC" recorded in the last two consecutive semesters of enrollment will be dismissed at the end of each semester as a veteran student (lose veteran certification) as required under Veterans Administration approval criteria regulations.

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

DVA Service Connected Disability Benefits Programs
Veterans with disabilities are encouraged to investigate services offered through Disabled Students Programs and Services.

VETERANS' BENEFITS

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

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

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

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

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

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

Short-term courses are computed proportionately for payment purposes.

*Courses 32 and 106 only.

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

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

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

Additional Associate Degree(s) or Major(s) may be earned if the student completes those required courses and units during the year and beyond the prior degree(s) or major(s). Courses used in one major may be utilized in other majors as they apply. If a student breaks continuous enrollment, he/she will also be eligible for additional transcription requirements if required courses in the major is designated by the current catalog in effect.

CHANGES IN THE CATALOG
Any regulation adopted by the administration of Imperial Valley College shall have the same force as a printed regulation in the catalog and shall supersede, upon appropriate public announcement, any ruling on the same subject which may appear in the printed catalog or official bulletins of the college.

A student may be graduated under the catalog in effect at the time of initial enrollment provided a continuous enrollment status is maintained during each semester (excluding summer sessions).
II. UNITS, GRADE POINT AVERAGE, RESIDENCE AND FINANCIAL OBLIGATIONS REQUIREMENTS

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

In-residence units refer to those units taken at Imperial Valley College in which a student is enrolled, attends class sessions of one semester’s duration, and receives a passing grade. Credit by examination, extensions credit, military credits, and/or credit by petition do not qualify a student for in-residence units.

Units toward an Associate in Arts or Associate in Science degree at Imperial Valley College must be from a college or university which, at the time the units were completed, was accredited by one of the regional accreditation agencies recognized by the most current CQAPA edition.

D. Settlements of all financial obligations to the college.

III. INSTITUTIONAL REQUIREMENTS

A. American Institutions (select one sequence)
1. History 17A and History 17B
2. Pol 1 S 1 and Pol 5 S 2
3. History 17A and Pol 5 S 1
4. History 17B and Pol 5 S 2
5. Soci 22 (Nontransferable; AA/AS degree only)

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

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

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

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

IV. STATE COMPETENCY REQUIREMENTS

A. Math Competency: Score of 35 or higher on the Elementary Algebra Test or Math X with a grade of "C" or better or a higher level Math with a grade of "C" or better.

NOTE: The Elementary-Algebra Test is NOT the placement examination.

B. Reading Competency: Score of 64 or higher on the Degree of Reading Power (DRP) English 12B with a grade of "C" or better or English 11 with a grade of "C" or better.

V. GENERAL EDUCATION

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

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

A. LANGUAGE AND RATIONALITY

Units

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

Engl 1A Reading & Composition 3

OR

Engl 2B Basic English Composition 3

2. Communication & Analytical Thinking (3 units required)

CIS 1 Intro. to Information Systems 3

CIS 10 Programming in Cobol 3

CIS 12 Programming in Basic 3

Engl 11 Reading IV: Anal & Crit Reading 3.5

Engl 50 Advanced Composition 3

Engl 50A Introduction to Linguistics 3

Engl 53A9 Creative Writing 3

Engl 55 Intro. to Tech & Report Writing 3

Engl 56 First Introduction to Journalism 3

Math A Intermediate Algebra 3

Math 2 Advanced Algebra & Trigonometry 3

Math 3A Analytic Geometry & Calculus 3

Math 10A Math for Elem. School Teachers 3

Math 12 Intro Statistics w/ Applications 3

Math 15 Probability & Calculus w/ Applications 4

Math 47 Programming in FORTRAN 3

Math 58 Computer Programming in PASCAL 3

Phil 10 Logic 3

Sph 1 Oral Communication 3

Sph 10 Argumentation and Debate 3

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

Hum 1A The Humanities & Western Culture 3

Hum 1B The Humanities in Western Culture 3

Hum 25 Introduction to The Humanities 3

Hum 26 The Humanities 3

Jpn 1A Elementary Japanese 3

Jpn 1B Elementary Japanese 3

MUS 17ABCMB Chamber Singers 1

MUS 18ABCMB Chamber Orchestra 1

MUS 20A History & Literature of Music 3

MUS 20B History & Literature of Music 3

MUS 27ABCMB Concert Band 1

MUS 28ABCMB College-Choir Community Chorus 1

MUS 29ABCMB Symphonie Orchestra 1

MUS 64ABCMB College-Community Band 1

Phil 1A Introduction to Philosophy 3

Phil 1B Introduction to Philosophy 3

Phil 25 Religions of the Modern World 3

Span 1 Elementary Spanish 5

Span 1A Elementary Spanish 2.5

Span 1B Elementary Spanish 2.5

Span 2 Elementary Spanish 5

Span 2A Elementary Spanish 2.5

Span 2B Elementary Spanish 2.5

Span 3 Intermediate Spanish 4

Span 4 Intermediate Spanish 2

Span 5B Beg. Conv. Spanish & Culture 2.5

Span 20A Bilingual Spanish 5

Span 20B Bilingual Spanish 5

Span 23 Bilingual Oral Spanish 3

Span 25 Intro. to Spanish American Literature 3

Span 28A+ The Mexican American in Literature (same as Span 28A) 3

Span 28B+ The Mexican American in Literature (same as Span 28B) 3

Span 42A+ intro to Mexican American Studies 3

Ethnic Studies Course +

D. SOCIAL AND BEHAVIORAL SCIENCES

(3 units required)

ADS 9 Introduction to Counseling 3 (same as Psych 9)

ADS 50 Human Svs in a Changing Society (same as Soc 50)

Ag 30 Food & Fiber in a Changing World (same as Ag 30)

Anth 2 Cultural Anthropology (same as Anth 2)

Anth 3A Intro to Archaeological Site Survey (same as Anth 3A)

Anth 4 California Indians (same as Anthropology 4)

Indians of North America 5

Indians of the Southwest (same as Indians 5)

DPS 1 Understanding Exceptional Students (same as ECE 27 or Psych 27) 3

ECE 20 Developmental Prac of Children (same as Psych 20) 3
2. Courses must be designated as recommended for lower-division credit by the college or university.

It is the responsibility of the student to submit evidence establishing the above standards.

TRANSFER REQUIREMENTS

Two principal requirements must be met in order to attain full junior standing at a state university, the University of California, or other institutions maintaining equivalent standards to which the student expects to transfer. These are as follows:

1. The completion of the specified requirements for junior standing in the proposed senior college or university and:

2. The completion of the lower-division prerequisites for upper-division majors and minors.

These vary according to the requirements of the institution of higher education in which the student expects to enroll. A STUDENT EXPECTING TO TRANSFER TO SUCH AN INSTITUTION SHOULD CONSULT THE CATALOG OF THE INSTITUTION REGARDING SPECIFIC REQUIREMENTS and plan their Imperial Valley College work so that these requirements will be met. Additional information is available in the Counseling Center.

Transferable courses to the California State University system and/or the University of California system are indicated by (CSU, UC) following the catalog description. Students are advised to contact their counselor to determine which specific courses are applicable to their educational objective.

A student planning to transfer to the California State University system can, at their request, have the general education requirements certified by Imperial Valley College. In order to meet this certification, a student must complete thirty-nine (39) units of selected general education in one of five areas: English communication and critical thinking; physical universe and its life forms; arts, literature, philosophy, and foreign language; social, political, and economic institutions; and understanding life and self-development.

With the certification of general education completed by Imperial Valley College, a student can transfer to a California State University assured that no further general education will be required in the lower division area.

ELECTIVE (3 units required)

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

CREDIT FOR CORRESPONDENCE AND EXTENSION COURSES

A student may petition to have a maximum of six units or credit toward graduation for correspondence or extension courses which meet the following standards:

1. Courses must have been taken from a recognized accredited college or university having a correspondence or extension division.

CERTIFICATION OF CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION REQUIREMENTS

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

1. Oral Communication (1 course required)

Psych 1 (3)

B. PHYSICAL UNIVERSE AND ITS LIFE FORMS

(9 sem or 12 qr units with at least 1 lab course marked with an L)

1. Physical Science (1 course required)

AgEnv 5 (3) Chem 12A (L) (5)

Ag 40 (L) (4) Chem 12B (L) (4)

Ast 21 (3) Geog 1 (3)

Chem 1A (L) (5) Phys 4A (L) (5)

Chem 1B (L) (5) Phys 4B (L) (5)

Chem 2A (L) (4) Phys 4C (L) (4)

Chem 1C (L) (4) Phys 10 (L) (6)

2. Life Science (1 course required)

Ag 14A (L) (3) Biol 21 (L) (5)

Astr 8 (L) (4) Phys 101 (L) (4)

Astr 10 (L) (5) Psych 2 (3)

Anth 1 (3) Zool 1A (L) (4)

Biol 3C (L) (4) Zool 1B (L) (4)

3. Math/Quantitative Reasoning (1 course required)

Math 1 (5) Math 6 (3)

Math 1A (5) Math 10A (5)

Math 1B (5) Math 10B (5)

Math 4 (5) Math 12 (4)

Math 5 (5) Math 15 (5)

C. ARTS, LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE (9 sem or 12 qr units)

5 courses must be completed with at least 1 course from the Arts category and 1 course from the Humanities category.

Arts Category

Art 3A (3) Mus 7 (3)

Art 3B (5) Mus 20A (5)

Art 4 (3) Mus 20B (3)

Art 5 (5) Mus 30 (5)

Humanities Category

DSPS 10 (4) Hist 4A (3)

DSPS 11 (4) Hist 4B (3)

Hist 50 (4) Hist 50A* (5)

Engl 1B (3) Hist 50B* (3)

Engl 61A (3) Hum 1A (3)

Engl 42A (3) Hum 1B (3)

Engl 42B (3) Hum 21/Psych 63 (3)

Engl 43A (3) Hum 25 (3)

Engl 43B (3) Hum 26 (3)

Engl 46A/Spas 28A (3) JPN 1A (3)

Engl 46B/Spas 28B (3) JPN 1B (3)

Engl 47 (3) Phil 1A (3)

Frem 1 (5) Phil 1B (5)

Frem 1A (3) Phil 11 (3)

Frem 1B (2.5) Phil 25 (2.5)

Frem 2 (5) Span 1 (5)

Transfer Credit

In state universities, and at the University of California, a maximum of 70 semester units earned in a community college may be applied toward the Bachelor's degree, with the exception that no upper-division credit may be allowed for courses taken in a community college and no credit may be allowed for professional courses in education taken in a community college. Many other colleges and universities also allow credit for 70 units of lower-division work completed at a community college.
### Imperial Valley College

#### Intersegmental General Education Transfer Curriculum (IGETC)

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

**Students pursuing majors which require extensive lower-division major preparation may not find the IGETC option to be advantageous. There are other limitations. All courses used for followmg division GE requirements.**

Please make a counselling appointment to determine the most appropriate general education program for you. Certification: All GE requirements must be completed before IGETC can be certified. Certification must take place prior to transfer to UC and/or CSU. The Admissions Office will complete the certification. To request certification, the student should file a request at the Registrar’s Office. In general, the IGETC can be certified for California community college enrolees who have also completed transfer units at a CSU, UC, or independent college provided that the student has completed most of the transfer units at one or more California community colleges.

#### Restrictions:

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

#### 1. English Communication

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU</td>
<td>3 courses required, 1 course from group A, 1 course from group B and 1 course from group C.</td>
<td></td>
</tr>
<tr>
<td>UC</td>
<td>2 courses required, 1 course from group A and 1 course from group B.</td>
<td></td>
</tr>
</tbody>
</table>

**A.** English Composition - 3 semester/4.5 quarter units.

- Engl 1A (3)

**B.** Critical Thinking/English Composition - 3 semester/4.5 quarter units.

- Engl 50 (3)

**C.** Oral Communication - 3 semester/4.5 quarter units.

- Speak** (3)
- Speak 10 (3)

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### Imperial Valley College

#### General Catalog 1998 - 1999

2. **Mathematical Concepts/Quantitative Reasoning - 3 semester/4.5 quarter units.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 2**</td>
<td>(5) Math 5</td>
</tr>
<tr>
<td>Math 3A**</td>
<td>(5) Math 6</td>
</tr>
<tr>
<td>Math 3B</td>
<td>(5) Math 1</td>
</tr>
<tr>
<td>Math 4</td>
<td>(5) Math 12</td>
</tr>
</tbody>
</table>

3. **Arts and Humanities - 9 semester/13.5 quarter units.** At least 3 courses with at least 1 from the Arts and 1 from the Humanities.

**ART COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athn 1A</td>
<td>(3) Mus 9A</td>
</tr>
<tr>
<td>Athn 1B</td>
<td>(3) Mus 9B</td>
</tr>
<tr>
<td>Art 3A</td>
<td>(3) Mus 9C</td>
</tr>
<tr>
<td>Art 3B</td>
<td>(3) Mus 9D</td>
</tr>
<tr>
<td>Art 4</td>
<td>(3) Mus 20A</td>
</tr>
<tr>
<td>Art 5</td>
<td>(3) Mus 20B</td>
</tr>
<tr>
<td>Mus 7**</td>
<td>(3) Mus 31</td>
</tr>
</tbody>
</table>

**HUMANITIES COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engl 41</td>
<td>(3) Hist 30*</td>
</tr>
<tr>
<td>Engl 42A</td>
<td>(3) Hist 45B*</td>
</tr>
<tr>
<td>Engl 42B</td>
<td>(3) Hist 50A*</td>
</tr>
<tr>
<td>Engl 43A</td>
<td>(3) Hist 98*</td>
</tr>
<tr>
<td>Engl 43B</td>
<td>(3) Hum 1A</td>
</tr>
<tr>
<td>Engl 46A/Span 28A</td>
<td>(3) Hum 1B</td>
</tr>
<tr>
<td>Engl 46B/Span 28B</td>
<td>(3) Hum 25</td>
</tr>
<tr>
<td>Engl 47</td>
<td>(3) Hum 26</td>
</tr>
<tr>
<td>Engl 52</td>
<td>(3) Phil 1A</td>
</tr>
<tr>
<td>French 2**</td>
<td>(2) Phil 1B</td>
</tr>
<tr>
<td>French 2A-2B-**</td>
<td>(2.5-2.5) Phil 11</td>
</tr>
<tr>
<td>French 3</td>
<td>(4) Phil 15</td>
</tr>
<tr>
<td>French 4</td>
<td>(4) Span 2**</td>
</tr>
<tr>
<td>French 5</td>
<td>(3) Span 1A-2B-**</td>
</tr>
<tr>
<td>French 10</td>
<td>(3) Span 3**</td>
</tr>
<tr>
<td>French 11</td>
<td>(3) Span 4**</td>
</tr>
<tr>
<td>German 2</td>
<td>(4) Span 20A**</td>
</tr>
<tr>
<td>German 4A</td>
<td>(3) Span 20B**</td>
</tr>
<tr>
<td>German 4B</td>
<td>(3) Span 25</td>
</tr>
<tr>
<td>German 4B**</td>
<td>(3) Span 42</td>
</tr>
</tbody>
</table>

4. **Social & Behavioral Sciences - 9 seminar/12-15 quarter units.** At least 3 courses from at least 2 disciplines.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anth</td>
<td>(3) Hist 50A*</td>
</tr>
<tr>
<td>Anth 4</td>
<td>(3) Hist 500*</td>
</tr>
<tr>
<td>Anth 6</td>
<td>(3) Pol 5*</td>
</tr>
<tr>
<td>ECI 20/Psych 20**</td>
<td>(3) Pol 5</td>
</tr>
<tr>
<td>Econ 1</td>
<td>(3) Pol 5</td>
</tr>
<tr>
<td>Econ 2</td>
<td>(3) Psych 1A</td>
</tr>
<tr>
<td>Phys 1**</td>
<td>(3) Psych 1B</td>
</tr>
<tr>
<td>Phys 2</td>
<td>(3) Psych 2*</td>
</tr>
<tr>
<td>Psych 3</td>
<td>(3) Psych 3</td>
</tr>
<tr>
<td>Hist 4A*</td>
<td>(3) Psych 4</td>
</tr>
<tr>
<td>Hist 4B*</td>
<td>(3) Psych 14</td>
</tr>
</tbody>
</table>

5. **Physical and Biological Sciences**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hist 17A*</td>
<td>(3) Phys 175soc 17</td>
</tr>
<tr>
<td>Hist 17B*</td>
<td>(3) Psych 30**</td>
</tr>
<tr>
<td>Hist 30*</td>
<td>(3) Psych 35**</td>
</tr>
<tr>
<td>Hist 45A*</td>
<td>(3) Soc 1</td>
</tr>
<tr>
<td>Hist 45B*</td>
<td>(3) Soc 2</td>
</tr>
</tbody>
</table>

6. **Language Other Than English (UC Requirement Only)**

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

- French 1** | (5) JPN 1A-1B-** | (3-3) |
- French 1A-1B-** | (2.5-2.5) Span 1** |
- German 1** | (4) Span 1A-1B-** | (2.5-2.5) |
- German 1A-1B-** | (2-2) |

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

7. **CSU Graduation Requirement in U.S. History, Constitution and American Ideals**

(NOT part of IGETC; may be completed prior to transfer) Courses used to meet this requirement MAY NOT be used to satisfy requirements for IGETC.

- Hist 17A/17B* | (3-3) |
- Pol S-5 Pol 5* | (3-3) |
- Hist 17A/17B* | (3-3) |
- Hist 17B-Pol 5* | (3-3) |

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**OCCUPATIONAL CURRICULA**

Imperial Valley College has developed career programs which reflect employment opportunities of our county and region. Advisory committees work closely with the college to assure each student the best in education and real employment opportunities upon graduation.

In developing a major program, each student should plan on completing graduation requirements for the Associate in Arts or Associate in Science Degree. It is recommended that students plan a broad educational background including general education courses.

It is most important that students consult with a counselor during their first semester in preparing programs to determine the appropriate sequence of courses. Further, it should be noted that the final responsibility for the selection of proper courses rests with the student.

**CERTIFICATES**

Occupational Certificates are awarded to convey evidence that well-defined levels of proficiency have been attained in designated occupational fields. Certificate programs are available in some of the occupational areas for which the college offers the Associate Degree. To qualify for an Occupational Certificate, a student must:

1. Complete all courses listed for a particular certificate.
2. Achieve a "C" grade average (2.0 GPA) for all courses used to complete the certificate.
3. File a certificate petition with the Registrar not later than the end of the fourth week of each semester and the first week of the summer session.

Certificates are offered in the following areas:

- Administration of Justice
- Agricultural Business Management
- Agricultural Engineering Technology
- Alcohol and Drug Studies
- Field Archaeology
- Automotive Body Repair and Painting
- Automotive Technology
- Bank Administration
- Banking/General Operations
- Basic Computer Skills
- Business Office Technologies: Accounting Technician
- Business Office Technologies: Administrative Assistant
TIPOS DE CURSOS Y PROGRAMAS

Para que el colegio del Valle Imperial pueda lograr su meta de servir a todo estudiante que desee una educación, una variedad de cursos están a la disposición del estudiante. Algunos de los cursos pueden ofrecerse a estudiantes de preparatoria. Otros cursos ofrecen educación general, la cual ayuda a todos estudiantes a vivir vidas productivas dentro de una sociedad compleja como la nuestra. Además, otros cursos proporcionan el conocimiento básico para que el estudiante continúe sus estudios en instituciones superiores de cuatro años.

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

El programa de asesoramiento académico, asiste en la determinación y recomendación de las clases en las cuales se inscriba el estudiante. Esto permite al estudiante fijarse metas académicas en una forma sistemática e incl-good de estudios que le serán beneficiosas.

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

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

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

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

1. El Turno Vespertino de Clases en el Colegio

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

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

2. Colegio Externo

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

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

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

3. El Programa de Trabajo y Estudio

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

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

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

El estudiante tiene que solicitar la autorización debida para asistir al colegio y no recibir capacitación. El estudiante de preparatoria tendrá que solicitar dicha autorización por el menos medio día.

Admisión de Estudiantes del Onceavo y Doceno año de Preparatoria

El presidente de cualquier colegio comunitario tiene la autoridad de admitir al colegio a estudiantes de preparatoria de medio tiempo del onceavo o doceno año. El estudiante tiene que ser recomendado por el director de la preparatoria a la cuál asiste. El director de la preparatoria puede recomendar a un estudiante de medio tiempo de acuerdo a los reglamentos y los estipulaciones establecidos por la mesa directiva de su distrito escolar. Un director de una preparatoria no podrá recomendar a más del 15% de sus estudiante en el onceavo y doceno año que estén inscritos en dicha escuela.

La asistencia autorizada del estudiante en el colegio como estudiante especial de medio tiempo será de acuerdo a ésta acción y deberá recibir capacitación por los cursos que tomó en el colegio.
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1. Una persona que ha mantenido un promedio acumulativo de 3.5 o mejor en todas las clases estudiadas.

2. Cualquier miembro vigente que ha mantenido un promedio acumulativo de 3.25 o mejor en todos los cursos avanzados en el colegio y a continuado como miembro del AGS, Inc., por dos semestres, mínimo.

Para I.

Para II.

Calificaciones que se obtuvieron en cursos de nivel avanzado.

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

Otros Gastos/Cuotas

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

POLIZA DE REEMBOLSO

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

1. Un error en algún pago o cuota de matrícula

2. El pago o cuota de matrícula de una clase descontinuada

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

1. Pago de inscripción

2. Pago de estacionamiento

3. Cuota de matrícula

PERMISO DE ESTACIONAMIENTO

TODOS los vehículos estacionados en las áreas de estacionamiento del colegio deberán tener un permiso de estacionamiento vigente. Sí se trata un vehículo al colegio, favor de llenar la forma de registro adjunta a la paquete de inscripción.

ACREDITACION

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

SERVICIOS DE ASESORAMIENTO ACADÉMICO

En la Intención del Colegio ofrecer a todos los estudiantes información y asesoría que les permita a ellos lograr su máximo potencial y el desarrollo de su personalidad. El asesoramiento académico se ofrece por asesores profesionales, con habilidades y entrenamiento en áreas académicas, vocacionales, y asesoramiento personal. El Centro de Aseroramiento está abierto de 8:00 a.m. a 4:00 p.m. de lunes a viernes por 8:00 p.m. los Viernes durante el año escolar. Un Centro de Carreras se encuentra localizado en el Centro de Asesoramiento. El Centro de Carreras provee extensa información vocacional y de carreras.

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

ACTIVIDADES ESTUDIANTILES

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

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

LIBRERIA Y CENTRO COLEGIAL

La librería del colegio se mantiene por el distrito mediante un acuerdo de arrendamiento con una compañía privada. En la librería del colegio el estudiante puede encontrar libros de texto y útiles escolares. El edificio del Centro Colegal se encuentra la cual ofrece al estudiante comida y refrescos.

ATLETISMO


CENTRO DE APRENDIZAJE

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

Además, se ofrecen servicios bilíngües para estudiantes que hablen poco inglés y desean ayuda académica en la interpretación de sus cursos. Grupos de conversación se ofrecen para aquellas personas que hablan poco inglés para que practiquen conversación y así extienden y enriquezcan su vocabulario.
La admisión al colegio está reglamentada por las leyes del Estado y dichos reglamentos suplementarios son prescritos por la mesa directiva. El estudiante que se inscriba en ocho o más unidades en cualquier semestre al ser aceptado se obliga a presentar una copia del registro de calificaciones de la preparatoria o de otra institución de estudio superior en la Oficina de Inscripciones; (2) tomar los exámenes de ubicación al finalizar sus estudios.

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

1. Graduado de preparatoria (High School) o su equivalente (General National Development o California High School Proficiency Examination).
2. No graduado de preparatoria que tenga 18 años de edad.
3. Estudiante de preparatoria recomendado por el director de la escuela para tomar de una o nueve unidades de clases. (Tiene que entregar documentación de que esté inscrito en la preparatoria.) Participación en actividades extra-curriculares debe confirmarse a la preparatoria. Estos estudiantes tendrán que asistir a la preparatoria (High School) medio tiempo.
4. Los estudiantes que se transfieran de colegios y entreguen registros de calificaciones oficiales (preparatoria y colegio) se les dará preferencia.
5. Estudiantes extranjeros o de otros estados se les puede aceptar para inscripción, pero se les cobrará cuotas de matrícula. Para más información acerca de esta consulta comuníquese con la Oficina de Inscripciones.

**REGISTRO DE CALIFICACIONES DEL ESTUDIANTE**

El estudiante que desee inscribirse en el colegio recibe una calculadora para su registro de calificaciones. Estos estudiantes deben ser apropiados por el Colegio para que su registro de calificaciones sea evaluado por:

International Educational Research Foundation, Inc.
P.O. Box 6690
Los Angeles, CA 90066

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

**ACTA DE PRIVACIDAD Y DERECHOS EDUCATIVOS DE LA FAMILIA**

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

1. El derecho de inspección y revisión del expediente académico dentro de los 45 días de la fecha en que el Colegio recibe la solicitud para iniciar acceso.

Los estudiantes deben de entregar al Decano de Admisiones un escritorio que identifique el expediente que desean inspeccionar. El Decano de Admisiones hará los arreglos necesarios para el acceso y notificarán a los estudiantes el tiempo y lugar donde los expedientes deben ser inspeccionados. Si el expediente académico no es manejado por el oficial del Colegio a quien se envió la solicitud, este oficial deberá avisar al estudiante quien es el oficial a quien debe dirigirse la solicitud.

2. El derecho de solicitar emisión a los expedientes académicos que el estudiante cree que están equivocados o extraviados.

3. El derecho de consentimiento para divulgar información personal contenida en el expediente académico del estudiante, con excepción para entregar a PERPA autoriza divulgar sin consentimiento.

Una excepción que permite a los oficiales de colegio divulgar sin consentimiento, es divulgar con legítimo interés académico. Un oficial escolar es una persona que trabaja para el colegio en una posición administrativa, supervisiva, académica, investigación y personal de apoyo, (Incluyendo la unidad de personal de reforzamiento de la ley y personal de salud), una persona o compañía con la cual el Colegio ha contratado como un abogado, auditor o agente de colección; una persona sirviendo en la Mesa Directiva, o un estudiante invitado a un Comité oficial, tal como los comités de disciplina y de quejas; o un oficial invitado a otra escuela en desarrollo de su trabajo. Un oficial escolar que tiene legítimo interés académico si el oficial necesita revisar un expediente académico para cumplir con su responsabilidad profesional bajo solicitud, el colegio divulgará el expediente académico sin consentimiento de oficiales de otra escuela en la cual un estudiante busca o inscribe inscribirse.

4. El derecho de queja con el Departamento de Estudios Unidos, relacionado con fallas del Colegio del Valle Imperial para conformarse con los requerimientos de FERPA. El nombre y domicilio de los oficiales que administran FERPA en:

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

La siguiente información estará disponible en las oficinas de Administración y de Consejería para cada uno de los estudiantes inscritos: nombre, domicilio, telefonía, fecha y lugar de nacimiento, matrícula y unidades en las cuales el estudiante se inscribió, fecha de asistencia, matrícula y fecha de terminación/baja, actividades y deportes que participan, campo de estudio, peso y estatura de los niños, la más reciente de las escuelas que asistieron, y las calificaciones y certificados otorgados. Cualquier estudiante que no desee que su nombre se incluya en la lista, debe llenar una solicitud respectiva que se borre de la lista de la parte del terreno escolar.

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

**PLAN DE ACCION DE NO-DISCRIMINACION**


**ACCION DE NO-DISCRIMINACION**

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

(los estudiantes en cuestiones para entrar en el programa de educación vocacional no se pueden exclusos debido a su limitado inglés.)

El escarabajo de llevar a cabo la aprobación de la Sección 504 de la Acta de Rehabilitation de 1973 (Sección 504 de the Rehabilitation Act of 1973) es el Sr. Melvin Wendrick, P.O. Box 158, Imperial, CA 92251, (760) 935-8232, Ext. 312, TTY (760) 355-4714. La representante del Titulo IX en el colegio es la Sra. Jan Magno, P.O. Box 158, Imperial, CA 92251, (760) 352-8230, Ext. 257.

**REQUISITOS DE RESIDENCIA LEGAL**

Bajo el Código de Educación, un estudiante que puede que la instrucción a menos que justifique su residencia como estudiante, o que reúne los requisitos de cierto programa especial.

Toda persona inscrita que esté solicitando admisión a un colegio contará con el propósito expresado de ser admitido o matriculado como "residente" o "no-residente".

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

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

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

La política de residencia requiere que el estudiante radique fisicamente en California con el propósito de establecerse permanentemente. Para determinar el lugar de residencia del estudiante, se hace referencia a lo siguiente:

1. Cualquier persona que esté casada o de 18 años de edad o mayor, y sin ninguna imposibilidad legal para establecer residencia.
2. Solo puede admitirse un lugar de residencia.
3. La residencia puede cambiarse por medio de un acto de unión o intento.
5. Un estudiante que tenga una credencial autorizada para brindar sus servicios profesionales a una escuela pública, y que está empleado en una posición certificada por el distrito del colegio de la comunidad se le dará clasificación de residente.

6. Un estudiante que haya sobresalido en sus estudios académicos, o que reporte tal inscripción a la Oficina de Inscripción. No se procesará una inscripción. El maestro puede entregar una forma de abandono de clases, con firma de oficial, cuando menos de la sexta semana del semestre:

I. Una calificación de "I" o "IC" fue anotada en los cursos en la especialización en que la asignación del estudiante a otro lugar por orden del maestro.

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

LISTA DE LIMITACIONES DE ESTUDIO

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

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

Un estudiante que esté inscrito en cualquier otra escuela o colegio (esto incluye cursos por correspondencia o estudios independientes) deberá notificar al personal de inscripción de que ha jugado un papel en otros estudios académicos.

Un indicación de "Incomplete" (I), que no se termine al finalizar las seis semanas siguientes del semestre, se convertirá automáticamente en una calificación. La calificación que sí se utilizaría para obtener el promedio de las calificaciones.
Un estudiante inscrito puede hacer petición para tomar un exámen en lugar de tomar la clase entre la sexta y decima cuarta semana de cada semestre. Un máximo de 25 unidades se pueden utilizar para graduación utilizando este proceso. No se utilizaren más de 15 unidades por semestre. El costo para tomar cada exámen será de 20.00 dólares por unidad mas 10.00 dólares de costos administrativos. La forma de petición para créditos por medio de un exámen puede obtenerse en la Oficina de Inscripción.

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

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

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

9. Crédito otorgado por medio de Programas y Cursos de Ocupación Regional

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

1. El curso de ROP ha sido terminado con calificación de "B" o mejor.

2. El instructor de ROP ha recomendado al estudiante.

3. El curso de ROP ha sido terminado en el Colegio del Valle Imperial con una calificación mínima de "C" para cursos de Tecnología de Negocios o de Enfermería y una calificación mínima de "B" en cursos de Administración de Justicia.

Estudiantes que deseen participar en este programa deben seguir estos procedimientos:

Procedimiento:

1. El estudiante debe de estar matriculado en el Colegio del Valle Imperial.

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

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

10. Ubicación Avanzada en el Programa de Enfermería

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

11. Crédito Otorgado a Militares


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

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

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

12. Crédito Obtenido en Cursos Universitarios

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

13. Renovación Académica (Academic Renewal)

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

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

14. Calificaciones para el Semestre

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

Conducta del Estudiante

Se entiende de antemano que cuando usted ingresa al estudiante al Colegio está enterado de los Reglamentos de Conducta para los Estudiantes.

Normas de Conducta Estudiantil

El propósito del Colegio del Valle Imperial es el de proporcionar a los estudiantes de esta comunidad con programas de instrucción de educación universitaria. El Colegio se enfoca en cultivar, alentar, la búsqueda a la verdad, y la expansión, de ideas. Investigación gratuita y la libertad de expresión son indispensables para alcanzar estas metas. Como miembros de la comunidad del Colegio, los estudiantes son alentados a desarrollar la capacidad de opinar críticamente y de ejercitar sus derechos de investigación y expresión de manera responsable y sin violencia.

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

1. Desobediencia mal intencionada hacia oficiales del Colegio desempeñándose sus deberes.

2. Violación al reglamento del Colegio: incluyendo al de organizaciones estudiantiles, el uso de propiedad del Colegio, de lugar, tiempo y modo de expresión pública o de distribución de material.

3. Faltas a la higiene: como el cabello, el aseo y la salud y/o de probar falsa información al Colegio.

4. Fumar intencionalmente en lugares donde no es permitido.

5. Tramar o usar propiedad del Colegio sin permiso.

6. Falsificación, alteración, o mal uso de documentos, archivos o identificados con el Colegio.

7. Intervención ilegal, administración, procedimientos disciplinarios o actividades autorizadas del Colegio.

8. Robo de datos propiedad del Colegio, o a algún miembro de él incluyendo visitantes.
El estudiante que este bajo periodo de prueba académica será identificado lo más pronto posible al finalizar cada semestre y será reevaluado de nuevo para Expulsión. Al estudiante expulsado no se le permitirá que inscriba para el próximo semestre (excepto con permiso especial después de haber hecho una petición al comité de Admisiones, Registrar’s, y Petitions’).

El estudiante que este bajo periodo de prueba por Falta de Progreso que se inscribir para el semestre de primavera, al término del cual será evaluado de nuevo para Expulsión). Al estudiante expulsado no se le permitirá que inscriba para el próximo semestre (excepto con permiso especial después de haber hecho una petición al comité de Admisiones, Registrar’s, and Petitions’).

La evaluación para Expulsión Escolastica ocurre a fines del semestre de otoño al igual que el semestre de primavera cuando el estudiante ha sido previamente puesto bajo Prueba Escolastica, y tiene un promedio total 1.75 puntos o menos en los últimos tres semestres consecutivos de inscripción. El estudiante que fué expulsado el semestre de otoño para que se inscriba para el semestre de primavera. A tal estudiante se le permitirá que inscriba para el próximo semestre (excepto con permiso especial después de haber hecho una petición al comité de Admisiones, Registrar’s, y Petitions’).
Atiende puedes pedir una petición para graduación, el estudiante deberá de presentar una habilidad mínima en lo siguiente:

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

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

CAMBIOS EN EL CATALOGO

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

REQUISITOS DE GRADUACION

Assocate Degrees

Llenándose los siguientes requisitos, los estudiantes del colegio recibido el diploma de Associate in Arts o Associate in Science, dependiendo en su área de especialización. El estudiante es responsable de entregar la solicitud de graduación. La solicitud deberá entregarse en la Oficina de Inscripción a no más tardar la cuarta semana de cada semestre y la primera semana de la sesión de verano. La solicitud se entregarán junto con $10.00 dólares cuyos no serán reembolsados una vez pagados.

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

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

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

CALIFICACION POR CURSOS TOMADOS POR CORRESPONDENCIA Y CURSOS DE EXTENSION

Un estudiante puede hacer una petición para poder utilizar para graduación un máximo de 15 (15) unidades de cursos tomados por correspondencia o cursos de extensión. Estos cursos tienen que satisfacer los siguientes requisitos:

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

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

REQUISITOS PARA TRANSFERIRSE

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

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

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

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

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

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

CURSOS DE INSTRUCCION

En la siguiente lista de cursos, el número de unidades se indica entre paréntesis después del número del curso. Para hacer posible que se ofrezca un mayor número de cursos para los estudiantes del Valle Imperial, muchos de los cursos en áreas especializadas se ofrecen en forma alternos. El estudiante debe considerar esto cuando hace planes de estudio a largo plazo.
Courses of Instruction

In the following list of courses, the credit value of each course in semester units is indicated by a number in parentheses after the course number.

To make it possible for a greater number of courses to be offered to the students of Imperial Valley, many courses in specialized fields are offered on alternate years only. The student should take this into consideration when making long-range program plans.

Courses numbered following an AB sequence indicate that the course may be taken more than once, covering the same materials, to gain proficiency in the subject matter. Course numbers which have an A and B sequence with different course descriptions indicate that new or advanced materials are to be covered.

Course descriptions followed by the notation (CSU, UC) indicate that the course is transferable to the California State University system, to the University of California system, or both. A student should contact his/her counselor to determine which courses are applicable to his/her educational objective.

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

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

**Definitions:**

- **Prerequisite** means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.
- **Corequisite** means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.
- **Advisory on Recommended Preparation** means a condition of enrollment that a student is advised, but not required, to meet before enrolling in conjunction with enrollment in a course or educational program.

**Limitations on Enrollment**

A course may be offered only a specified number of times during a year. Where such a policy is designated as a CAN course:

- **For Courses Offered on Limited Basis:**
  - Courses may be taken more than once, covering the same materials, to gain proficiency in the subject matter. Course numbers which have an A and B sequence with different course descriptions indicate that new or advanced materials are to be covered.
  - Course descriptions followed by the notation (CSU, UC) indicate that the course is transferable to the California State University system, to the University of California system, or both. A student should contact his/her counselor to determine which courses are applicable to his/her educational objective.

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ADMINISTRATION OF JUSTICE
Credit for Administration of Justice Core coursework

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

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

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

U.S. BORDER PATROL ACADEMY
AJ 28 3.0 Units Police Community Relations

CALIFORNIA HIGHWAY PATROL ACADEMY
AJ 33 3.0 Units Traffic Control & Vehicle Code
AJ 41 3.5 Units Arrest & Firearms, Reserve Officer Module A

CALIFORNIA P.O.S.T. BASIC ACADEMY
AJ 21 3.0 Units Intro to Administration of Justice
AJ 41 3.5 Units Arrest & Firearms, Reserve Officer Module A

CALIFORNIA DEPARTMENT OF CORRECTIONS ACADEMY, AT GALT
(San Joaquin Delta College Affiliation)
AJ 41 3.5 Units Arrest & Firearms, Reserve Officer Module A

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

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

AJ 23 (3)
CONCEPTS OF CRIMINAL LAW
3 Hrs. Lect.

The course covers the historical development of law and constitutional provisions; definitions and the classification of crime and their application to the system of administration of justice: legal research, study of case law, methodology, and concepts of law as a social force. Cases presented against persons, property, government and organized crime are discussed. (Same as CS1 23) (CSU, UC)

AJ 25 (3)
LEGAL ASPECTS OF EVIDENCE
3 Hrs. Lect.

Recommended Preparation: AJ 21 & 23. Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. (CSU)

AJ 26 (3)
PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM
3 Hrs. Lect.

An in-depth study of the role and responsibilities of each segment within the administration of the justice system: law enforcement; judicial; corrections. A past, present and future exposure to each sub-system procedure, from initial entry to final disposition, and the relationship each segment maintains with its system member. (CSU, UC)

AJ 28 (3)
POLICE-COMMUNITY RELATIONS
3 Hrs. Lect.

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

AJ 30 (3)
CRIMINOLOGY
3 Hrs. Lect.

This course explores the nature of crime, measurement and research of crime, the extent of crime, major theories of crime causation, criminal typologies, criminal justice system response to crime, and societal reaction to crime. (Same as Soc 30) (CSU)

AJ 32 (3)
POLICE FIELD OPERATIONS
3 Hrs. Lect.

Recommended Preparation: Eng1 2B/Engl 12B. The development, functions and techniques of patrol; observation skills; development, traffic and preliminary investigative duties, handling complaints and requests for service, public and community relations and basic crime prevention. The mechanics of field interviews, search and arrests, note-taking and police report essentials. Familiarization with basic police equipment and handling of community crime incidents. (CSU, UC)

AJ 33 (3)
TRAFFIC CONTROL AND VEHICLE CODE
3 Hrs. Lect.

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

AJ 34 (3)
CRIMINAL INVESTIGATION
3 Hrs. Lect.

Fundamentals of investigation; techniques of crime scene recording and search; collection and preservation of physical evidence; modern operating processes; sources of information; interview and interrogation; follow-up and case preparation. (CSU)

AJ 36 (3)
TRAFFIC ACCIDENT INVESTIGATION AND REPORTING
3 Hrs. Lect.

Recommended Preparation: Eng1 2B/Engl 12B. This course is designed to provide the student with the basic knowledge required to investigate, interview, and complete a traffic accident report. Emphasis on investigation, interrogation, and report writing that is required by law enforcement officers in the course of their duties. (CSU)

AJ 37 (3)
JUVENILE CONTROL
3 Hrs. Lect.

Techniques of handling juveniles offenders and victims, prevention and repression of delinquency, diagnosis and referral, organization of community resources, juvenile law and juvenile procedure. (CSU)

AJ 38 (3)
WILDLIFE LAW ENFORCEMENT
3 Hrs. Lect.

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

AJ 39 (3)
REPORT WRITING
3 Hrs. Lect.

Recommended Preparation: Eng1 2B/Engl 12B recommended. Introductory report writing class designed for both Administration of Justice and Criminal Science students. The course will provide instruction in gathering, organizing and preparing various reports. Students will practice interviewing, note taking and report writing techniques for communicating facts, information and ideas effectively in a simple, clear and objective manner, for use in the criminal justice system. (Same as CJS 23) (CSU)

AJ 40 (5-3)
ADVANCED OFFICERS COURSE
1 Hr. Lect.

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

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

RESERVE OFFICER PROGRAM
Reserve within a law enforcement agency. The Module B and Module C (AJ requirements. (Nontransferable, 9 Hrs. Lee. 2 SAD)

Standards and Training (P.D.S.T.). Includes professional orientation, C training standards as set forth by the Commission on Peace Preparation: Eng12B. Designed to satisfy Reserve

RESERVE OFFICER AJ

vehicle operations, force and weaponry, patrol procedures, evidence, search and seizure. methods of arrest, search and seizure. vehicles commonly used in agriculture and industry. (CSU)

AG6 34 (4) POWER TRANSMISSION SYSTEMS
3 Hrs. Lee. 3 Hrs. Lab. Theory of operation and maintenance of power transmitting devices, such as transmissions, clutches, hydraulic drives, differentials, and drive trains used in both wheel and track type equipment. (CSU)

AGET 35 (3) FLUID POWER
2 Hrs. Lab. 2 Hrs. Lab. (Same as Auto T 57) (CSU)

AGET 37 (3) SMALL GASOLINE ENGINES
2 Hrs. Lab. 2 Hrs. Lab. (Same as Auto T 59) (CSU)

AGET 39 (4) FUNDAMENTALS OF DIESEL POWER
3 Hrs. Lee. 3 Hrs. Lab. The study of diesel engine theory, design, construction, and repair of heavy diesel power units. (CSU)

AGET 75 (3) BASIC SHOP SKILLS
3 Hrs. Lee. (Same as Auto T/Weild 75) (Nontransferable, AA/AAS degree only)

AG 5 (3) MAN AND HIS ENVIRONMENT
3 Hrs. Lee. The study of natural resources vital to man’s existence. Emphasis on composition of the physical environment and problems associated with contamination of air, water and soil. (CSU, UC)

RESERVE OFFICER MODULE C
4 Hrs. Lee. Prerequisite: AJ 41, AJ 43, no felony convictions, valid California driver’s license, and P.O.S.T. examinations. Recommended Preparation: Eng2B. Designed to satisfy Reserve Officer Module C training standards as set forth by the Commission on Peace Officers Standards and Training (P.O.S.T.). Includes professional orientation, police-community relations, laws, laws of evidence, patrol procedures, traffic, custod, physical fitness and defensive tactics. (Nontransferable, AA/AAS degree only)

AJ 44 (4) RESERVE OFFICER MODULE C
4 Hrs. Lee. Prerequisite: AJ 41, AJ 43, no felony convictions, valid California driver’s license, and P.O.S.T. examinations. Recommended Preparation: Eng2B. Designed to satisfy Reserve Officer Module C training standards as set forth by the Commission on Peace Officers Standards and Training (P.O.S.T.). Includes professional orientation, police-community relations, laws, laws of evidence, patrol procedures, traffic, and criminal investigations. A basic overview course in condensed version designed to prepare a student to be accepted by a law enforcement agency as a Reserve Officer. (Nontransferable, AA/AAS degree only)

AJ 45 (4) PEACE OFFICER RESERVE MODULE B/C
9 Hrs. Lee. Recommended Preparation: Eng 2A/Eng 12A, PE 16AD or PE 25AD and be in good physical condition. Prerequisite: AJ 41, no felony convictions, and a valid California driver’s license. An intensive course designed to prepare the student for placement as a Reserve within a law enforcement agency. The course combines Module B and Module C (AJ 43/AA 64) and complies with P.O.S.T. requirements. (Nontransferable, AA/AAS degree only)

RESERVE OFFICER MODULE A
6.1 Hrs. Lee. Prerequisite: AJ 41, no felony convictions, valid California driver’s license, and P.O.S.T. examinations. Recommended Preparation: Eng2B. Designed to satisfy Reserve Officer Module A, training standards set forth by the Commission on Peace Officers Standards and Training (P.O.S.T.) as required by Penal Code Section 832 for Peace Officers; includes laws of arrest, search and seizure, methods of arrest, discretionary decision making and, where applicable, use and care of firearms; mandatory for all peace officers who do not possess a basic certificate awarded by P.O.S.T. Supply fee may be charged. (CSU)

AJ 42 (2.3) ARREST AND FIREARMS, RESERVE OFFICER
2 Hrs. Lee. Prerequisite: No felony convictions, able to successfully participate in physical requirements of class, and U.S. citizen or have filed for U.S. citizenship. Recommended Preparation: Eng2B. Designed to satisfy Reserve Officer Module A, training standards set forth by the Commission on Peace Officers Standards and Training (P.O.S.T.) as required by Penal Code Section 832 for Peace Officers; includes laws of arrest, search and seize, methods of arrest, discretionary decision making and, where applicable, use and care of firearms; mandatory for all peace officers who do not possess a basic certificate awarded by P.O.S.T. Supply fee may be charged. (CSU)
AG 40 (1) 
SOILS 
2 Hrs. Lect. 3 Hrs. Lab. 
Recommended Preparation: Math X and Chem 2A. Physical, chemical, and biological properties of soils as related to agriculture. Principles of soil-plant interactions; development of the soil as a natural body, soil moisture, effect of management practices on soil properties; composition, and use of fertilizers. (CSU, UC) 

AG 41 (1) 
FERTILIZERS 
3 Hrs. Lect. 
Recommended Preparation: Ag 40. The nature of fertilizers and soil amendments; their properties, methods of application, and reaction upon soils and plants. Composition, value and use of fertilizer materials and soil correctives. Methods employed in the manufacture, distribution, and application of fertilizers. (CSU) 

AG 42 (4) 
INTRODUCTION TO CROP SCIENCE 
3 Hrs. Lect. 3 Hrs. Lab. 
Principles and practices of crop improvement, propagation, production, processing, storage, and marketing. Production, harvest and utilization of principal California crops. Field laboratory work required. (CSU, UC) 

AG 43 (4) 
FIELD AND CEREAL CROPS 
3 Hrs. Lect. 3 Hrs. Lab. 
Principles and practices of field and cereal crops production and soil management, including study of distribution, adaptation and utilization of the major field and cereal crops. Field laboratory work required. (CSU) 

AG 44A (2) 
VEGETABLE GARDENING—COOL WEATHER 
6 Hrs. Lab. 
Organic and inorganic production in vegetable gardening. Cultural practices, harvesting, grading and processing, marketing, disease and pest control of California vegetable crops. (CSU) 

AG 44B (2) 
VEGETABLE GARDENING—WARM WEATHER 
6 Hrs. Lab. 
Organic and inorganic production in vegetable gardening. Cultural practices, harvesting, grading and processing, disease and pest control of California vegetable crops. (CSU) 

AG 48 (3) 
VEGETABLE PRODUCTION 
3 Hrs. Lect. 
Recommended Preparation: Ag 40. Principles involved in seasonal truck crop production, including the scope, value, harvesting, packaging and marketing of the major truck crops grown in California. (CSU)
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DPS 13 (3)        AMERICAN SIGN LANGUAGE
3 Hrs. Lect.
Recommended Preparation: DPS 12. Sign language vocabulary
enrichment and finger spelling drill to increase speed, accuracy
and rhythm in expressive and receptive ability. Emphasis will be
placed upon clarity of performance and appropriateness of vocabulary.
(AMERICAN SIGN LANGUAGE)

DPS 16A (3)        INTERPRETING AMERICAN SIGN LANGUAGE 1
3 Hrs. Lect.
Recommended Preparation: DPS 14. DPS 16A focuses students’
sign language facility on the development of English to ASL
interpreting skills. The primary focus of the training is on interpreting
in educational and consumer settings, along with continued
development of idiomatic sign skills. Students are presented and are
asked to discuss in the target language the primary elements of the code
of ethics. Students continue the intensive review of Deaf culture and
ASL linguistics started in DPS 14. (CSU)

DPS 16B (3)        INTERPRETING AMERICAN SIGN LANGUAGE 2
3 Hrs. Lect.
Recommended Preparation: DPS 16A. DPS 16B focuses students’ sign
language facility on the development of English to ASL interpreting
skills. The primary focus of the training is on interpreting in medical,
legal, mental health and other specialized settings, along with continued
development of related idiomatic and vocabulary sign skills.
Students are presented and are asked to discuss in the target
language the case studies related to the interpreter code of ethics.
(CSU)

ANATOMY

ANAT 6 (5)        ANATOMY AND PHYSIOLOGY FOR HEALTH OCCUPATIONS
3 Hrs. Lect.
Introductory study of the structure and function of the human
organism. Class is structured for health occupation students. It is not
acceptable for pre-medical, pre-dental, pre-chiropractic, pre-physical
therapy or registered nursing students, and it is not open to students
who have completed ANAT 8 or ANAT 10 with a grade of "C" or better.
(Notransferable, AA/AS degree only)

HUMAN ANATOMY

HUM 14 (3)        HUMAN ANATOMY
1 Hr. Lab.
Prerequisite: High school biology with a grade of C or better or
Zool 1A or Biol 3. Systems of the human body and their inter-
relationships. (UC) (UC credit limited. See a counselor.)

ANTH 101 (3)       PHYSICAL ANTHROPOLOGY
3 Hrs. Lect.
The process and cause of human evolution; mankind’s place in
nature and the study of primates; the biological variability of living
peoples and their genetic background. (CSU)
ART 18A (3)  
WATERCOLOR PAINTING  
2 Hrs. Lab. 4 Hrs. Lab.  
The study of watercolor painting with emphasis upon color, composition and pictorial expression. Exploration of various techniques employing the medium of watercolor. (CSU, UC)

ART 18B (3)  
WATERCOLOR PAINTING  
2 Hrs. Lab. 4 Hrs. Lab.  
Continuation of watercolor painting. Stress is on achieving confidence and fluency in the medium. Students are encouraged to expand the range of the experience acquired to include other water-based media. (CSU, UC)

ART 20A (3)  
DRAWING  
2 Hrs. Lab. 4 Hrs. Lab.  
A basic course in drawing involving analysis of line, form, tone, texture and color as essential media of expression. (CSU, UC)

ART 20B (3)  
DRAWING  
2 Hrs. Lab. 4 Hrs. Lab.  
A continuation of Art 20A. (CSU, UC)

ART 20C (3)  
DRAWING  
2 Hrs. Lab. 4 Hrs. Lab.  
A continuation of Art 20B with a focus on developing drawing as a terminal medium. (CSU, UC)

ART 20D (3)  
DRAWING  
2 Hrs. Lab. 4 Hrs. Lab.  
A continuation of Art 20C with a focus on advanced techniques to develop drawing as a terminal medium. (CSU, UC)

ART 21A (3)  
PAINTING  
2 Hrs. Lab. 4 Hrs. Lab.  
A continuation of Art 21A. Advanced studio problems in painting. (CSU, UC)

ART 21B (3)  
PAINTING  
2 Hrs. Lab. 4 Hrs. Lab.  
A continuation of Art 21B. Advanced studio problems in painting. (CSU, UC)

ART 21C (3)  
PAINTING  
2 Hrs. Lab. 4 Hrs. Lab.  
A continuation of Art 21C. Advanced studio problems in painting. (CSU, UC)

ART 21D (3)  
PAINTING  
2 Hrs. Lab. 4 Hrs. Lab.  
A continuation of Art 21D. Advanced studio problems in painting. (CSU, UC)

ART 22A (3)  
TECHNICAL CERAMICS  
2 Hrs. Lab. 3 Hrs. Lab.  
Intermediate studies of elements and principles of art with emphasis on three-dimensional design theory. (CSU, UC)

ART 22B (3)  
TECHNICAL CERAMICS  
2 Hrs. Lab. 3 Hrs. Lab.  
A continuation of Art 22A with emphasis on the potter’s wheel. (CSU, UC)

ART 22C (3)  
CERAMICS  
2 Hrs. Lab. 4 Hrs. Lab.  
An introduction to ceramics: basic methods of forming, decorating, glazing and firing. (CSU, UC)

ART 22D (3)  
CERAMICS  
2 Hrs. Lab. 4 Hrs. Lab.  
A continuation of Art 22C with special emphasis on glaze formulating and decorating techniques. (CSU, UC)

ART 25A (3)  
LIFE DRAWING  
1 Hr. Lab. 5 Hrs. Lab.  
Many types of drawing and painting techniques are used to further the student’s skill and development of visualization by drawing from the human figure. (CSU, UC)

ART 25B (3)  
LIFE DRAWING  
6 Hrs. Lab.  
A continuation of Art 25A. Art 25B includes exploration of painting techniques using varied media. (CSU, UC)

ART 25C (3)  
LIFE DRAWING  
1 Hr. Lab. 5 Hrs. Lab.  
A continuation of Art 25B with a focus on developing a personal figure style in drawing. (CSU, UC)

ART 25D (3)  
LIFE DRAWING  
1 Hr. Lab. 5 Hrs. Lab.  
A continuation of Art 25C with a focus on developing a personal figure style in drawing. (CSU, UC)

ART 28 (3)  
TECHNICAL CERAMICS  
2 Hrs. Lab. 3 Hrs. Lab.  
A study of the raw materials used in compounding clay bodies and glazes. Specific problems of glaze calculations and techniques of glaze application. (CSU, UC)

ART 30A (3)  
BEGINNING SCULPTURE  
2 Hrs. Lab. 4 Hrs. Lab.  
An introduction to materials, methods, and techniques with an emphasis on development of ideas and personal expression in three dimensions. Materials include clay, plaster, concrete, wood, plastic and metal. (CSU, UC)

ART 30B (3)  
INTERMEDIATE SCULPTURE  
2 Hrs. Lab. 4 Hrs. Lab.  
Expansion of Art 30A with emphasis on discovering the medium that best relates to the students’ individual expression. (CSU, UC)

ART 33ABCD (3-3-3-3)  
GALLERY DISPLAY  
1 Hr. Lab. 4 Hrs. Lab.  
Theories, techniques and practices of art gallery exhibition including experience in curation and preservation of art and seeing an exhibition from beginning to end; methods of locating shows, booking shows, communicating with artists, unpacking and returning exhibitions. (CSU, UC)

ART 40 (2)  
EXPLORATION OF PAINTING TECHNIQUES  
1 Hr. Lab. 2 Hrs. Lab.  
An introductory course which provides opportunities to work with the various painting techniques. Basic painting assignments to develop individual application of techniques. Initial exercises in color usage and structure of the painting. Suggestions and evaluation of student work will take place on an individual basis. (CSU, UC)

ART 41 (3)  
FUNDAMENTALS FOR EDUCATORS  
4 Hrs. Lab. 1 Hr. Lab.  
The philosophical and practical concerns of teaching art to students. Designed for those already in the teaching profession as well as for those who are planning a career in the teaching profession. (CSU, UC)

ART 50A (3)  
ADVERTISING/GRAPHIC DESIGN  
3 Hrs. Lab. 3 Hrs. Lab.  
Visual communication in the fields of advertising and graphic design. The development of creative design solutions as related to the printed formats of ads, billboards, trademarks, paperback covers and record covers. (CSU, UC)

ART 50B (3)  
ADVERTISING/GRAPHIC DESIGN  
2 Hrs. Lab. 4 Hrs. Lab.  
Continuing studies in the theories, techniques and practices of visual communication. Emphasis on advanced techniques and preparations of art for television commercials, books, package design, annual reports and corporate identity programs. (CSU, UC)
AUTOMOTIVE TECHNOLOGY

Some courses in the field of Automotive Technology are offered on alternate years only. Students should keep this in mind as they plan their four-year programs of study with the assistance of their counselors. Enrollment in automotive technology courses requiring a prerequisite is not allowed unless the prerequisite automotive technology course is passed with a "C" grade or better.

AUTO T 51 (4) ENGINE TECHNOLOGY
2 Hrs. Lab. 6 Hrs. Lab.
For the student with little or no internal combustion engine background. Design, construction and mechanical function of internal combustion engines including lubricating, cooling, fuel and electrical systems; and an understanding of the basic sciences relevant to such topics as internal combustion and energy conversion. (Same as Age 33A) (CSU)

AUTO T 51S (3) MANUAL TRANSMISSIONS AND POWER TRAINS
2 Hrs. Lab. 3 Hrs. Lab.
Design, construction and mechanical function of clutches, manual transmissions, overdrive and power transmitting mechanisms. (CSU)

AUTO T 53 (4) BRAKES AND SUSPENSION
2 Hrs. Lab. 6 Hrs. Lab.
Study of manual and power braking systems, wheel alignment, spring suspension, tires, steering, wheel balancing, and wheel bearings. Diagnosis and services procedures on repair jobs. (CU)

AUTO T 54 (3) CARBURETORS, FUEL INJECTION AND EXHAUST SYSTEMS
2 Hrs. Lab. 3 Hrs. Lab.
Advanced study of automotive fuel systems (carburetors, fuel pumps, intake manifolds, exhaust system and emission controls). Basic diagnosis and service procedures on systems. (CSU)

AUTO T 55 (4) AUTOMOTIVE MACHINE SHOP
2 Hrs. Lab. 6 Hrs. Lab.
Recommended Preparation: Auto T 51 or two years of high school auto mechanics. Review and advanced study of the internal combustion engine and service procedures in the use of automotive machine shops and machines for rebuilding the engine. (Same as Age 33B) (CSU)

AUTO T 56 (3) DIAGNOSTICS
2 Hrs. Lab. 3 Hrs. Lab.
Prerequisite: Auto T 54. Corequisite: Auto T 60. Trouble shooting the various components of the automobile using various test instruments. To include the study and servicing of various automotive smog devices. (CSU)

AUTO T 57 (3) FLUID POWER
2 Hrs. Lab. 2 Hrs. Lab.
A study of the principles and laws governing fluids. The design and function of hydraulic and pneumatic components, seals, fluid types, circuits and symbols. Latest developments in the control and transfer of energy and its relationship to automotive technology. (Same as Age 35) (CSU)

AUTO T 58 (3) AUTOMOTIVE AIR-CONDITIONING
2 Hrs. Lab. 3 Hrs. Lab.
The course is designed to impart knowledge and information needed by the student to enter and make progress in employment on a productive basis in the automotive air-conditioning service industry. (CSU)

AUTO T 59 (3) SMALL GASOLINE ENGINES
2 Hrs. Lab. 2 Hrs. Lab.
The history, design, construction and mechanical function of the small gasoline engine, including tune-up and major repair of the electrical and mechanical systems. (Same as Age 37) (CSU)

AUTO T 60 (3) ELECTRICAL, STARTING, CHARGING, IGNITION AND RELATED ELECTRICAL SYSTEMS
2 Hrs. Lab. 3 Hrs. Lab.
Advanced study of automotive electrical systems. Basic diagnosis and service procedures on the various systems. (CSU)

AUTO T 61A (4) AUTOMATIC TRANSMISSIONS
2 Hrs. Lab. 6 Hrs. Lab.
Design, construction, mechanical and hydraulic function and repairs of the automatic transmission. (CSU)

AUTO T 61B (4) ADVANCED AUTOMATIC TRANSMISSIONS
2 Hrs. Lab. 6 Hrs. Lab.
Prerequisite: Auto T 51A. Advanced study using four major domestic and foreign automatic transmissions, with emphasis on practical rebuilding of automatic transmissions, including locking torque converters and 4-speed overdrive and front wheel drive transaxles. Applied shop practices for advanced students who wish to refine their technical skills prior to obtaining employment in the industry. (CSU)

AUTO T 62 (3) AUTOMOTIVE ELECTRONICS
2 Hrs. Lab. 3 Hrs. Lab.
Recommended Prerequisite: Auto T 60 and Auto T 64. This course is designed for technicians or students, certified or not, who want to service the automotive electronic circuitry. The course provides a solid core of electronics based on microprocessor technology. Students will diagnose the various systems that include: Engine control computer, transmission control, cruise control, suspension, anti-lock brake system, and various automotive instrumentation. (Nontransferable, AA/AS degree only)

AUTO T 63 (3) ADVANCED AUTOMOTIVE ELECTRONICS
2 Hrs. Lab. 3 Hrs. Lab.
Recommended Prerequisite: Auto T 54. This course covers the fundamentals of current electronic fuel injection systems, including throttle body injection, port fuel injection and central port fuel injection systems. The course also covers system and component operation and diagnosis of the fuel management system. In addition, course includes student evaluation by hands-on practice of service procedures, component location, and testing on board diagnostic computer systems. (Nontransferable, AA/AS degree only)

AUTO T 64 (1.5) COMPUTER CONTROLLED TRANSMISSIONS
1 Hr. Lab. 1.5 Hrs. Lab.
Prerequisites: Auto T 54 and Auto T 60 or previous working experience. This course provides advanced instruction in diagnosis and shop practices in computer controlled transmission fundamentals. It includes operation and servicing of fuel management sensors and computers and review of basic electrical/guidance systems. Emphasis will be on eliminating incorrect diagnosis through practice using the scanner diagnostic tools and procedures. (Nontransferable, AA/AS degree only)

AUTO T 65 (3) BASIC MACHINE SHOP TECHNOLOGY
2 Hrs. Lab. 3 Hrs. Lab.
A general course designed for students desiring to work in the various areas of automotive technology involving machine shop operations. Skill is developed in the operation of lathes, milling machines, drill presses, grinders, shapers, hand and bench tools, and layout. The proper use of materials, safety and care of equipment is emphasized. (CSU)

AUTO T 66 (3) ADVANCED MACHINE SHOP TECHNOLOGY
2 Hrs. Lab. 3 Hrs. Lab.
Recommended Preparation: Auto T 65. A course designed to develop advanced skills in the operation of lathes, milling machines, drill presses, grinders, shapers and sewing machines. The proper use of materials, safety and care of equipment is included. (CSU)

AUTO T 72 (3) BASIC SHOP SKILLS
3 Hrs. Lab.
This is a comprehensive course in tool usage, nomenclature and terminology of tools and equipment for the beginning student in the technologies. The course is for the student who has not developed a background in industrial technology, as well as for the bilingual student who wants to improve his/her technical vocabulary. (Same as Ager/Weidt 75) (Nontransferable, AA/AS degree only)

AUTO T 73 (3) TUNE-UP AND SERVICING THE DIESEL ENGINE
2 Hrs. Lab. 3 Hrs. Lab.
Prerequisite: Auto T 51. This course covers the principles of tune-up and the procedures for servicing the diesel engine. Practical emphasis is placed on proper disassembling, diagnosis calibrating, and testing different types of pumps and injectors. Models from GMC light trucks, Ford trucks, Chevrolet trucks, import automobiles, and light tractors will be examined. Proper shop procedures will be followed on servicing, testing the fuel system, checking and analyzing cylinder compression, checking exhaust smoke and testing diesel engine electrical circuits. (CSU)

AUTO T 73B (3-3) ADVANCED AUTO TECH SHOP PRACTICE
1 Hr. Lab. 4 Hrs. Lab.
Prerequisite: Successful completion of at least 1 unit in automotive technology. Auto Tech applied shop practices is for advanced students who wish to refine technical skills prior to obtaining employment in the industry. (CSU)

BIOLOGY

BIOL 3 (4) PRINCIPLES OF BIOLOGICAL SCIENCE
3 Hrs. Lab. 3 Hrs. Lab.
Not open to students with credit in Zoology or Botany. A consideration of basic biological phenomena. Designed for those students who intend to take only one semester of general biological sciences. (CSU) (UC credit limited. See a counselor.)

BIOL 21 (5) GENERAL MICROBIOLOGY
3 Hrs. Lab. 6 Hrs. Lab.
Prerequisites: One year of each of high school chemistry and biology or one semester each at the college level. Provides students with fundamental concepts of the structure and physiology of nondisease and disease producing microorganisms with particular attention to bacteria. Basic techniques for culturing, staining, counting and identifying microorganisms. Designed to meet the requirements to enter one of the medical fields as well as general education. (CSU)

BIOL 22 (4) MICROBIOLOGY FOR ADVANCED PLACEMENT OF NURSING STUDENTS
2 Hrs. Lab. 6 Hrs. Lab.
Prerequisites: One year of high school chemistry and biology or one semester each at the college level. For students currently accepted for advanced placement by the IVC Nursing Department. Provides the student with fundamental concepts of the structure and physiology of non-disease and disease producing microorganisms with an emphasis on non-disease producers and Biol 21. Basic techniques for culturing, staining, and identifying bacteria. (Nontransferable, nondegree applicable)

BUSINESS

BUS 1A (4) (CAN BUS 2) PRINCIPLES OF FINANCIAL ACCOUNTING
4 Hrs. Lab. 1 Hr. Lab.
Recommended preparation: Math X or equivalent. Theory and practice of accounting applicable to recording and reporting of business transactions for proprietors, partnerships, and corporations as they relate to external use. Includes the study of asset, liability and equity accounts; revenue and expense recognition; inventory accounting; stockholder equity, earnings, and dividends; long-term bonds and investments; and statements of cash flows. (CSU, UC)

BUS 1B (4) (CAN BUS 2) PRINCIPLES OF MANAGERIAL ACCOUNTING
4 Hrs. Lab. 1 Hr. Lab.
Prerequisite: Bus 1A. Selection and analysis of accounting information for internal use by managers. Using financial information for planning and control purposes. (CSU, UC)
BUS 2 (3)
INTRODUCTION TO BUSINESS
3 Hrs. Lab.
A basic beginning college course that introduces U.S. business and industry. Includes an overview of the nature and importance of business, forms of business ownership, organization, management, finance, marketing, government and legal regulations, pricing and taxes. Class activities include participation in team-building concepts. (CSU, UC)

BUS 9 (2)
HUMAN RESOURCES MANAGEMENT
2 Hrs. Lab.
This course describes the critical issues facing human resource management professionals now and in the future and how to effectively deal with them. The critical areas of human resource management are to include personnel planning; staffing; appraising and compensating employees; employee training and development; career planning and career management programs; quality of work life and productivity; occupational safety and health; and employee rights and organizations. Case studies and experiential exercises are used to enhance the learning environment. (CSU)

BUS 10 (3)
PRACTICAL ACCOUNTING
3 Hrs. Lab.
This basic course will teach students to journalize and post transactions common to a service type business and teach them the end of the fiscal period functions on the accrual basis. (Nontransferable, AA/AAS degree only)

BUS 13 (3)
APPLIED BUSINESS LAW
3 Hrs. Lab.
A one-semester course covering courts and court procedures, contracts, sales contracts, bailments, negotiable instruments, agency and employment, partnerships, corporations, insurance and property. Not open to students who have completed BUS 5 or the equivalent. (Nontransferable, AA/AAS degree only)

BUS 14 (3)
PRACTICAL SALES MANAGEMENT
3 Hrs. Lab.
A practical approach to the study of salesmanship. Topics covered include an overview of personal selling and classification of sales jobs, the sales environment, the sales personality, the sales process, and other subject areas important to sales work such as setting up the firm and building good customer relationships. (CSU)

BUS 15 (3)
SMALL BUSINESS MANAGEMENT
3 Hrs. Lab.
Course provides the basic tools and perspective necessary to understand small business management. It explores ways of entering small businesses, the process for starting a new business venture; explains the personal appraisal checklist for going into small business; explains market assessment, market research, site selection, and factors that affect business operations as it relates to small business; describes small business planning, organizing, staffing, and controlling; and explains the basics of production management and quality control. (CSU)

BUS 19 (3)
PERSONAL DEVELOPMENT FOR EMPLOYMENT
3 Hrs. Lab.
A study of the process and practice of obtaining employment in the business world. Designed to meet the special needs of students in the fields such as: Marketing-Distribution; Business Supervision; Secretarial-Clerical; Accounting; Bookkeeping; and Data Processing, etc. Skills development in the areas of job search, employer contact, resume writing, interviewing techniques, interview follow-up, proper dress, and job-holding practices. (CSU)

BUS 20 (3)
BEGINNING KEYBOARDING
2 Hrs. Lab. 3 Hrs. Lab.
Designed to teach the fundamentals of keyboarding. The student is introduced to the basic concepts of keyboarding production. (CSU)

BUS 23 (3)
MACHINE CALCULATION
2 Hrs. Lab. 2 Hrs. Lab.
Recommended Preparation: Math 51. Develops skills required for rapid and accurate operation of calculating machines. (CSU)

BUS 24 (3)
RECORDS MANAGEMENT
3 Hrs. Lab.
Lecture and supervised individual and group procedural activity designed to assist students with progressive filing and records management rules, procedures and techniques. Alphabetical, numeric, geographic and subject filing are studied. (CSU)

BUS 25A (3-3)
KEYBOARDING: SPEED AND ACCURACY
2 Hrs. Lab. 3 Hrs. Lab.
Recommended Preparation: Ability to keyboard 20 net words per minute. An individualized diagnostic, prescriptive method of developing keyboarding speed and accuracy ratings between 20-90 net words per minute. (CSU)

BUS 25A (3)
CERTIFIED PROFESSIONAL SECRETARY I
3 Hrs. Lab.
The course provides the opportunity to learn about and experience, in mock form, the first three sections of the Certified Professional Secretary examination. Discussion of eligibility requirements, efficient note-taking principles, the application process, and study aids will be part of the course. (Nontransferable, nondegree applicable)

BUS 25B (3)
CERTIFIED PROFESSIONAL SECRETARY II
3 Hrs. Lab.
The course provides the opportunity to learn about and experience, in mock form, the second three sections of the Certified Professional Secretary examination. An overview of the Certified Professional Secretary exam will be covered. It includes fees, eligibility requirements, test dates and sites, preparation for the exam and organization for study. (Nontransferable, nondegree applicable)

BUS 26B (3)
WORD PROCESSING II
2 Hrs. Lab. 2 Hrs. Lab.
Recommended Preparation: Ability to keyboard 20 net words per minute. The course is designed to teach students to use word processing software on the microcomputer and to develop office technology skills. (CSU)

BUS 28B (3)
GENERAL BUSINESS 2
2 Hrs. Lab. 3 Hrs. Lab.
Recommended Preparation: Skills acquired in BUS 28A. The course is designed to develop advanced business computer skills needed in the modern business office. The course will cover current word processing software, spreadsheet creation, database development, internet, and presentation graphics through the windows environment of a personal computer. In the course, graphics will be incorporated into documents with the use of a scanner and clip art. After completing the class, the student will have a working knowledge of the windows environment and a foundation for using a variety of applications for the personal computer. (CSU)

BUS 31AC (3-3-3)
SHORTHAND THEORY-SPEEDBUILDING
2 Hrs. Lab. 3 Hrs. Lab.
Recommended Preparation: Word processing skills. A basic course in Gregg Shorthand. Theory and dictation practice. Designed for the needs of professional secretaries. (CSU)

BUS 32 (1)
OFFICE TRANSCRIPTION
2 Hrs. Lab.
Recommended Preparation: BUS 29A. This course is designed to teach students to develop office technology skills using machine transcription equipment. (Nontransferable, AA/AAS degree only)

BUS 39 (3)
OFFICE PROCEDURES
3 Hrs. Lab.
Prerequisite: Completion of 12 units in BUS and CIS courses. "Finishing" course which covers all business skills and stresses those competencies required of the office worker in today’s business environment. (CSU)

BUS 40 (3)
GENERAL LAWS FOR SECRETARIES
3 Hrs. Lab.
Recommended Preparation: Eng 24A and concurrent enrollment in BUS 41. A review of the principles of legal writing, the use of legal concepts in the preparation of business correspondence. (Nontransferable, AA/AAS degree only)

BUS 41 (3)
GENERAL BUSINESS CORRESPONDENCE
3 Hrs. Lab.
Recommended Preparation: Completion or concurrent enrollment in BUS 40 and word processing skills. Emphasizes the basic elements and skills necessary for effective business communications. The business vocabulary - pronunciation, spelling, meaning, and pronunciation - together with standard letter writing styles will be stressed. Not open to students who have completed BUS 42. (Nontransferable, AA/AAS degree only)
BUS 42 (3)  
BUSINESS COMMUNICATIONS  
3 Hrs. LeC.  
Recommended Preparation: Eng 2B and word processing skills. This course will teach the principles of effective communication applied to business letters, memos, and analytical reports. It includes the organization, writing, and presentation of business documents and incorporates the basic principles of speaking effectively for business. (CSU)

BUS 43 (3)  
BUSINESS CORRESPONDENCE IN SPANISH  
3 Hrs. LeC.  
Recommended for bilingual students with Bus 42 or equivalent. Practice in letter form and style, business vocabulary, spelling, and punctuation. Emphasis on differences of similarities in English and Spanish business correspondence. (CSU)

BUS 44 (1-2)  
BUSINESS COMMUNICATION SKILLS  
1-2 Hrs. LeC.  
Designed to upgrade business communication skills needed in today's high-tech business office. Emphasis on creating written assignments with clear, concise business vocabulary, appropriate grammar, and standard formats. (Nontransferable, AA/AS degree only)

BUS 51 (1)  
MICROCOMPUTER KEYBOARDING  
1 Hr. LeC.  
The course is designed to develop speed and accuracy in the use of the computer keyboard. The student will learn basic operations of a computer including use of alphanumeric, numeric and symbol keys as well as the numeric keypad. The course will also include the basic commands needed to format documents. (CSU)

BUS 66 (5)  
EFFECTIVE CUSTOMER SERVICE  
5 Hrs. LeC.  
This course is designed to develop the student's skills in understanding and dealing with customers in a variety of customer service situations. Class discussions focus on the principles of effective customer service, general positive customer relations, customer behavior styles, employee coping strategies, communication techniques, dealing with angry customers, and effective telephone techniques. Case studies, simulations, video presentations, and diagnostic instruments are used to supplement class discussion. (Nontransferable, nondegree applicable)

BUS 89 (3)  
LAW OFFICE PROCEDURES AND PRACTICES FOR SECRETARIES  
3 Hrs. LeC.  
Practical instruction and exercises for secretaries. Emphasis on forms of pleadings; procedures for various actions (civil procedure, real estate, probate and conservatorships, family law); the law library and legal research; dictation of legal documents. (CSU)
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MICROCOMPUTER ACCOUNTING
3 Hrs. Lab. 1 Hr. Lab. 2 Hrs. Lab.
Prerequisite: Bus 1A or Bus 11. Recommended Preparation: CIS 1. A practical course in which students will have an opportunity to utilize computerized financial software that is currently being used in the business field. A "case study" will be completed by the students which will help them to gain microcomputer skills. (CSU)

CIS 23 (1)
COMPUTER LITERACY
1 Hr. Lab.
A course designed for students with little or no experience with computers. The course includes a review of computer terminology, system components, and software applications typically used on a microcomputer system. In a hands-on environment, the student will learn basic operating system and user interface commands, basic features in a word processing program, and basic concepts for use of Internet resources. (CSU)

CIS 26 (4)
WINDOWS OPERATING SYSTEM: WINDOWS 95
1 Hr. Lab.
Designed to familiarize computer users with the Windows operating system environment that controls the computer. This course covers commands and menus used by Windows to do proper file management, customize the desktop interface, and use the Windows accessories. (CSU)

CIS 31A (1)
WORD PROCESSING: PERFECT FOR WINDOWS 1
1 Hr. Lab.
Hands-on practice with WordPerfect word processing software using a windows environment. The course is designed for beginners and will document creation including multiple documents; basic editing and text enhancement; line and page formatting; cut, copy and paste; spell check and thersheet. (CSU)

CIS 31B (1)
WORD PROCESSING: PERFECT FOR WINDOWS 2
1 Hr. Lab.
Hands-on practice with WordPerfect word processing software using a windows environment. The course is a continuation of CIS 31A. Word Processing: WordPerfect for Windows, and will focus on editing and formatting features including multiple windows and documents, managing files, tables, columns, merge, labels, sort and graphics. (CSU)

CIS 37A (1)
SPREADSHEET: EXCEL
1 Hr. Lab.
A beginning course in the creation and use of spreadsheet applications including templates, spreadsheets, and beginning graphic presentation. (CSU)

CIS 37B (1)
SPREADSHEET: EXCEL
1 Hr. Lab.
A sequence to the CIS 37A course. This course develops expertise in word processing applications, teaches use of graphic presentations, develops data base use and includes macros. (CSU)

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CIS 41A (1)
DATA BASE: ACCESS
1 Hr. Lab.
A course designed to present the basic data base concepts. The student will become acquainted with a windows-based business data base application and its implementation. (CSU)

CORRECTIONAL SCIENCE

CIS 21I (3)
INTRODUCTION TO CORRECTIONS
3 Hrs. Lab.
Recommended Preparation: Engl 20/120B. A study and survey of the history, philosophy and trends of adult and juvenile correctional processes. The relationship between corrections and other components of the judicial system will be examined. (CSU)

CIS 22I (3)
CONCEPTS OF CRIMINAL LAW
3 Hrs. Lab.
(Same as AJ 23) (CSU, UC)

CIS 24I (3)
CORRECTIONAL INTERVIEWING AND COUNSELING
3 Hrs. Lab.
An overview of the techniques available to practitioners in Corrections in counseling and interviewing. The student will learn the use of expressive techniques and theories in confidential dealings which may be used by the correctional employee in client interviews and counseling. A basic course for students planning to enter or already employed within the Correctional Science field. (CSU)

CIS 25I (3)
CONTROL AND SUPERVISION OF INMATES
3 Hrs. Lab.
An overview of supervision of inmates in the local, state and federal correctional institutions. The issues of control in a continuum of institutional daily living through crisis situations will be introduced. Methods of control and results will be discussed. The course will emphasize the role of both the offender and the correctional worker. Introductory topics include supervision, violence and effects of crowding on inmates and staff, staff attitudes, inmate morale and the behavioral effects of inmate crowding and supervision. (CSU)

CIS 31I (3)
CONCEPTS OF PROBATION AND PAROLE
3 Hrs. Lab.
A survey of the historical development of probation and parole from early court practices through modern practices with an emphasis on the operation of probation and parole agencies in society. This course includes such topics as probation and parole laws and procedures (CSU)

CIS 40A (1)
UNDERSTANDING EXCEPTIONAL STUDENTS
1 Hrs. Lab.
Recommended Preparation: Psych 20/ECSE 20 or Psych 1A. A case study approach to the study of exceptional students in psychological and educational areas of human development. This course is designed to allow for the development of research skills, working with exceptional students. Surveys the psychological assessment profiles and typical experiences of exceptional individuals. Experience may be gained on the campus college limited individual. Experience may be gained on the campus college central area or peripheral campus location. (CSU)

CIS 52A (2-2)
PRAXIS PRACTICUM TO WORK WITH PHYSICALLY LIMITED PERSON
2-2 Hrs. Lab.
Recommended Preparation: DSPS 1 and Psychology 1A or Psychology 5. A supervised practicum experience to develop teaching strategies for the physically limited individual. Experience may be gained on the campus college limited individual. Experience may be gained in the field of deaf, blind, or orthopedically handicapped or in the field with deaf, blind, or orthopedically handicapped (CSU)

CIS 83I (1)
SURVEY OF CAMPUS LIFE FOR THE PHYSICALLY LIMITED
1 Hr. Lab.
(Same as AJ 23) (CSU, UC)

CIS 84I (3)
LIVING WITH A HEARING LOSS
3 Hrs. Lab.
A course designed to help reduce the communication barriers often experienced when a person has been deafened. The course includes verbal use of hearing aids, factors influencing lipreading ability, and problems arising from living with a hearing loss will be discussed. (CSU)

CIS 86I (2-2)
PERSONAL AND SOCIAL ADJUSTMENT FOR THE PHYSICALLY LIMITED
2-2 Hrs. Lab.
A course designed to help the physically limited students who have difficulty adjusting to the educational complexities of college level classes because of deficiencies in their auditory and visual perception. (CSU)

CIS 40B (1-4, 1-4, 1-4)
ACADEMIC SUPPORT SERVICES
1-4 Hrs. Lab.
This course is designed to provide academic support services to the physically limited and adaptive learning students who are taking the core classes. Special attention is given to enhance the student's ability to develop a study plan that will be successful. The course is designed to assist students in developing their basic compensable. (CSU)

CIS 40C (1-4, 1-4, 1-4)
GENERAL SUPPORT SERVICES
1-4 Hrs. Lab.
This course is designed to provide academic support services to the physically limited and adaptive learning students who are taking the core classes. Special attention is given to enhance the student's ability to develop a study plan that will be successful. The course is designed to assist students in developing their basic compensable. (CSU)

CIS 40D (1-4, 1-4, 1-4)
COUNSELING AND GUIDANCE SUPPORT SERVICES
1-4 Hrs. Lab.
This course is designed to provide counseling and guidance support services to physically limited and adaptive learning students by means of diagnostic testing, assistance with vocational and education classes, assessment of individualized progress, and personal, academic, and vocational counseling. Students are transitioned into college through assistance with registration, the financial aid, career planning, and ultimately into employment and/or baccalaureate programs. (Nontransferable, nondegree applicable)

CIS 40E (1-4, 1-4, 1-4)
ADVISING AND GUIDANCE SUPPORT SERVICES
1-4 Hrs. Lab.
This course is designed to provide advising and guidance support services to physically limited and adaptive learning students by means of diagnostic testing, assistance with vocational and education classes, assessment of individualized progress, and personal, academic, and vocational counseling. Students are transitioned into college through assistance with registration, the financial aid, career planning, and ultimately into employment and/or baccalaureate programs. (Nontransferable, nondegree applicable)

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DSPS 10 (4)
AMERICAN SIGN LANGUAGE
5 Hrs. Lab.
An introduction to American Sign Language and Signed English designed to provide basic communication skill and increased awareness of the psychology of an individual with a severe hearing impairment. This course will include definitions of hearing loss, history of deaf education and culture, communication issues, and legal rights, as well as emphasizing vocabulary development, syntax and idiomatic expressions used by the "typical" deaf adult. (CSU, UC)

DSPS 11 (4)
AMERICAN SIGN LANGUAGE 2
5 Hrs. Lab.
Recommended Preparation: DSPS 10. Sign language vocabulary continues to increase, withfiness development to increase speed, accuracy and rhythm in expressive and receptive ability. Emphasis will be placed upon clarity of performance and appropriateness of vocabulary. Ethics, certification, role, and procedures of professional interpreting will be examined. Provides introductory sign-to-voice and voice-to-sign interpreting practice. (CSU, UC)

DSPS 12 (5)
AMERICAN SIGN LANGUAGE 3
3 Hrs. Lab.
Recommended Preparation: DSPS 11. Continues development of interpreting/transliterating skills. Students will have directed practice in interpreting in a variety of communication situations. Techniques of facial expressiveness, body language, and handsigning will be emphasized. (CSU, UC)

DSPS 13 (5)
AMERICAN SIGN LANGUAGE 4
3 Hrs. Lab.
Recommended Preparation: DSPS 12. The course is a continuation of the American Sign Language Skills and fluency developed in DSPS 12. The course increases or strengthens students' expressive and receptive vocabulary competency; however, the major focus of the course continues to be on observation of students' skills in the idiomatic usage of conversational ASL, awareness of ASL grammar, usage and syntax, and facility in expressive sign language at the intermediate level. The course also continues to introduce and expand students' experience in sign language interpreting the development of specialized or technical sign vocabulary. (CSU)
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DSPS 15A (4)
READING AND SPELLING FOR STUDENTS WITH LEARNING DIFFERENCES
4 Hrs. Lec. 1 Hr. Lab.
Prerequisite: None
This course is designed for basic instruction based on placement tests and individual interview. This course will teach adults with learning differences to read and to spell phonetically regular words in the context of written sentences with an emphasis on one- and two-syllable words having only short vowels, 40 sight words, and the spelling role dealing with doubling the final consonant in one-syllable words. (Nontransferable, nondegree applicable)

DSPS 15B (4)
READING AND SPELLING FOR STUDENTS WITH LEARNING DIFFERENCES
4 Hrs. Lec. 1 Hr. Lab.
This course is a continuation of DSPS 15A with an emphasis on one-syllable words with a silent final -e, words with digraphs, 50 sight words, two-syllable words with short vowels and consonant-vowel-consonant syllables, and two-syllable words with the first syllable open and the second syllable having a short vowel or vowel-consonant-e. (Nontransferable, nondegree applicable)

DSPS 15C (4)
READING AND SPELLING FOR STUDENTS WITH LEARNING DIFFERENCES
4 Hrs. Lec. 1 Hr. Lab.
This course is a continuation of DSPS 15B with an emphasis on various sounds of consonants, diphthongs, and various suffixes. (Nontransferable, nondegree applicable)

DSPS 15D (4)
READING AND SPELLING FOR STUDENTS WITH LEARNING DIFFERENCES
4 Hrs. Lec. 1 Hr. Lab.
This course is a continuation of DSPS 15C with an emphasis on contractions, silent consonants, various spellings of vowel and consonant sounds, and spelling rules dealing with adding suffixes to any word. (Nontransferable, nondegree applicable)

DSPS 16A (3)
INTERPRETING AMERICAN SIGN LANGUAGE I
3 Hrs. Lec.
Recommended Preparation: DSPS 16A
This course is designed to provide experience with general music in terms of listening skills, elements, basic structure and style. Application of skills involving sensitivity to rhythm, pitch, sound and structure of music with individual and group participation in singing and in rhythmic accompaniment. Course designed for the visually handicapped. (Nontransferable, nondegree applicable)

DSPS 16B (3)
INTERPRETING AMERICAN SIGN LANGUAGE II
3 Hrs. Lec.
This course develops a set of skills that will improve the ability to comprehend, analyze and apply conversational techniques to current issues. (Nontransferable, nondegree applicable)

DSPS 16C (3)
INTERPRETING AMERICAN SIGN LANGUAGE 3
3 Hrs. Lec.
This course includes an introduction to the science of hearing, fundamentals of acoustics as they apply to audiometric testing, anatomy and physiology of the hearing mechanism, pathologies causing impaired hearing, interactions of hearing to speech and language development, and familiarization with audiologic assessment and clinical procedures. (CSU)

DSPS 22ABC (2-2-2)
TACTILE ART FOR THE PHYSICALLY LIMITED
4 Hrs. Lab.
This course is designed to enrich the aesthetic experience of the physically limited. Students will explore various art methods and methods. (Nontransferable, nondegree applicable)

DSPS 30 (3)
INTRODUCTION TO AUDIOLOGY
3 Hrs. Lec. 1 Hr. Lab.
Recommended Preparation: DSPS 33. This course includes identification of hearing loss, audiometric testing, presbycusis, industrial audiometry, and the role of the audiometric technician. Speech-hearing therapist in the total conservation of hearing program. (CSU)

DSPS 33 (3)
AUDIOLOGY AND HEARING CONSERVATION
3 Hrs. Lec. 1 Hr. Lab.
Recommended Preparation: DSPS 33. This course includes identification, presbycusis, preflight hearing screening, industrial audiometry, and the role of the audiometric technician. Speech-hearing therapist in the total conservation of hearing program. (CSU)

DSPS 38 (4)
COMPUTER ACCESS EVALUATION
1 Hr. Lab.
Prerequisite: A student must be eligible for services and instruction from the Disabled Student Programs and Services through appropriate verification of a primary disability by certificated personnel and be able to benefit from the programs and services offered by the High Tech Center. This course is designed to help students with a disability or multiple disabilities, to understand their computer usage capabilities and to determine, through an instructor evaluation, the appropriate hardware and software. (Nontransferable, nondegree applicable)

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DSPS 36 (1)
ADAPTED KEYBOARDING
2 Hrs. Lab.
Prerequisite: A student must be eligible for services and instruction from the Disabled Student Programs and Services through appropriate verification of a primary disability by certificated personnel and be able to benefit from the programs and services offered by the High Tech Center. This course is designed to teach keyboarding basics to disabled students who use adaptive learning technologies for successful access to computer hardware and software used for other mainstream basic skills support courses. (Nontransferable, nondegree applicable)

DSPS 37 (3)
COMPUTER ACCESS I
2 Hrs. Lab.
Prerequisite: A student must be eligible for services and instruction from the Disabled Student Programs and Services through appropriate verification of a primary disability by certificated personnel and be able to benefit from the programs and services offered by the High Tech Center. DSPS 37 is required if a student does not have adequate typing skills. Designed for students with visual, physical, language impairment, learning disabilities or deafness. This course provides training in the use of computer access technologies which enhance a disabled student's ability to access and use PC's which are used for other basic skills support courses. (Nontransferable, nondegree applicable)

DSPS 38 (3)
COMPUTER ACCESS II
1 Hr. Lab 2 Hrs. Lab.
Prerequisite: A student must be eligible for services and instruction from the Disabled Student Programs and Services through appropriate verification of a primary disability by certificated personnel and be able to benefit from the programs and services offered by the High Tech Center. This course is designed for disabled students who have successfully completed Computer Access I. Students will enhance their computer usage capabilities and complete assignments for other classes in which they are concurrently enrolled. (Nontransferable, nondegree applicable)

DSPS 39 (3)
COMPUTER ACCESS PROJECTS
4 Hrs. Lab.
Prerequisite: A student must be eligible for services and instruction from the Disabled Student Programs and Services through appropriate verification of a primary disability by certificated personnel and be able to benefit from the programs and services offered by the High Tech Center. This course is designed for students with a disability who require access to specialized adaptive technologies in order to complete assignments for other classes in which they are concurrently enrolled. (Nontransferable, nondegree applicable)

DSPS 40 (3)
INTRODUCTION TO RESIDENTIAL SERVICES SPECIALIST
3 Hrs. Lab.
An investigation of the characteristics of the developmentally disabled population. Basic philosophical and legal issues, history of treatment, current approaches, and state licensing requirements and regulations will be covered. Designed for persons involved in residential care for the developmentally disabled. (Nontransferable, AA/AS degree only)

DSPS 41 (3)
TECHNIQUES FOR RESIDENTIAL SERVICES SPECIALIST
3 Hrs. Lab.
Application of theories to practical skills and knowledge needed by persons involved in residential care for the developmentally disabled. Includes behavior management techniques, health and developmental needs, program planning and implementation and techniques for development, social adaptation and other life skills. Designed for persons involved in residential care for the developmentally disabled. (Nontransferable, AA/AS degree only)

DSPS 56A (3)
MATH WITH STUDENTS WITH LEARNING DIFFERENCES
3 Hrs. Lab.
This course will teach adults with Learning Differences to understand the number system used in the United States and to solve problems involving addition and subtraction of whole numbers. Emphasis will be placed on reading and writing whole numbers of all amounts, writing words for whole numbers, demonstrating an understanding of place value, and using addition and subtraction of whole numbers to solve simple, everyday-type problems. (Nontransferable, nondegree applicable)

DSPS 56B (3)
MATH WITH STUDENTS WITH LEARNING DIFFERENCES
3 Hrs. Lab.
Recommended Preparation: DSPS 56A. This course will teach adults with Learning Differences to solve problems involving multiplication of whole numbers and division of whole numbers. (Nontransferable, nondegree applicable)

DSPS 56C (3)
MATH WITH STUDENTS WITH LEARNING DIFFERENCES
3 Hrs. Lab.
Recommended Preparation: DSPS 56B. This course will teach adults with Learning Differences to solve problems involving addition, subtraction, multiplication, and division of fractions. (Nontransferable, nondegree applicable)

DSPS 56D (3)
MATH WITH STUDENTS WITH LEARNING DIFFERENCES
3 Hrs. Lab.
Recommended Preparation: DSPS 56C. This course will teach adults with Learning Differences to solve problems involving decimals and percents. (Nontransferable, nondegree applicable)

DRAM 1 0
INTRODUCTION TO THEATRE
3 Hrs. Lab.
An introduction to the art of theatre to include the nature of theatrical presentation, elements of dramatic structure, and contributions of the playwright, actor, director, designer, and audience. (CSU)

DRAM 2 0
FUNDAMENTALS OF ACTING
3 Hrs. Lab.
An introduction to the interpretation of drama through the art of the actor. Development of individual insights, skills, and disciplines in the presentation of the dramatic materials to an audience. (CSU, UC)
DRAMA 21AB (3-3) FUNDAMENTALS OF ACTING
2 Hrs. Lect. 3 Hrs. Lab. Recommended Preparation: DRAM 20 A continuation of DRAM 20 with further emphasis on fundamental acting skills. Laboratory hours to be arranged. Maximum credit six units. (CSU, UC)

DRAM 22ABCD (1-1-1) REHEARSAL AND PERFORMANCE
3 Hrs. Lab. Enrollment contingent upon participation in campus major dramatic production. Maximum credit one unit per semester for four semesters. Hours to be arranged. (CSU, UC)

EARLY CHILDHOOD EDUCATION

ECE 20 (3) DEVELOPMENTAL PSYCHOLOGY OF CHILDREN
3 Hrs. Lect. A study of the developmental stages of children from conception through adolescence including the principles theories of development and their application. (Same as Psych 20) (CSU) UC credit limited. See a counselor.

ECE 21 (3) EARLY CHILDHOOD SOCIALIZATION: CHILDREN, FAMILY AND COMMUNITY
3 Hrs. Lect. Study of the child in the family and community in relation to social, cultural, economic, ethnic, and geographical influences on her/his growth and development. Community resources as they relate to the education, health, welfare, recreational and other activities of the child. (CSU)

ECE 22 (3) ADVANCED DEVELOPMENTAL PSYCHOLOGY AND OBSERVATION
3 Hrs. Lect. Advanced study of the principle theories of developmental psychology, including the study of assessment and observation as tools for understanding behavior and development. (CSU)

ECE 23 (3) EARLY CHILDHOOD CURRICULUM I
3 Hrs. Lect. A study of preschool curriculum and its application in the preschool environment. Students will learn to develop and write curriculum plans which incorporate developmental goals. Implementation of lesson plans at local preschools is required. (CSU)

ECE 24 (3) EARLY CHILDHOOD CURRICULUM II
3 Hrs. Lect. Advanced study and application of the preschool curriculum including techniques for enriching the preschool environment for creative expression. The value of play as an integral part of the preschool program and the use of interest centers and multicultural experiences for preschools is studied and applied in the preschool setting. (CSU)

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ECE 25 (3) FIELD EXPERIENCE
1.5 Hrs. Lect., 1.5 Hrs. Lab. Field Experience Prerequisites: ECE/Pych 20, ECE 21, 22 and 23. Supervised field work in an early childhood program under the direction of a Master Teacher and college supervisor. The students will learn to assess, develop and implement curriculum and appropriate practices for young children in a supervised setting. (CSU)

ECE 26 (3) PRINCIPLES OF PARENTING
3 Hrs. Lect. This course is a study of the developmental tasks of parenting. It includes family dynamics, parenting skills, adjustment to new roles and family structure, values clarification and family communication. It is designed for parents, prospective parents and child care providers. (CSU)

ECE 27 (3) UNDERSTANDING EXCEPTIONAL STUDENTS
2 Hrs. Lect., 2 Hrs. Lab. (Same as DSPS 1, Psych 27) (CSU)

ECE 28 (3) ADMINISTRATION AND SUPERVISION IN EARLY CHILDHOOD EDUCATION
3 Hrs. Lect. Prerequisites: ECE/Pych 20, ECE 21, 22, 23, 24 and 25. This course incorporates basic management principles for preschools including curriculum development and implementation, personnel management, facility maintenance, budgeting, parent involvement, community relations, program evaluation and professional ethics. (CSU)

ECE 29 (3) INFANT/TODDLER DEVELOPMENT
3 Hrs. Lect. This course will cover the fundamental principles of prenatal and infant development from conception to age two as determined by heredity, society and human interaction. Prenatal development and the birth process are emphasized. Observations will be done in a neonate, infant and toddler. (CSU)

ECE 30 (3) INFANT/TODDLER CURRICULUM
3 Hrs. Lect. This course will prepare students to develop and implement an infant and toddler curriculum including the design of a developmentally appropriate learning environment. It will examine the methods currently in practice and study teacher competencies necessary for working with infants/toddlers. Students must pass in 5 Hrs. Lab. TBA for the semester. (CSU)

ECE 31A (2) HEALTH, SAFETY & NUTRITION FOR TEACHERS OF YOUNG CHILDREN
2 Hrs. Lect. Health and safety needs for young children in group care. County and State mandates for health and safety. Basic nutrition for children including nutritional needs and food service in group care. (CSU)

ECE 31B (3) FIRST AID AND CPR FOR TEACHERS OF YOUNG CHILDREN
1 Hr. Lect. First Aid, CPR, Module II: American Red Cross or American Heart Association certification in infant, child and adult CPR and First Aid. (Same as HT 17) (CSU)

ECE 32 (3) MULTILINGUAL AND MULTICULTURAL CURRICULUM FOR YOUNG CHILDREN
3 Hrs. Lect. General introduction to life styles, values, and socioeconomic conditions of children from bilingual and multicultural families with special emphasis on ways in which these factors affect the teaching and learning process. Students are introduced to strategies, materials and resources designed to help them enhance the multilingual and multicultural experience of the children. (CSU)

ECE 33 (3) ADVANCED MANAGEMENT FUNCTIONS FOR THE OPERATION OF AN EARLY CHILDHOOD CENTER
2 Hrs. Lect., 3 Hrs. Lab. Prerequisites: ECE/Pych 20, 21, 22 and 23, 24, 25. This course is designed for those who plan to be directors in any child care center, both public and private, in the state of California. Principles and practices of program planning, budgeting and personnel administration for agencies servicing children and families. (CSU)

ECE 34 (3) ADULT SUPERVISION IN EARLY CHILDHOOD PROGRAMS
3 Hrs. Lect. A study of the methods and principles of adult supervision in an early childhood setting from a developmental perspective. Topics covered include competence in personnel management, effective interpersonal communication, how adults learn, team building. (CSU)

ECE 35 (1) FAMILY CHILD CARE MANAGEMENT
3 Hrs. Lect. Instructors is operating home based childcare as a successful business. Topics covered include bookkeeping, tax laws, licensing requirements, management skills, scheduling and policies. (Nontransferable, AA/AS degree only)

ECE 36 (1) FAMILY CHILD CARE PROVIDER AND PARENT RELATIONS
3 Hrs. Lect. A study of appropriate provider and parent communication techniques and strategies. Includes problem-solving, decision making, conflict resolution, methods for increasing parent involvement and participation in child's care and education. (Nontransferable, AA/AS degree only)

ECE 37 (1)
EMT 1R (1)  
**EMERGENCY MEDICAL TECHNICIAN 1 - REFRESHER**  
3 Hrs. Lab.  
Recommended Preparation: EMT 1. A continuation of EMT 1.

**Prerequisites:** EMT 1 certification or possession of an EMT 1 certification within the past 4 years. A course designed to fulfill the California EMT 1 refresher course requirements. This course will review basic life support topics and procedures to include cardiovascular and respiratory resuscitation, trauma, infection control, and patient assessment and care. Successful completion of this course will satisfy continuing education requirements for the EMT 1 and will enable the EMT 1 to be eligible for recertification in the state of California. This course is approved by the Imperial County Emergency Medical Services Agency and is within the training guidelines of the California Code of Regulations and the California Fire Service Training and Education Systems (CFSTES). (Same as FIRE 105 R) (CSU)

EMT 2a (7)  
**EMERGENCY MEDICAL TECHNICIAN 2A**  
6 Hrs. Lab.  
3 Hrs. Lecture  
Basic cardiac life support course designed to prepare the student to perform adult cardiac arrest and to function as an EMT-B in the emergency department and other rescue situations. This course will cover medical, legal, and ethical considerations. (CSU)

EMT 2B (8)  
**EMERGENCY MEDICAL TECHNICIAN 2B**  
3 Hrs. Lab.  
3 Hrs. Lecture  
Prerequisite: Successful completion of EMT 2A. This course is a continuation of EMT 2A. It is designed to teach professional medical components of adult life support skills not covered in EMT 2A. It enables the student to put all laboratory and didactic materials together in the classroom setting. The student will be able to perform total patient assessment and care, using state and county guidelines for limited advanced life support systems. Students must be aware of the requirements of the course that requires dedication to complete all clinical and field experiences. In addition to class and clinical time, students must complete ten (10) LALS runs with the ambulance to successfully complete the course. (CSU)

EMT 3 (5)  
**EMERGENCY MEDICAL TECHNICIAN 1 - DEFIBRILLATOR**  
5 Hr. Lab.  
Prerequisites: Must possess a current EMT 1 certification, or be currently enrolled in an EMT 1 course that is approved by the Imperial County Emergency Medical Services Agency.

**Prerequisites:** EMT 1 certification, or medical assistant, EMT-B, or one of the following: Paramedic, registered nurse, or have been employed in a medical, emergency, or law enforcement setting for at least one year. A course designed for EMT-Bs who wish to recertify for another two-year period. This course will review all medical and emergency treatment and protocols as delineated by the State of California Administrative Code, Title 22 - Social Security, Division 9 - Prehospital emergency care and treatment, and the California Code of Regulations and the Imperial County Emergency Medical Services Policies and Procedures. (CSU)

EMT 108 (5)  
**EMERGENCY MEDICAL TECHNICIAN - FIRST RESCUE, REFRESHER**  
5 Hr. Lab.  
A course for First Responders who provide first aid, including recognition and management of immediate care for injury or sudden illness or medical emergencies, prior to the availability of medical care by health care professionals. This course is designed for the entry level and with a more advanced license or certification. This course is primarily for firefighters and law enforcement personnel and satisfies requirements under Title 22, Division 9 of the California Code of Regulations, or requires the utilization of a person to provide care to an injured or sick individual. This course will cover medical, legal, and ethical considerations. (CSU)

EMT-P C (1)  
**EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC CLINICAL**  
7 Hrs. Lab.  
3 Hrs. Lecture  
Prerequisites: Successful completion of EMT-P D1 and EMT-P D2. May not be offered more than once per academic year. A course designed for the second phase of training after completion of EMT-P D1 and EMT-P D2 with EMS Training Coordinator and EMS Medical Director approval. This course is the second phase of the clinical training of the paramedic program. This portion of training enables the student to put all basic and advanced life support techniques and skills together in the hospital setting. The student will be able to perform total patient assessment and care, using state and county guidelines for advanced life support systems. Students must be aware of the requirements of the course that requires dedication to complete all clinical and field experiences. In addition to class and clinical time, students must complete ten (10) LALS runs with the ambulance to successfully complete the course. (CSU)

EMT-P C (3)  
**EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC CLINICAL**  
4.7 Hrs. Lab.  
Prerequisites: Successful completion of EMT-P D1, EMT-P D2 & EMT-P C1. Applicant may petition for exemption from this course providing: Applicant is currently certified as an EMT-P with a minimum of 1 year experience. Applicant demonstrates successful completion of academic EMT-P program with training and training hours equivalent to IVC’s EMT-P program. Applicant completes all paramedic training program application requirements. Applicant passes EMT-P proficiency exam with 80%. This is the 4th segment of the Imperial County Emergency Medical Technician Program. It is designed to enhance the paramedic's technical and interpersonal skills, psychomotor and cognitive skills, medication administration ability, and overall administration of advanced life support, prehospital and hospital setting. It enables the paramedic the student to put all advanced life support, paramedic, and technician skills together in the clinical setting. The student will be able to perform a variety of procedures using current medical and surgical protocols, in the controlled, hospital setting. Students must be aware of the required intensity of the course that requires dedication and motivation to complete this clinical experience. (CSU)
EMT-P F1 (5)  
EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC  
FIELD 1  
15.5 Hrs. Lab.  
Prerequisites: Successful completion of EMT-P D1, EMT-P D2, EMT-P C1 & EMT-P C2. May enter EMT-P F1 up to 1 year after completion of EMT-P C1 (EMT-P C2 & EMT-P C1).  
Recommended of the EMS Training Coordinator and EMS Training Medical Director. This course is the first phase of the field training of the paramedic program. This portion of training enables the student to put all didactic and skills training, as well as the clinical experience, together, for benefit in the pre-hospital setting. The field internship is a period of supervised experience on an intensive care vehicle which provides the student with a progression of increasing patient care responsibilities which provide from observation to working as a team member. The student will be under the direct supervision and observation of a nurse with pre-hospital ALS experience or of an EMT-Paramedic approved by the EMS Authority. After progressing through record keeping and observation of a nurse with pre-hospital ALS experience or of an EMT-Paramedic approved by the EMS Authority. The course is designed to be 18 semester units. The course follows in sequence from the pre-hospital skills training and observation of a nurse and to improve the student’s ability to write exposition that is thoughtful and dear. (CSU, UC)  
ENGL 3A (5)  
BEGINNING GRAMMAR AND COMPOSITION FOR ESL  
3 Hrs. Lab.  
Prerequisite: English 1A with a grade of "C" or higher. Introduction to the study of poetry, fiction and drama, with further practice in writing. It is recommended that the student take English 1A before English 1B.  
ENGL 3B (5)  
BEGINNING ENGLISH COMPOSITION  
3 Hrs. Lab.  
Recommended Preparation: Appropriate placement recommendation or completion of English 1B. Concurrent enrollment in an appropriate reading class is strongly recommended. Preparation for English 1A. The course seeks to improve the student’s mastery of the short essay at the college level. This course follows in sequence from English 1B and is taught simultaneously with English 2B. (Nontransferable, nondegree applicable)  
ENGL 2B (5)  
BEGINNING ENGLISH COMPOSITION  
3 Hrs. Lab.  
Recommended Preparation: Appropriate placement recommendation or completion of English 1B. Concurrent enrollment in an appropriate reading class is strongly recommended. Preparation for English 1A. The course seeks to improve the student’s mastery of the short essay at the college level. This course follows in sequence from English 1B and is taught simultaneously with English 2B. (Nontransferable, nondegree applicable)  
ENGL 2A (5)  
BEGINNING ENGLISH COMPOSITION  
3 Hrs. Lab.  
Recommended Preparation: Appropriate placement recommendation or completion of English 1A. The Writing Process for English 2A will be based on small group and individual instruction using writing, prewriting, brainstorming and summarizing, rough draft read alouds and peer-editing, review of grammar, mechanics, and usage, vocabulary, spelling, and format protocols, journal writing and small and large group sharing of successful models for effective writing.  
ENGL 4A (4)  
ADVANCED GRAMMAR AND COMPOSITION FOR BILINGUALS  
4 Hrs. Lab. 1 Hr. Lab.  
Recommended Preparation: Appropriate placement recommendation or completion of at least 5. Advanced grammar and composition are emphasized. Successful completion of this course qualifies the student for enrollment in English 4B. (Nontransferable, nondegree applicable)  
ENGL 4B (3)  
THE WRITING PROCESS FOR BILINGUALS  
3 Hrs. Lab.  
Recommended Preparation: Appropriate placement recommendation or completion of English 4A. The Writing Process for English 4B will be based on small group and individual instruction using writing, prewriting, brainstorming and summarizing, rough draft read alouds and peer-editing, review of grammar, mechanics, and usage, vocabulary, spelling, and format protocols, journal writing and small and large group sharing of successful models for effective writing.  
ENGL 5 (4)  
INTERMEDIATE GRAMMAR AND COMPOSITION FOR ESL  
4 Hrs. Lab. 1 Hr. Lab.  
Recommended Preparation: Appropriate placement recommendation or completion of English 5. Concurrent enrollment in an appropriate reading class is strongly recommended. The course covers the first half semester’s week of work of English 6 and is offered for the convenience of night students who cannot attend class more than one night per week. This course will emphasize vocabulary, building, conversational skills and listening comprehension. This course, together with English 5B is equivalent to English 5. Not open to students who have completed English 6. (Nontransferable, nondegree applicable)  
ENGL 5A (2)  
INTERMEDIATE GRAMMAR AND COMPOSITION FOR ESL  
2 Hrs. Lab. 1 Hr. Lab.  
Recommended Preparation: Appropriate placement recommendation or completion of English 5A. Concurrent enrollment in English 25 and English 35 is strongly recommended. This course covers the second half semester’s week of work of English 6 and is offered for the convenience of night students who cannot attend class more than one night per week. Satisfactory completion of English 6A and 6B is the equivalent to English 6 and qualifies the student to enroll in English 5A. Not open to students who have completed English 6. (Nontransferable, nondegree applicable)  
ENGL 6A (4)  
BEGINNING GRAMMAR AND COMPOSITION FOR ESL  
4 Hrs. Lab. 1 Hr. Lab.  
Recommended Preparation: Appropriate placement recommendation or completion of English 7. Concurrent enrollment in English 26 and English 36 is strongly recommended. A beginning course in English designed for the student who has not had any formal English classes in the United States. The course will cover grammar, simple sentence writing, and paragraph writing. (Nontransferable, nondegree applicable)  
ENGL 6B (2)  
BEGINNING GRAMMAR AND COMPOSITION FOR ESL  
2 Hrs. Lab. 1 Hr. Lab.  
Recommended Preparation: Appropriate placement recommendation or completion of English 6A. Concurrent enrollment in English 25 and English 35 is strongly recommended. This course covers the second half semester’s work of English 6 and is offered for the convenience of night students who cannot attend class more than one night per week. This course will emphasize vocabulary, building, conversational skills and listening comprehension. (Nontransferable, nondegree applicable)  
ENGL 7 (4)  
BASIC ESL LITERACY  
4 Hrs. Lab. 1 Hr. Lab.  
A course designed for native speakers who have no knowledge of English and whose language is minimal. Basic ESL students. (Nontransferable, nondegree applicable)
ENGL 13A (3.5)
READING II: BASIC DEVELOPMENT
3 Hrs. Lee.  *1 Hr. Lab.
Recommended Preparation: Appropriate placement or completion of Engl 13A. A course at the lower intermediate level for the student needing additional instruction in comprehension, vocabulary and study skills. Emphasis will be on fundamental understanding of English and increasing word knowledge. (Nontransferable, nondegree applicable)

*Participation in instructor-assigned reading lab activities is a required part of the course.

ENGL 13B (3.5)
READING III: INTERMEDIATE DEVELOPMENT
3 Hrs. Lee.  *1 Hr. Lab.
Recommended Preparation: Appropriate placement recommendation or completion of Engl 12B and Engl 1A. Designed to help adequate readers become superior readers. Recommended for college transfer students who wish to develop the critical reading and thinking skills necessary for all types of college level reading. (CSU)

*Participation in instructor-assigned reading lab activities is a required part of the course.

ENGL 14A (3.5)
READING I: DEVELOPMENT FOR BILINGUALS
3 Hrs. Lee.  *1 Hr. Lab.
Recommended Preparation: Appropriate placement recommendation or advancement in the ESL curriculum indicating readiness for the monolingual curriculum. Course designed to develop reading efficiency of bilingual students. Phonics comprehension, word analysis, vocabulary building will be included, as well as those study skills directly related to reading. (Nontransferable, nondegree applicable)

*Participation in instructor-assigned reading lab activities is a required part of the course.

ENGL 14B (3.5)
READING I: DEVELOPMENT FOR BILINGUALS
3 Hrs. Lee.  *1 Hr. Lab.
Recommended Preparation: Appropriate placement recommendation or completion of Engl 14A. Course designed to develop reading efficiency of bilingual students. Phonics comprehension, word analysis, vocabulary building will be included, as well as those study skills directly related to reading. (Nontransferable, nondegree applicable)

*Participation in instructor-assigned reading lab activities is a required part of the course.

ENGL 22AB (3-3)
VOCABULARY BUILDING
3 Hrs. Lee.
A concentrated study of affixes, roots, word origins, language change, varieties of meaning, the dictionary, and vocabulary in the various subject areas. (Nontransferable, nondegree applicable)

ENGL 24 (3)
ADVANCED VOCABULARY BUILDING AND SPELLING FOR ESL
3 Hrs. Lee.
Recommended Preparation: Engl 25 & Engl 5. The student will work on English-Spanish cognates, roots and prefixes, idioms, general reading vocabulary, subject matter (e.g., psychology, history), reading vocabulary, parts of speech, dictionary skills, word connection and usage, and listening comprehension. The emphasis will be on writing and listening more than on oral work, and on independent vocabulary building as well as on group work. (Nontransferable, nondegree applicable)

ENGL 25 (3)
INTERMEDIATE VOCABULARY BUILDING AND SPELLING FOR ESL
3 Hrs. Lee.
Recommended Preparation: Concurrent enrollment in Engl 5. The intermediate ESL student will work on roots and prefixes, idioms, spelling, pronunciation, parts of speech, irregular verbs, and the learning of new words. A lot of class practice will be in oral and written use of new words and expressions. (Nontransferable, nondegree applicable)

ENGL 26 (3)
BEGINNING VOCABULARY BUILDING AND SPELLING FOR ESL
2 Hrs. Lee.
Recommended Preparation: Concurrent enrollment in Engl 6. A beginning level of vocabulary will be offered. Some spelling techniques will be taught and vocabulary will be used both in oral and written activities. (Nontransferable, nondegree applicable)

ENGL 32 (3)
ADVANCED PUBLIC SPEAKING FOR BILINGUALS
3 Hrs. Lee.
Recommended Preparation: Engl 33. This course is designed to bring ESL bilingual students to a near-native level of fluency and listening comprehension so that they may successfully compete with native speakers. Students will prepare, present and evaluate activities such as speeches, oral interpretations, interviews, reports, debates, and simulation games. Emphasis will be given to the use of the library to provide appropriate material for topics of academic and community significance. Recommended for students concurrently enrolled in Engl 24AB and Engl 12AB. May be taken as a preparation, but not as a substitute, for Speech 1. (Nontransferable, nondegree applicable)

ENGL 33 (3)
BASIC PUBLIC SPEAKING FOR BILINGUALS
3 Hrs. Lee.
Recommended Preparation: Engl 34. This course is designed to bring advanced ESL students to a near-native level of fluency and listening comprehension so that they may successfully compete with native speakers. Students will prepare, present and evaluate speeches, commercials, dialogues, skits, oral interpretations, debates and simulation games. (This course may be taken as a preparation, but not as a substitute, for Speech 1.) (Nontransferable, nondegree applicable)

ENGL 34 (3)
ADVANCED ORAL ENGLISH FOR ESL
3 Hrs. Lee.
Recommended Preparation: Concurrent enrollment in Engl 4. An intensive course in oral American English for students who have learned ESL for two or more years. This course is intended for students who may read well and have a good grasp of grammar but who still need more practice in manipulating oral structures. (Nontransferable, nondegree applicable)

ENGL 35 (3)
INTERMEDIATE ORAL ENGLISH FOR ESL
3 Hrs. Lee.
Recommended Preparation: Concurrent enrollment in Engl 5. A conversational course designed for the intermediate student of ESL. Students will utilize oral English by creating their own dialogues and presenting them, and by speaking on posters or other visual materials. Differences between the students' native language and English will be taken into consideration. These differences affect the students' and English will be discussed. (Nontransferable, nondegree applicable)
ENGL 46B (3) THE MEXICAN AMERICAN IN LITERATURE
3 Hrs. Lec. Recommended Preparation: Eligibility for Engl 1A. A continuation of Engl 46A, with emphasis on contemporary Mexican-American writers. Conducted in English. Engl 46B may be taken before Engl 46A. (Same as Span 28B) (CSU, UC)

ENGL 47 (3) INTRODUCTION TO THE BIBLE AS LITERATURE
3 Hrs. Lec. Prerequisite: Engl 1A, with a grade of “C” or better. Recommended Preparation: Engl 2B or Engl 1A. A study of literature and history of the Bible. (CSU, UC)

ENGL 59 (3) ADVANCED COMPOSITION
3 Hrs. Lec. Prerequisite: Engl 1A With a grade of “C” or better. Emphasizes critical thinking in reading and writing beyond that achieved in Engl 1A. Written arguments will focus on deduction and induction, an understanding of the fallacies of language and thought, the application of valid evidence, and refutation. (CSU, UC)

ENGL 59H (1) ADVANCED COMPOSITION - HONORS
1 Hr. Lec. Recommended Preparation: Engl 1A with a grade of B or better. Corequisite: Engl 59. A roundtable seminar, this course will emphasize self-examination and “young men’s” critical thinking. Through analytic reading, writing for critical analysis and clarification of fine values, students will develop the ideas and values assumptions of fifteen great thinkers in relation to their own ideas and values assumptions, as well as to those of other thinkers. (CSU, UC)

ENGL 59J (3) INTRODUCTION TO LINGUISTICS
3 Hrs. Lec. Recommended Preparation: Engl 2B or Engl 1A. Introduction to the various branches of, and uses of, the language classification, dialect variation, psycholinguistics, sociolinguistics, semantics. Emphasis on English work on foreign languages, grammar, red dialects, including comparisons of English with Spanish. Recommended for teachers, teacher aides, students of foreign languages, and anyone interested in extending his/her knowledge of language. Suitable for English speaking and bilingual students. (CSU, UC)

ENGL 61AB (3-3) CREATIVE WRITING
3 Hrs. Lec. Prerequisite: Engl 1A with a grade of “C” or better. Recommended Preparation: Engl 1B. Study and application of the principles of literary composition, plus exercises in the writing of imaginative literature, including short story, poetry, drama, and essay. (CSU, UC)

ENGL 61J (3) INTRODUCTION TO FILM HISTORY AND CRITICISM
2 Hrs. Lec. 2 Hrs. Lab. The origin and development of movies as an entertainment industry, as a technological medium, and as an art form. Key films from different historical periods will be examined for their technological and artistic contributions to the art of film making. (CSU, UC)

ENGL 55 (2) INTRODUCTION TO TECHNICAL AND REPORT WRITING
3 Hrs. Lec. Recommended Preparation: Engl 2B or Engl 1A. Practical experience in writing various kinds of technical reports, descriptions, proposals, and evaluations. Writing assignments will be tailored to the interests of individual students. (CSU, UC)

ENGL 59M (3) WRITING AND USAGE REVIEW
3 Hrs. Lec. Recommended Preparation: Eligibility for Engl 2A. Review of traditional/structural grammar; review of usage rules regarding punctuation, mechanics, capitalization; review of spelling rules; practice with summary/report, writing done by the student. (Nontransferable, nondegree applicable)

ENGL 62AC (1-1-1) LABORATORY LANGUAGE LABORATORY
2 Hrs. Lab. Corequisite: Enrollment in ESL classes. Individual language laboratory practice with prepared taped materials and texts in the language laboratory. Practice in listening comprehension and pronunciation, Grammar and sentence development through structured lessons on tapes. Supplementary course for beginning, intermediate and advanced levels in ESL. (Nontransferable, nondegree applicable)

ENGL 61ACBD (1-1-1) INDIVIDUALIZED WRITING SKILLS
2 Hrs. Lab. Recommended Preparation: Eligibility for Engl 4A, Engl 14A, or higher. This is a course designed to provide supplemental work for students in regular writing classes or for independent study. A certificated instructor diagnoses writing deficiencies and prescribes remediation. Individual assignments are given for improving problem areas in grammar, usage, rhetorical skills, and test orientation. No English language interface. The course is designed to assist students in any course(s) requiring writing skills. The 36 required hours will be as arranged with the student and must be taken in the Reading/ Writing Lab. (Nontransferable, nondegree applicable)

ENGL 61ACBD (1-1-1) INDIVIDUALIZED READING SKILLS
2 Hrs. Lab. Recommended Preparation: Eligibility for Engl 4A, Engl 14A, or higher. Students wishing to improve their reading skills independently may enroll in this one unit, individualized course. The lab instructor provides assignments leading to improvement in vocabulary skills, comprehension skills, and computer-assisted reading speed improvement. (Nontransferable, nondegree applicable)

ENGL 62AC (1-1) SPEGLING
1 Hr. Lab. Introduction of specific spelling problems and prescription of remedies: investigation of the basic spelling rules. (Nontransferable, nondegree applicable)

ENV 10 (3) HAZARDOUS WASTE MANAGEMENT APPLICATION
2 Hrs. Lab. Recommended Preparation: Env 100 and Env 103. This course will include a study of the requirements and applications of Federal, State, and local and regulations relating to Hazardous Waste Management. Emphasis applicable to industry including proper labeling, packaging, discarding and manifesting of Hazardous wastes; storage requirements; permitting and general planning and reporting functions. It will also include a study of the requirements and applications of environmental sampling, methodology, equipment recognition and maintenance, calibration procedures, basic analytical techniques and data interpretation. Selecting and working with analytical service laboratories, development and use of sampling plans and performance of basic tests using typical field equipment will also be covered. (CSU, UC)

ENV 103 (3) HAZARDOUS MATERIALS MANAGEMENT APPLICATION
2 Hrs. Lab. Recommended Preparation: Env 100, Biol 3, Chem 1A. This is a seminar and laboratory course designed to cover the health effects produced by exposure to chemical hazards. The course is an overview of toxicology including environmental and physiological processes, sources of exposure to toxins, and patterns of acute and chronic health effects. The second major focus will address the basic study of industrial hygiene regulations and standards, sources of information concerning harmful agents, use of personal protective equipment, exposure guidelines and limits, monitoring and training of hazardous agents in the workplace and risk evaluation. Emphasis will be placed on ethical responsibilities of people handling hazardous materials and the proper safety attitude. (CSU, UC)

ENV 112AB (3) SAFETY AND EMERGENCY RESPONSE
4 Hrs. Lec. 2 Hrs. Lab. This course includes all of the content of: Env 113A Hazardous Materials Awareness & Safety, Env 113B Spill Control & Emergency Response. This course is designed to provide students with hands-on instruction in safety and emergency response to chemical and physical exposures in industrial and field settings. Topics include: hazard analysis, contingency planning, housekeeping and safety practices including proper use and selection of PPE, site control and evaluation, handling drums and containers, field sampling and monitoring, proper use of instruments, incident response planning, emergency response including field exercises in the use of PAPR (Powered Air Purifying Respirator) and SCBA (Self Contained Breathing Apparatus), and an understanding of the ICC system and satisfies the requirements for general employees training under OSHA (1910.129). Successful completion of this course includes a certificate of completion from the California Specialty Training Institute (CSTI) through the Office of Emergency Services (OES) at the first Respondor Operational Level (FRO) (CSU, UC)
ENV T 113A (3) SAFETY AND EMERGENCY RESPONSE, FUNDAMENTALS OF HAZARDOUS MATERIALS FOR THE FIRST RESPONDER 3 Hrs. Lab.
Recommended Preparation: Env T 700, Env T 103. This course covers the fundamental health and safety aspects of working with hazardous materials and provides information for awareness and understanding responses to hazardous materials emergencies. Included is information regarding legal requirements, compliance with regulations, health effects, treatment, agency protocols and responsibilities, emergency procedures, and incident command functions. Anyone who may discover or respond to a Hazardous Material incident (i.e., fire, law, health, transportation, public works, private industry) must have this level of training. Successful completion of this course includes a certificate of completion from the California Specialty Training Institute (CSTI) through the Office of Emergency Services (OES) at the First Responder Operational level (FRO).
(Same as FIRE 130) (CSU)

ENV T 113B (2) SAFETY AND EMERGENCY RESPONSE, SPILL CONTROL AND EMERGENCY RESPONSE 1 Hr. Lab. 2 Hrs. Lab.
Recommended Preparation: Env T 100, Env T 113A. Study of procedures for safety and emergency response to chemical spills in industrial and field settings. The focus is on various spill control schemes, containment practice, spill remediation procedures, development and implementation of a personal protective program pursuant to OSHA standards. (CSU)

FIRE TECHNOLOGY

Students who have successfully completed the following courses through 1) National Fire Academy (NFA) or 2) the California Department of Forestry (CDF) may request equivalent credit from California Fire Service Training and Education System (CFSTES) and petition for IVC course work credit within the Fire Technology curricula.

PROCEDURE: To obtain IVC credit for completing an equivalent course in Fire Technology, the student should contact the Registrar for assistance with the preparation and filing of a petition for credit with the Registrar's Office.

NFA COURSE
Command & Control of Initial Operations
Fire Arson Invest
Fire Prevention Spec I
Fire Serv Insp<br>
CDFS COURSE
Basic Fire Fighter

FIRE EQUIV
Command 1A
Fire Invest 1A & 1B
Fire Invest 1A & 1B
Fire Invest 1A & 1B
Fire Invest 1A & 1B
Fire Invest 1A & 1B
Fire Invest 1A & 1B
Fire Invest 1A & 1B
Fire Invest 1A & 1B

FIRE 101
FIRE 201A & 201B
FIRE 201A & 201B
FIRE 201A & 201B
FIRE 201B
FIRE 201B
FIRE 201B
FIRE 201B
FIRE 201B
FIRE 201B

Students who have other previous education/training in course material from the following courses may petition for IVC course work credit within the Fire Technology curricula. Credit may be given upon presentation of documentation of successful completion and Division Chair approval:

FIRE 100 Fire Protection Organization
FIRE 101 Fire Protection Technology
FIRE 102 Fire Protection Equipment and Systems
FIRE 103 Building Construction for Fire Protection
FIRE 104 Fire Behavior and Combustion

Students who have other previous education/training in course material, other than those listed, may petition for IVC course work credit within the Fire Technology curricula. Credit may be given upon presentation of documentation of successful completion and Division Chair approval.

FIRE 171 (1) EMERGENCY FRS/MEDICAL DISPATCHER 1 Hr. Lab. 3 Hr. Lab.
Prerequisite: Current CPR card. A course to train public safety dispatchers to quickly and accurately interrogate callers requesting medical aid, fire units or rescue services, and dispatch proper emergency vehicles and personnel. Communication between field units and dispatchers, preparation of critical information, basic life support, record keeping, FCC regulations, and roles and responsibilities of dispatcher will be covered. (Nontransferable, AA/AS degree only)

FIRE 25 (1) PREPARING FOR INCIDENT COMMAND 1 Hr. Lab.
Standard operating procedures for conducting the initial fire response resources at an emergency incident are introduced. Following selected objectives of the National Professional Qualifications Standards, this course will give the student an understanding of Incident Command System (Nontransferable, nondegree applicable)

FIRE 64 (3) FUNDAMENTALS OF FIRE SERVICE OPERATIONS 3 Hrs. Lab.
Recommended Preparation: Completion of or concurrent enrollment in FIRE 100. Provides the student with the fundamentals of fire department organization, management, and resources, and the use of those resources to control various emergencies. (CSU)

FIRE 66 (1) AUTOMATIC EXTINGUISHMENT 1 Hr. Lab.
This course provides students with the information and skills necessary to operate within the procedures and systems utilized during an automobile extinguishment. Subjects covered include: auto extinguition strategy; types of incidents; safety precautions; ICS for auto extinguition; types of hand and power tools; removing windows; opening doors; removing roof; pulling steering wheels; moving fire pedals; ceiling dashboards; pulling seats; stabilization of vehicles; and simulated rescues of trapped victims. (CSU)

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FIRE 105 ABCD (1-3-5-5) OIL FIRE CONTROL SCHOOL I 2 Hrs. Lab. 3 Hrs. Lab.
This course provides students with general information, techniques and strategies in dealing with flammable liquids and gases. Students are provided with particular exercises in controlling and then extinguishing flammable liquid and gas fires at selected burn sites under controlled supervision. (CSU)

FIRE 96 (5) PIPELINE TRANSPORTATION EMERGENCIES 5 Hr. Lab.
This course is designed to create emergency support effectiveness in preventing, controlling, and terminating accidents involving pipeline transportation. (CSU)

FIRE 101 (3) FIRE PROTECTION ORGANIZATION 3 Hrs. Lab.
This course provides an introduction to fire protection; career opportunities in fire protection; fire loss analysis; organization and function of public and private fire protection services; fire department as a part of local government; laws and regulations affecting the fire service; fire service nenouncement; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; and an introduction to fire strategy and tactics. This is one of six CORE courses required for an associate degree in Fire Technology, (CSU)

FIRE 101 (3) FIRE PREVENTION TECHNOLOGY 3 Hrs. Lab.
Prerequisite: FIRE 100, concurrent enrollment or equivalent. This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education, detection and suppression systems. This is one of six CORE courses required for an associate degree in Fire Technology, (CSU)

FIRE 102 (3) FIRE PROTECTION EQUIPMENT AND SYSTEMS 3 Hrs. Lab.
Prerequisite: FIRE 100, concurrent enrollment or equivalent. This course provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. This is one of six CORE courses required for an associate degree in Fire Technology, (CSU)

FIRE 103 (3) BUILDING CONSTRUCTION FOR FIRE PROTECTION 3 Hrs. Lab.
Prerequisite: FIRE 100, concurrent enrollment or equivalent. This course is the study of the components of building that relates to fire safety; the elements of construction and design of structures are shown to be key factors when inspecting buildings, planning fire operations, and operating at fires. The development and evolution of building and fire codes will be studied in relationship to past fires in residential, commercial, and industrial occupancies. This is one of six CORE courses required for an associate degree in Fire Technology, (CSU)

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FIRE 104 (3) FIRE BEHAVIOR AND COMBUSTION 3 Hrs. Lab.
Prerequisite: FIRE 100, concurrent enrollment or equivalent. This course provides theory and fundamentals of how and why fires start, spread, and are controlled. An in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques will be covered. This is one of six CORE courses required for an associate degree in Fire Technology, (CSU)

FIRE 105 (6.5) EMERGENCY MEDICAL TECHNICIAN 5.5 Hrs. Lab. 1 Hr. Lab.
(Same as EMT 1) (CSU)

FIRE 108R (2) EMERGENCY MEDICAL TECHNICIAN I - REFRESHER 2 Hrs. Lab.
(Same as EMT 1R) (CSU)

FIRE 104 (1) FIRST AID/CPR - PUBLIC SAFETY FIRST RESPONDER 1 Hr. Lab. 3 Hrs. Lab.
A course for individuals who must provide first aid and/or CPR prior to the arrival/arrival of pre-hospital care personnel with advanced training and certification/licensure. This course is primarily for fire department and law enforcement personnel. It satisfies the minimum requirements for this type of personnel as specified by the California Fire Code of Regulations, approved by the California Emergency Medical Services Authority. Upon successful completion of this course, the participant will receive a completion certificate from IVC and a CPR course completion card through the American Heart Association. (CSU)

FIRE 118 (3) INTRODUCTION TO FIRE FIGHTER 3 Hrs. Lab.
Introduction into basic fire technology. Course will introduce fire service organization and responsibilities. Fire behavior and extinguishment theory, protection and safety will be presented. Fire equipment such as self-contained breathing apparatus, portable extinguishers, rope, knots, and hitches will be included. Course material is within the guidelines of training for Fire Fighter I certification as specified by the California Fire Service Training and Education System (CFSTES) of the office of the State Fire Marshal. This is the first of a six part program that will satisfy course requirements for California State Fire Fighter I Certification. (CSU)

FIRE 111 (2.5) STREAMS, NOZZLES, HOSE AND APPLIANCES 2 Hrs. Lab. 2 Hr. Lab.
Prerequisite: FIRE 110. A course to continue with training in basic fire technology. Fire streams and nozzle, hose, lance and appliance will be presented. Manipulative skills will be included. Course material is within the guidelines of training for Fire Fighter I certification as specified by the California Fire Service Training and Education System (CFSTES) of the State Fire Marshal. This is part of two of a six part program that will satisfy course requirements for California State Fire Fighter I certification requirements. (CSU)
FIRE 112 (2.5) GROUND LADDERS, FORCIBLE ENTRY AND RESCUE 2 Hrs. Lec. 3 Hr. Lab. Prerequisite: FIRE 110. A continuation of basic Fire Fighter I training. Ground ladders, forcible entry, and rescue techniques will be presented. Manipulative performance testing will be included. Course material is within the guidelines of training for Fire Fighter I certification as specified by the California Fire Service Training and Education System (CFSTES) of the office of the State Fire Marshal. This is part three of a six part program that will satisfy course requirements for California State Fire Fighter I certification requirements. (CSU)

FIRE 113 (2) VENTILATION AND FIRE CONTROL 2 Hrs. Lec. Prerequisite: FIRE 110. A continuation of basic Fire Fighter I training. Ventilation and fire control techniques will be presented. Course material is within the guidelines of training for Fire Fighter I certification as specified by the California Fire Service Training and Education System (CFSTES) of the office of the State Fire Marshal. This is part four of a six part program that will satisfy course requirements for California State Fire Fighter I certification requirements. (CSU)

FIRE 114 (2.5) FIREFIGHTER I-ADVANCED 2.5 Hrs. Lec. 1 Hr. Lab. Prerequisite: FIRE 110. A more advanced portion of basic Fire Fighter training. Topics to be presented include: salvage and overall, fire protection water supplies, fire protection systems, fire prevention and investigation, hazardous materials, fire alarm communications, and vehicle fire scene overview. Course material is within the guidelines of training for Fire Fighter I certification as specified by the California Fire Service Training and Education System (CFSTES) of the office of the State Fire Marshal. This is part five of a six part program that will satisfy course requirements for California State Fire Fighter certification requirements. (CSU)

FIRE 116 (2) FIRE HYDRAULICS 2 Hrs. Lec. This course involves the study of Calculations required to assure adequate water pressures and volumes at fire department operations. Besides calculation emphasis, the course will cover hydraulic laws and formulas to be applied to the fire service, application of formulas and mental calculations of hydraulic problems, the pressure of fluids, fire pump operations and design, hose line construction and capability, water supply problems, and the capabilities of a community water supply. (CSU)

FIRE 120 (3) FUNDAMENTALS OF HAZARDOUS MATERIALS FOR FIRST RESPONDER 3 Hrs. Lec. (Same as Env T 113A) (CSU)

FIRE 200 (2) DRIVER/OPERATOR - DRIVING 2 Hrs. Lab. This course is designed to meet the technical and driving requirements as established by the State Fire Marshal for fire emergency vehicles. Course will include a study of driver responsibilities, vehicle laws, emergency response procedures, apparatus and equipment inspection and maintenance procedures, maneuvering of fire apparatus through controlled driving exercises and in normal traffic conditions. Successful completion of this course will satisfy one of the requirements to be eligible to apply for certification as a Fire Apparatus Driver/Operator through CFSTES. (CSU)

FIRE 200B (2) DRIVER/OPERATOR - PUMPING 2 Hrs. Lab. Prerequisite: Completion of 12 units in Fire Technology at the 100 level or current affiliation with a fire agency. This course is designed to meet the technical and practical requirements for using fire department pumps as established by the State Fire Marshal. Includes the study of types and design of fire pumps, principles of pumping, review of applied math, hydraulic laws, methods for performing basic field hydraulics, application of mental hydraulics calculations and operations of pumps under fire ground conditions. Successful completion of this course will satisfy one of the requirements to be eligible to apply for certification as a Fire Apparatus Driver/Operator through CFSTES. (CSU)

FIRE 201 (2) FIRE INVESTIGATION 1A 2 Hrs. Lec. Prerequisite: Completion of 12 units in Fire Technology at the 100 level of current affiliation with a fire agency. An introduction into fire investigation. This intense course will include principles of determining cause, recognizing and preserving evidence, interviewing witnesses and suspects, arrest and detention procedures, point of origin determination, motives of the fire setter, and report writing. Successful completion of this course will satisfy one of the State Fire Marshal's training requirements for certification as a Fire Investigator I. (CSU)

FIRE 201B (2) FIRE INVESTIGATION 1B 2 Hrs. Lab. Prerequisite: FIRE 201A. This course provides the participant with information to achieve a deeper understanding of fire investigation. The course builds on Fire Investigation 1A and adds topics of discussion including the juvenile fire setter, in-depth report writing, evidence collection and preservation procedures. Successful completion will satisfy one of the State Fire Marshal's training requirements for certification as a Fire Investigator I. (CSU)

FIRE 204A (2) FIRE PREVENTION 1A 2 Hrs. Lec. Prerequisite: Completion of 12 units in Fire Technology at the 100 level or current affiliation with a fire agency. This course is the study of fire prevention. Course will include introduction to organization and function of fire prevention inspections, surveying and mapping procedures and recognition of fire and life hazards. Material presented will focus on code use, improvements, enforcement and fire cause, consideration of various flammable materials, properties of plastics, and portable and fixed fire protection equipment. Successful completion fulfills one of the fire prevention requirements for California State Officer Certification. (CSU)

FIRE 204B (2) FIRE PREVENTION 1B 2 Hrs. Lec. Prerequisite: FIRE 204A. This course is a continuation of the study of fire prevention. Topics include a continuation of fire and life hazards, engineering a solution of hazards, enforcing the solution, and public relations as affected by fire prevention. Other focuses include building construction, flame spread classification, fire doors, exiting standards, causations to occupant load, smoke proof enclosures, smoke system design, electrical hazards, fire alarm and detection systems and devices. Successful completion of this course and FIRE 204A fulfills the fire prevention requirements for California State Officer Certification. (CSU)

FIRE 210A (2) FIRE INSTRUCTOR 1A 2 Hrs. Lec. Prerequisite: FIRE 210A. This course is designed as a continuation of Fire Instructor I. The course will continue to present various methods and techniques for training/teaching utilizing the latest concepts in vocational education. Opportunities to apply major principles of learning through teaching demonstrations will be provided. Successful completion of this course will satisfy one of the requirements to become a State Fire Training Certified Fire Instructor. (CSU)

FIRE 210B (2) FIRE INSTRUCTOR 1B 2 Hrs. Lec. Prerequisite: FIRE 210A. This course is designed as a continuation of Fire Instructor I. The course will continue to present various methods and techniques for training/teaching utilizing the latest concepts in vocational education. Opportunities to apply major principles of learning through teaching demonstrations will be provided. Successful completion of this course will satisfy one of the requirements to become a State Fire Training Certified Fire Instructor. (CSU)

FRENCH

FRENCH 1 (1.5) ELEMENTARY FRENCH 1.5 Hrs. Lab. An intensive beginning course stressing the basic skills of listening, comprehension, speaking, reading and writing to develop control of the French language at the elementary level. Includes the technical aspects of French culture and civilization. Students must pass an hour of individual language laboratory by arrangement. Not open to students who have completed three years of high school French. (CSU, UC)

FRENCH 1A (2.5) ELEMENTARY FRENCH 2.5 Hrs. Lab. This course is one-half the content of the regular FRENCH 1 course. Completion of FRENCH 1A and 1B will be the equivalent of FRENCH 1, and the total of 5 units of the basic forms and structure of French. Introductions to the third semester of French. Not open to students who have completed three years of high school French. (CSU, UC)

FRENCH 1B (2.5) ELEMENTARY FRENCH 2.5 Hrs. Lab. This course is one-half the content of the regular FRENCH 1 course. Completion of FRENCH 1A and 1B will be the equivalent of FRENCH 1, and the total of 5 units of the basic forms and structure of French. Introductions to the third semester of French. Not open to students who have completed three years of high school French. (CSU, UC)

FRENCH 2 (3) ELEMENTARY FRENCH 3 Hrs. Lab. Continues the development of all four language skills, emphasizing vocabulary building, increasing fluency and control of correct pronunciation, basic forms and structure. Students must plan for an hour of individual language laboratory by arrangement. (CSU, UC)
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**FREN 2A (2.5)**  
**ELEMENTARY FRENCH**  
2.5 Hrs. Lab.  
This course is one-half the content of the regular Fren 2 course. Completion of Fren 2A and 2B will be the equivalent of Fren 2, and the total of 5 units. Students must plan for one-half hour of individual language laboratory by arrangement. (CSU UC credit limited. See a counselor.)

**FREN 2B (2.5)**  
**ELEMENTARY FRENCH**  
2 Hrs. Lec.  
A continuation of Fren 2A. Students must plan for one-half hour of individual language laboratory by arrangement. (CSU UC credit limited. See a counselor.)

**FREN 3H (1)**  
**FRENCH HONORS**  
1 Hr. Lec.  
Corequisites: Current enrollment in Fren 2. This course will give the student the opportunity to apply and expand his or her French language skills through the reading, analysis, and subsequent discussion of French films and literary texts. Students will learn to state opinions and offer supporting arguments in written form as well as in oral discussions. (CSU UC)

**FREN 3 (4)**  
**INTERMEDIATE FRENCH**  
4 Hrs. Lec.  
An intermediate course offering review and expansion of grammar and vocabulary learned in Fren 1 and Fren 2. Emphasis on communication and application of knowledge in highly functional life situations. Students must plan for one hour per week of required language laboratory practice by individual study arrangement. (CSU UC)

**FREN 4 (4)**  
**INTERMEDIATE FRENCH**  
Can Fren 10)  
4 Hrs. Lec.  
Continuation of Fren 3. An intermediate course emphasizing communication and application of knowledge in highly functional life situations. Students must plan for one hour per week of required language laboratory practice by individual study arrangement. (CSU UC)

**FREN 5 (3)**  
**INTERMEDIATE FRENCH READING AND WRITING**  
3 Hrs. Lec.  
An intensive reading and vocabulary development based on cultural and literary materials, including critical analysis and summaries. (CSU UC)

**FREN 10 (3)**  
**INTERMEDIATE CONVERSATIONAL FRENCH**  
3 Hrs. Lec.  
Recommended Preparation: Concurrent enrollment in Fren 3. Practical conversational skills are developed through listening exercises, directed conversations on assigned readings from newspaper and magazine articles, current topics, simple dialogues and plays. Emphasis on contemporary life in countries where French is spoken. Student must plan for an additional hour of individual language laboratory by arrangement. (CSU UC)

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**GERMAN**

**FREN 11 (3)**  
**INTERMEDIATE CONVERSATIONAL FRENCH**  
3 Hrs. Lec.  
Recommended Preparation: Concurrent enrollment in Fren 3. Practical conversational skills are developed through listening exercises, directed conversations on assigned readings from newspaper and magazine articles, current topics, simple dialogues and plays. Emphasis on contemporary life in countries where French is spoken. Student must plan for an additional hour of individual language laboratory by arrangement. (CSU)

**FREN 40ABC (1-3)**  
**LANGUAGE LABORATORY**  
2 Hrs. Lab.  
An individualized language laboratory practice with prepared taped materials and texts in the language laboratory. Practice in listening comprehension and pronunciation. Supplementary course for beginning, intermediate and advanced levels in French. (Nontransferable, A A J A S degree only)

**GERM 1 (3)**  
**PHYSICAL GEOGRAPHY**  
(CAN FREN 2)  
3 Hrs. Lec.  
An introduction to the physical characteristics of the earth. Topics include: climate, land forms, natural vegetation, and the water and mineral resources of the earth. (CSU UC)

**GERM 1 (4)**  
**ECONOMIC GEOGRAPHY**  
3 Hrs. Lec.  
The geography of commercial products. Distribution of production as related to climate, surface features, soils, labor supply and market areas, and the routes along which products move to consuming areas. (CSU UC)

**FREN 12 (3)**  
**INTERMEDIATE CONVERSATIONAL FRENCH**  
3 Hrs. Lec.  
Recommended Preparation: Concurrent enrollment in Fren 3. Practical conversational skills are developed through listening exercises, directed conversations on assigned readings from newspaper and magazine articles, current topics, simple dialogues and plays. Emphasis on contemporary life in countries where French is spoken. Student must plan for an additional hour of individual language laboratory by arrangement. (CSU UC)

**FREN 14 (4)**  
**ELEMENTARY GERMAN**  
4 Hrs. Lec. 1 Hr. Lab.  
Prerequisite: German 1A. A course designed to cover basic methods of composition and application to the printing industry, including copywriting, proofreading and paste-up techniques. This course will cover effective uses of related material, techniques, creative thinking and innovative practices through the use of demonstration projects and laboratory experiences. (CSU UC)

**FREN 16 (2)**  
**GRAPHIC COMMUNICATION I**  
1 Hr. Lec. 3 Hrs. Lab.  
Recommended Preparation: Art 21A. A course designed to give the prepares for the art and the mechanics for reproduction in the graphic arts field. The emphasis is on advertising and studio skills. This course will cover newspaper ads, brochure layout, pasteup, camera-ready art work, color separation and design coordination. (CSU UC)

**FREN 18 (2)**  
**GRAPHIC ARTS**  
1 Hr. Lec. 1 Hr. Lab.  
Prerequisite: Studio Art 111. This course will cover reproduction art in conjunction with offset printing. Student must plan for two additional hours by arrangement. (CSU UC)

**FREN 20 (3)**  
**OFFSET PRINTING I**  
2 Hrs. Lec. 3 Hrs. Lab.  
Study of the principles of offset presswork at the elementary level. Instruction in operation of offset presses under 11 x 17 inches. Students must print simple offset work, color work and close register. This course will also offer instruction in the theory of offset press troubleshooting, including standard trouble-shooting procedures. (CSU UC)

**FREN 21 (3)**  
**OFFSET PRINTING II**  
2 Hrs. Lec. 2 Hrs. Lab.  
Prerequisite: Graph 20. An advanced course in lithographic presswork which allows the student to apply the lithographic theory and experience he has gained by operating equipment using sheet 4 x 6 in., up to 11 x 17 in. with emphasis in loading and setting feeds, conveyor mechanism and guides, the proper preparation of stock and plugging ramps, the mounting of plates and blankets, the use of dampeners, ink rollers, fountain, and grippers. Pressure adjustments are stressed. Camera operations for the lithography process are introduced. Student must plan for two additional hours by arrangement. (CSU UC)

**FREN 22 (3)**  
**PHOTOGRAPHY AND PLATEMAKING**  
2 Hrs. Lec. 2 Hrs. Lab.  
Current techniques and equipment in photography and platemaking as final preparation before offset printing. Covers effective use of materials and techniques in darkroom, stripping and plate-making departments. (CSU UC)

**FREN 23 (2)**  
**BINDERY, CUTTING AND DISTRIBUTION**  
1 Hr. Lec. 2 Hrs. Lab.  
This course offers instruction in finishing operations on printed materials, training in the operation of folding machines, slitting, performing, and trouble-shooting, training in the operation of hand and power cutters, special trimming, trimming of booklet and printed matters, cutting of blank stock, collating machine, stapling and stitching, hole punching, jogging and padding procedures. (CSU UC)

**FREN 25 (3)**  
**GRAPHICS PLANT OPERATION AND MANAGEMENT FUNDAMENTALS**  
3 Hrs. Lec. 3 Hrs. Lab.  
A course designed to acquaint the student with all phases of the printing shop operation. The course emphasis will be on production control, cost control, estimating and quoting, sales and general management techniques used in the day-to-day operation. Covers effective use of techniques, creative thinking, innovative practices through the use of demonstration projects and laboratory experiences directly related to the subject matter. (CSU UC)
HEALTH ASSISTANT

The Health Assistant Program (HA 15) prepares the student to receive a Certificate of Completion from the College. In addition, the student is prepared to receive a Certificate from the California State Department of Health Services as a Certified Nurse Assistant.

The Home Health Aide Program (HA 16) prepares the student to receive a Certificate of Completion from the College. In addition, the student is prepared to receive a Certificate from the California State Department of Health Services as a Home Health Aide.

Admissions committees review all applications. Early application is recommended since both programs accept a limited number of students. Admission requirements include an application file, and a health examination. A grade of "C" or better in the program course is required for successful completion.

HA 15 (5)
HEALTH ASSISTANT 3 Hrs. Lect. 6 Hrs. Lab.
Recommended Preparation: Engl 12A. This course will prepare the health assistant for certification by the State of California as an entry-level worker on a home care team in a long-term care facility. The course is structured to provide theory and practical application of skills needed in function as a nurse assistant. (Nontransferable, AA/AS degree only)

HA 16 (1.5)
HOME HEALTH AIDE 1 Hr. Lect. 1.5 Hrs. Lab.
Prerequisite: Certification as a Health Assistant. This course will prepare the student for certification by the State of California as a home health aide. The curriculum is structured to provide the theory and practice skills needed to care for individuals in the home environment. (Nontransferable, AA/AS degree only)

HA 17 (2)
HOME HEALTH AIDE 4 Hrs. Lect. 3 Hrs. Lab.
This course will prepare the student for certification by the State of California as a home health aide. The course is structured to provide the theory and practice skills needed to care for individuals in the home environment. (Nontransferable, AA/AS degree only)

HA 18 (4.5)
ADMINISTRATIVE MEDICAL ASSISTANT 1 4.5 Hrs. Lect.
Prerequisite: HTS. Courses of study designed to prepare for entry-level positions in medicine, offices, doctors' offices, medical-legal aspects, history of medicine, interpersonal communications confidentiality, reception environment, appointment control, records management, professional and telephone communications are emphasized. (Nontransferable, AA/AS degree only)

HA 19 (4.5)
ADMINISTRATIVE MEDICAL ASSISTANT II 4.5 Hrs. Lect.
Prerequisite: HA 18. This course is designed to prepare students to operate office equipment, manage equipment, perform the patients' medical records, understand medical care expenses, credit arrangements, bookkeeping procedures, collection on overdue accounts, health insurance, billing, bookkeeping, general management. (Nontransferable, AA/AS degree only)

HA 20 (3.5)
SPECIMENT COLLECTION AND LABORATORY PROCEDURES 3 Hrs. Lect. 1.5 Hrs. Lab.
Prerequisite: HA 19. This course is designed to prepare students to work as laboratory assistants in blood banks and hospital and public health laboratories. (Nontransferable, AA/AS degree only)

HA 21 (3.5)
PHARMACY AND ADMINISTRATION OF MEDICATION 3 Hrs. Lect. 3.5 Hrs. Lab.
Prerequisite: HA 20. This course is designed to prepare students to understand medical-legal/ethical aspects, drug classifications, medical math, usage of PDR, abbreviations and symbols, writing prescriptions, charting, pharmacy cards, storing medications, methods of administering medications: orally, sublingually, topical, vaginally, and rectally. Conversion of orders to milligrams for injection, dilution and safety in using the syringe and needle, choosing correct size, identifying correct site for injection, injection technique of intramuscular, subcutaneous, intravenous and Z-track, sympathetic reaction, contraindications of drug action and interactions. (Nontransferable, AA/AS degree only)

HA 22 (4)
CLINICAL EXTERNSHIP 12 Hrs. Lab.
Prerequisite: HA 22. This course is designed to enable students to put all didactic information and skills together in the clinical office. The medical assistant student is placed at a medical office, clinic, or HMO where he/she will gain hands-on experience performing Medical Assistant duties. Students are required to be available days to attend the externship. The externship hours are similar to the schedules normally available in industry. (Nontransferable, AA/AS degree only)

HEALTH ASSISTANT

HA 37 (1)
BASIC ARRHYTHMIA RECOGNITION 1 Hr. Lect.
(Same as RN/VN 37) (CSU)

HEALTH EDUCATION

HEE 1 (3)
HEALTH EDUCATION 3 Hrs. Lect.
Fundamentals of healthful living designed to provide scientific health information and promote desirable attitudes and practices. Includes the study of first aid and the relationship of alcohol, narcotics, and smoking to health, and the factors involved in family and community health and safety. (CSU, UC)

HEE 2 (2)
FIRST AID 3 Hrs. Lect.
The immediate and temporary care given in case of accident, illness and emergency childbirth. Course shall qualify students for the Standard or Advanced Red Cross First Aid Certificate. (CSU, UC)

HEE 3 (2)
HEALTH EDUCATION - MILITARY SERVICE
Prerequisite: The satisfactory completion of basic or recruit training and 180 days or more active service in the military of the United States of America. The student wishing credit for military service must present either DOD214 or equivalent supporting document to the Veterans Assistant and register for the credit. If the student registers for military credit and does not submit verification of service, he/she will be dropped as a No-Show and will not receive credit. HE 3 does not count for units toward VA, Financial Aid, or full-time student status. There are no contact hours. May receive credit only once. (CSU)

HEALTH TECHNOLOGIES

HIT 1 (2)
INTRODUCTION TO HEALTH SCIENCE 2 Hrs. Lab.
In this course the educational requirements and practice demands of the varied careers within the health services are surveyed. Progress and trends in health care delivery since 1940 are presented as a background for the exploration of the current state of the art. Major health problems of the 1980's are identified and the impact of lifestyle, total environment and education on physical and emotional well-being are analyzed. (Nontransferable, AA/AS degree only)

HIT 3 (3)
MEDICAL TERMINOLOGY 3 Hrs. Lect.
Course of study designed to develop competency in the accurate use of medical vocabulary to include anatomy, physiology, diseases, and descriptive terms and prepare students for entry-level positions as medical transcribers, clinical editors, health insurance processors, and patient administration specialists. (CSU)

HIT 4 (3)
MEDICAL TRANSCRIPTION 2 Hrs. Lect. 2 Hrs. Lab.
Prerequisites: HIT 3/Bus 80. Ability to type 40 words per minute. Course of study designed to prepare students to transcribe data from a recording device into typewritten form using standard typewriters and/or microcomputers. Includes information placed on patient records in hospitals, doctors' offices or clinics. Upon completion of this course, the student should be prepared to accept an entry-level position as a medical transcriptionist. (CSU)

HIT 5 (3)
PATIENT INFORMATION SYSTEMS 2 Hrs. Lect. 2 Hrs. Lab.
Prerequisites: HIT 3/Bus 80. Ability to type 40 words per minute. Course of study designed to prepare students to use medical typewriters, word processors, microcomputer processors, input/output equipment (CRT's, disc drives, printers, dot matrix, magnetic tape, and various software programs) in a hospital, clinic or doctor's office. The use of a computer program to store patient data is emphasized. (CSU)

HIT 6 (3)
MEDICAL INSURANCE 3 Hrs. Lect.
Prerequisites: HIT 3/Bus 80. Ability to type 40 words per minute. Health care facilities are dependent upon third party payers for financial solvency. Medical billing guidelines are rapidly changing as are complex issues which health care facilities must concern themselves with daily. The purpose of this course is to provide students with the practice and skill necessary so that billing office personnel can promptly and accurately submit insurance claims to a variety of carriers. (CSU)

HIT 7 (3)
PATIENT ADMINISTRATION SERVICES 3 Hrs. Lect.
Course of study designed to prepare students for entry-level positions in hospitals, clinics or doctors' offices. Extensive exposure to various areas such as preadmissions, financial advisory services, billing, collections, and outpatient accounts is emphasized. Interdepartmental communications are stressed. (CSU)

HIT 8 (2)
MANAGEMENT OF PATIENT SERVICES 2 Hrs. Lect.
Course is designed for persons interested in patient services in hospitals, clinics or doctors' offices. Managing the flow of intra and interdepartmental information is presented. Theory of organizational behavior is reviewed and personnel supervision is included. The role of the manager/supervisor is stressed. (CSU)

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HT 11 (3)
ADJANCED MEDICAL TRANSCRIPTION
2 Hrs. Lab. 2 Hrs. Lab.
Prerequisites: HT 4 or Bus 81 and Anat 6. An advanced course of study in transcribing medical data onto appropriate health facility forms. Advanced medical terminology is used and increased speed in transcription is required. Upon completion of this course, the student should be prepared to accept a position as an experienced transcriber. (CSU)

HT 12 (6)
PHARMACY TECHNICIAN I
5 Hrs. Lab. 3 Hrs. Lab.
Prerequisites: Math X, HT 3, and HT 4. This course will develop the knowledge and skill in identifying names, dosages, strengths, and common abbreviations for drugs dispensed from the pharmacy. The student will learn to receive orders for medications, transcribe orders onto pharmacy patient profiles, and type necessary labels. Other technical and clerical functions traditionally carried out by the pharmacist will be included. (CSU)

HT 13 (6)
PHARMACY TECHNICIAN II
5 Hrs. Lab. 3 Hrs. Lab.
Prerequisites: HT 12. The Pharmacy Technician II course continues to build upon the knowledge and skills learned in HT 12. In addition, the student will learn to facilitate the distribution of Unit Dose medications, keep accurate records, do billing procedures, inventory control, drug purchasing, and pre-lab duties. Upon successful completion of this course, the student will receive a certificate of completion from Imperial Valley College. (CSU)

HT 17 (1)
FIRST AID AND CPR FOR TEACHERS OF YOUNG CHILDREN
1 Hr. Lab.
(Same as ECE 318) (CSU)

HISTORY

HIST 17A (3)
(CAN HIST 8)
UNITED STATES HISTORY
3 Hrs. Lab.
A survey of the political and social development of the United States from the seventeenth century to 1872. This course and either HIST 17B or Pol 3 will meet graduation requirements in American Institutions. (CSU, UC)

HIST 17B (3)
(CAN HIST 10)
UNITED STATES HISTORY
3 Hrs. Lab.
A survey of the political, social, and economic mutations of the United States from the end of the Civil War to the present. This course and either HIST 17A or Pol 2 will meet graduation requirements in American Institutions. May be taken before HIST 17A. (CSU, UC)

HIST 30 (3)
MEXICO AND THE AMERICAN SOUTHWEST
3 Hrs. Lab.
A one-semester survey of Mexico from the early nineteenth century, the independence movement, the Mexican American War, and the development of Mexico and the American Southwest in the last century. (CSU, UC)

HIST 35 (3)
HISTORY OF IMPERIAL VALLEY
3 Hrs. Lab.
A one-semester survey of the history of the Imperial Valley from the earliest times to the present. The course will stress the development of communities, water resources, agriculture, and ethnic groups. (CSU)

HIST 35 (3)
ORAL HISTORY
3 Hrs. Lab.
Through tape-recorded interviews and written documentation, oral history will preserve history as accurately and completely as possible. Course will emphasize Imperial Valley history and development. (CSU)

HIST 45A (3)
COMPARATIVE HISTORY OF THE AMERICAS
3 Hrs. Lab.
Hist 45B and Hist 45F form a comparative history of the western hemispheres from ancient American history to the present, focusing on relationships between Europeans, American Indians, and African-American cultures, institutions, and traditions. Hist 45A deals with pre-Columbian American civilizations, European exploration, and the creation of nations. (CSU, UC)

HIST 45B (3)
COMPARATIVE HISTORY OF THE AMERICAS
3 Hrs. Lab.
Hist 45A and Hist 45F form a comparative history of the western hemispheres from ancient American history to the present, focusing on relationships between Europeans, American Indians, and African-American cultures, institutions, and traditions. Hist 45B compares the nations and cultures of the Americans from independence to the present. (CSU, UC)

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HIST 50A (5)
EARLY WORLD HISTORY
3 Hrs. Lab.
Early World History defines and explains the interconnections of the diverse ancient civilizations that grew in Mesopotamia, Egypt, China, India, the classic West Africa, America, and Oceana. A cultural overview to early modern times is included. This course meets the general education requirement for IVC and the California State University System. (CSU, UC)

HIST 50B (3)
MODERN WORLD HISTORY
3 Hrs. Lab.
Modern World History deals with the background and development of global society from early modern times to the present. The course emphasizes cultural, social, imperial, and industrial interactions between western and non-western societies. This course meets the general education requirement for IVC and the California State University System. (CSU, UC)

HONORS

HRS 21-29
COURSE DESCRIPTION
Prerequisites: Sophomore standing and admission to the program. Individual study with special guidance of instructor. Recommended for honors students in a major area offered by the division or for students requesting study in-depth in a particular area. By request of student and approval of instructor and approval of division chairperson, interdisciplinary conference with readings, discussion, and reports. (Nontransferable, AAAS degree only)

HRS 21-29
BUSINESS DIVISION HONORS PROGRAM
1-2 Hrs. Lab.
(CSU) (UC credit limited. See a counselor.)

HRS 22-23
BUSINESS DIVISION HONORS PROGRAM
1-2 Hrs. Lab.
(CSU) (UC credit limited. See a counselor.)

HRS 25-25
AUTOMOTIVE-AGRICULTURAL TECHNOLOGY DIVISION HONORS PROGRAM
1-2 Hrs. Lab.
(Nontransferable, AAAS degree only)

HRS 26-26
ENGLISH DIVISION HONORS PROGRAM
1-2 Hrs. Lab.
(CSU) (UC credit limited. See a counselor.)

HUM 1A (3)
THE HUMANITIES IN WESTERN CULTURE
3 Hrs. Lab.
An examination of the Humanities in Western Culture from the Prehistoric through the Medieval periods. The course will focus on the art, architecture, literature, music, philosophy, and theology of these periods. (CSU, UC)

HUM 1B (3)
THE HUMANITIES IN CULTURE
3 Hrs. Lab.
An examination of the Humanities in Western Culture from the Renaissance through the Modern period. The course will focus on the art, architecture, literature, music, philosophy, and theology of these periods. (CSU, UC)

HUM 21 (3)
THE HISTORY AND APPRECIATION OF DANCE
3 Hrs. Lab.
(Same as PE 63) (CSU)

HUM 25 (3)
INTRODUCTION TO THE HUMANITIES
3 Hrs. Lab.
An exploratory course designed to introduce students to the major disciplines in the Humanities: art, architecture, literature, music, and dance. Emphasis on the humanities values and how they are reflected in the arts of world cultures. (CSU, UC)
HUMAN RELATIONS

The Human Relations curriculum with an Associate in Arts degree has been designed to prepare students for employment as counselor aides and group counselor aides, vocational rehabilitation aides, social aides, eligibility workers, school social workers, and other various professionals in the vocational "new careers" concepts in people-to-people services. These services are used by youth and adult correctional institutions, welfare and vocational rehabilitation agencies, mental hospitals, state employment centers, educational institutions, and child-care centers.

H REL 83 (1)
PERSONAL AND CAREER DEVELOPMENT
3 Hrs. Lab.

This course examines the process a student would follow in making a realistic career decision. Students will plan to enter professions involving helping relationships such as education, social work, counseling, psychology, community work, and related areas, in addition to students who are undecided about their own future, would profit from the course. Self-awareness will be appraised by testing and discussing interests, aptitudes, abilities, limitations, needs, values, and goals. Career awareness will be facilitated by exploring the world of work in terms of occupational outlook, wages, training required, opportunities for advancement and life styles. (CSU, UC)

H REL 85 (1)
COLLEGE STUDY TECHNIQUES
3 Hrs. Lab.

This course examines the dynamics of self-awareness which is designed to assist the student in adjusting to the demands of college study and the utilization of personal potential, and the understanding of individual and group processes of development. (Nontransferable, AA/AS degree only)

H REL 86A (1)
PERSONAL AND CAREER DEVELOPMENT
1 Hr. Lab.

An advanced course dealing extensively in music, dance, drama, film, visual arts and architecture. Humanistic and interdisciplinary approach to study of creative expression. Requirements include diverse readings, paper, and class projects. Format includes discussions, lectures, and films. (CSU, UC)

H REL 86B (1)
PERSONAL AND CAREER DEVELOPMENT
1 Hr. Lab.

A course utilizing group dynamics, designed to encourage and develop insight into collegiate and modern problems of adjustment, the utilization of personal potential, and the understanding of individual and group processes of development. (Nontransferable, AA/AS degree only)

JAPANESE

High School Foreign Language courses may be used for the purpose of placement in college courses and may be counted toward meeting the foreign language requirement in various majors. These high school courses will not count as college credits toward graduation. Contact the IVC Counseling Center for further information. The last year of study may be taken by a student in the high school language sequence may be repeated in college for graduation credit, to exceed five units of repealed foreign language work. Students with high school language credits are strongly advised to see the instructor before enrolling.
LEGAL ASSISTANT

LEGAL 21 (3)
RESEARCH AND CRIMINAL LAW

3 Hrs. Lec.
This course consists of two modules. The first is Legal Research and the second is Criminal Law. The Legal Research Module covers the characteristics, classification, advantages and disadvantages of Corporations, the structure related to Close Corporations, nature of Sub- Chap. 2 Corporations, preparation of a Professional Corporate process of incorporation, the various classes of corporate stock. Also discussed are partnership, syndicates, and joint ventures, procedures for formation of partnerships, nature and advantages and disadvantages of a Limited Liability Company. The Bankruptcy Module covers the nature and purpose of Bankruptcy, basic differences between Federal Bankruptcy and State De novo-Credit Law, Bankruptcy Statutes, various chapters of the Bankruptcy Code, general forms of Bankruptcy relief, duties of the Bankruptcy Trustees is keeping with the various chapters. Also covered are the initiation, filing and technical aspects of voluntary bankruptcy, initiation and technical aspects of an involuntary bankruptcy under Chapter 7 and 11, exempt property, setoffs, fraudulent transfers, property transfers after filing bankruptcy, the effect of Bankruptcy on unsecured claims leases, executory contracts, obligations that are discharged by bankruptcy, Chapter 11 and 13 Bankruptcy proceedings and Bankruptcy documentation.

LEGAL 25 (3)
REAL ESTATE LAW FOR LEGAL ASSISTANTS

3 Hrs. Lec.
Course consists of one Module. It covers origins of Property Law, source of Law definitions of technical terms in reference to Law, court actions that are available under Law and Equity, Federal and State Court Systems, definition of terms in reference to Property, Property Rights, components that are part of land, classification of Estates, elements of Real Property, and assignment and partition of Real Estate Brokers, technical aspects of a Real Estate Purchase Contract and Receipt for Deposit, Agency Law, methods of acquisition and transfer of title to Real Property, types and forms of Deeds, purpose and use of Escrows, duties and responsibilities of Escrow Agents, creation and types of Leases, Homesteads, purpose of Title Insurance, Restrictions placed on land use, technical description of land, investment regulation affecting real property, Estates, Easements, Nuisances, and the technical aspects of leases.

LEGAL 26 (3)
WILLS, TRUSTS, PROBATE AND ESTATE ADMINISTRATION

3 Hrs. Lec.
Course covers definition of technical terms used in probate, trusts and estate administration, sources of law relating to wills, trusts, and estate administration, types and forms of property and property ownership, the specific duties of probate Legal Assistants, rules and general objectives, handling answers to Interrogatories, and how Discovery Process, Deposition Process and other questions of the effect of processes of succession under the UPC, the effect of prior transactions on intestate succession, process for determining validity of wills and the basic requirements of a valid will, various types of wills authorized by law, papers and other evidences that are components of a will, preparation and execution of a formal attested will, revocation of wills, disposition of property under will, methods for settling a decedent’s estate, informal estate proceedings under the UPC, specific tasks performed by a legal Assistant in formal estate administration, procedures for payment of decedent’s debts and claims, special proceeding in probate, preparation and filing of tax returns, procedural requirements of formal accountings, role of Legal Assistant in the distribution of property, and administration of trusts, guardianships, and conservatorships, and the professional responsibilities of a Probate Legal Assistant.

LIBRARY TECHNICIAN

LIBRARY 21 (3)
INTRODUCTION TO LIBRARY SERVICE

3 Hrs. Lec.
Recommended Preparation: Eligibility for Engl 2A and Engl 1A and CJS 23 or familiarity with the use of a personal computer. An introduction to all types of libraries and their organization. This course is designed for students interested in employment as library technicians. Basic philosophy, policies, terminology, procedures, tools, techniques, and services and current trends in today’s library will be covered. (CSU)

LIBRARY 22 (3)
LIBRARY TECHNICAL SERVICES

3 Hrs. Lec.
Recommended Preparation: Eligibility for Engl 2A and Engl 1A and completion of LIBR 51. An introduction to the various tasks in the technical services area of a library, including the acquisition and processing of new library materials, cataloging and classification of materials, and the impact of computers and networking on technical services. (Nontransferable, AA/AS degree only)

LIBRARY 23 (3)
LIBRARY PUBLIC SERVICES

3 Hrs. Lec.
Recommended Preparation: Eligibility for Engl 2A and Engl 1A and completion of LIBR 51. The course covers the role and philosophy of public services in a library environment. Topics will include the public service function in different types of libraries, computers and the library, library instruction, interlibrary loan, circulation services, reserve services, special collections, serials services, government information, public relations, and security issues. (Nontransferable, AA/AS degree only)

LIBRARY 54 (3)
INTRODUCTION TO MEDIA SERVICES

3 Hrs. Lec.
Recommended Preparation: Eligibility for Engl 2A and ENG 12A and completion of LIBR 51. This course will cover the provision and utilization of media services in the library setting. Included will be the history and philosophy of media services, operation of various types of media equipment, scheduling, tracking, troubleshooting and the minor repair of media equipment. Acquisition of rental material will also be covered. (Nontransferable, AA/AS degree only)

LIBRARY 56 (3)
INFORMATION AND REFERENCE SERVICES

3 Hrs. Lec.
Recommended Preparation: Eligibility for Engl 2A and ENG 12A and completion of LIBR 51. This course will cover the range of information and reference services offered in libraries. Topics will include the reference interview, bibliographic control, organization of information, search strategies, electronic reference services, trends in reference, library instruction, staff training and development, evaluation of reference services, organization and management of reference and information services, various types of reference materials and a philosophy of service. (Nontransferable, AA/AS degree only)
MATH 4 (5) (CAN MATH 22) CALCULUS AND DIFFERENTIAL EQUATIONS
5 Hrs. Lec.
Prerequisite: Math 3B. Concepts dealing with partial differentiation, multiple integration, vector analysis and differential equations. (CSU, UC)

MATH 5 (3) (CAN MATH 24) ELEMENTARY DIFFERENTIAL EQUATIONS
3 Hrs. Lec.
Prerequisite: Math 3B. First order differential equations with applications. Linear differential equations of higher order. Applications of second order differential equations, differential equations with variable coefficients. Laplace transforms. (CSU, UC)

MATH 6 (3) (CAN MATH 26) INTRODUCTION TO LINEAR ALGEBRA WITH APPLICATIONS
3 Hrs. Lec.
Prerequisite: Math 3A. A first course in linear algebra intended for students majoring in mathematics, the physical sciences, engineering or business. Topics included are: systems of linear equations, matrices and determinants, vector spaces, linear transformations, eigenvalues and eigenvectors, and selected applications. (CSU, UC)

MATH 16A (3) (CAN MATH 4) MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS
3 Hrs. Lec.
Prerequisite: Math A. Recommended for students who are working towards a teaching credential in elementary education. Topics discussed are sets and relations, development of the number system from the natural numbers including whole, rational and real numbers, number theory, ratio and proportions. (CSU) (UC credit limited. See a counselor.)

MATH 16B (3) (CAN MATH 5) MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS
3 Hrs. Lec.
Prerequisite: Math A. Recommended for students who are working towards a teaching credential in elementary education. Topics discussed are decimals and percents, geometry, geometric constructions, rotations, translations, measurements and problem solving. Math 16B may be taken before Math 10A. (CSU) (UC credit limited. See a counselor.)

MATH 12 (5) (CAN STAT 2) INTRODUCTORY STATISTICS WITH APPLICATIONS
3 Hrs. Lec.
Prerequisite: Math A. Recommended Preparation: Engr 1A or Engr 11. Graphical representation of statistical data, calculations and uses of various averages, measures of variability, introduction to probability, probability distribution, confidence intervals, sample size determination and hypothesis testing. ANOVA, linear regression and Chi-square analysis. (CSU, UC)
MUS 12 (1)
BEGINNING CLASS GUITAR
1 Hr. Lec. 2 Hrs. Lab.
A basic course on how to accompany with the guitar. Stress will be placed on tuning, chording, different types of strums and elements of transportation. (CSU, UC)

MUS 15A (1)
BEGINNING CLASS VOICE
1 Hr. Lec. 2 Hrs. Lab.
A continuation of MUS 12 with the following additions: 1. Reading music (standard musical notation); 2. A thorough presentation of bar chords including sevenths, ninths, diminished, augmented, and various altered chords; 3. Advanced picking techniques. (CSU, UC)

MUS 15B (1)
BEGINNING CLASS VOICE
1 Hr. Lec. 2 Hrs. Lab.
A continuation of MUS 15A. (CSU, UC)

MUS 16 (1)
INTERMEDIATE CLASS VOICE
1 Hr. Lec. 2 Hrs. Lab.
A study and performance representative of music of all styles, sacred and secular, a cappella and accompanied. A minimum of six outside performances required each semester. (CSU, UC)

MUS 18ABCD (1-1-1-1)
CHAMBER SINGERS
2 Hrs. Lec. 1 Hr. Lab.
A study and performance of literature for a small orchestra. Performances in local communities and on campus are required. Field trips to other musical events will be included to help performers develop efficient listening and evaluating practices. Solo and ensemble rehearsals and performances are included. (CSU, UC)

MUS 19ABCD (1-1-1-1)
CHAMBER ORCHESTRA
2 Hrs. Lec. 1 Hr. Lab.
A study and performance of literature for a small orchestra. Performances in local communities and on campus are required. Field trips to other musical events will be included to help performers develop efficient listening and evaluating practices. Solo and ensemble rehearsals and performances are included. (CSU, UC)

MUS 20A (3)
HISTORY AND LITERATURE OF MUSIC
3 Hrs. Lec.
The historical development of music with a study of various types of music from sacred and secular traditions. Included is the historical and cultural development of music. Emphasis placed on the skills and understanding necessary for lifelong music listening experiences. (CSU, UC)

MUS 20B (3)
HISTORY AND LITERATURE OF MUSIC
3 Hrs. Lec.
A continuation of MUS 20A. (CSU, UC)

MUS 21ABCD (1-1-1-1)
BRASS, WOODWIND AND PERCUSSION METHODS
1 Hr. Lec. 2 Hrs. Lab.
In-depth study and performance of literature for brass, woodwind, string, and percussion instruments. (CSU, UC)

MUS 22ABCD (1-1-1-1)
STAGE BAND
2 Hrs. Lec. 1 Hr. Lab.
A performance ensemble specializing in the literature of the stage and jazz band tradition. Students will be provided ensemble experiences necessary for developing and refining improvisation techniques and performance practices appropriate to jazz, rock, blues, and swing music traditions. (CSU, UC)

MUS 26ABCD (1-1-1-1)
REHEARSAL AND PERFORMANCE
3 Hrs. Lab.
Enrollment contingent upon participation in campus major musical productions. Minimum credit, 1 unit per semester for four semesters. Hours to be arranged. (CSU, UC)

MUS 27ABCD (1-1-1-1)
CONCERT BAND
2 Hrs. Lec. 1 Hr. Lab.
A performance organization specializing in literature for the wind band. Students will be provided the opportunity to develop the musical skills and understanding necessary for the highest levels of expressive ensemble performance. Scheduled public performances are a part of the course obligations. (CSU, UC)

MUS 28ABCD (1-1-1-1)
COLLEGE-COMMUNITY CHORUS
2 Hrs. Lec. 1 Hr. Lab.
Open to all students who have an interest in learning to sing and who enjoy music. Breath control, tone placement, articulation and expression. Rehearsal, performance and study of choral literature. Introduction to music theory as a means of learning to read music rather than learning by rote. (CSU, UC)

MUS 29ABCD (1-1-1-1)
ESTUDIANTINA
2 Hrs. Lec. 1 Hr. Lab.
Open to all students, particularly those of Mexican background and culture, who wish to perform music stemming from the tradition of “tunas”, developed during the Renaissance in Spain’s large and influential universities. For singers of Mexican heritage and interest. (CSU, UC)

MUS 31 (3)
INTRODUCTION TO TWENTIETH-CENTURY MUSIC
3 Hrs. Lec.
An introduction to contemporary music. Study includes twentieth-century music, country western, and popular music with emphasis on the social and artistic factors that influence the development of each. (CSU, UC)

MUS 32ABCD (1-1-1-1)
SYMPHONY ORCHESTRA
2 Hrs. Lec. 1 Hr. Lab.
The study and performance of literature for full symphony orchestra in a wide variety of styles. Performances in local communities and on campus are required. (CSU, UC)

MUS 33ABCD (1-1-1-1)
PEP BAND
4 Hrs. Lab.
This course will provide music students with an understanding of the ways in which music is performed by ensembles. Students will work with procedures and processes appropriate to maintaining music organizations focused upon meeting those needs. (CSU, UC)

MUS 34ABCD (1-1-1-1)
COLLEGE-COMMUNITY BAND
2 Hrs. Lec. 1 Hr. Lab.
A performance organization specializing in a wide range of literature for the wind band. The primary objective will be to provide the students with the opportunity to develop music performing experiences needed by community adults, music educators, and advanced high school students. (CSU, UC)

NATURAL SCIENCE

N SCI 51 (3)
SURVEY OF THE EARTH SCIENCES
3 Hrs. Lec.
A junior college general education course to acquaint the student with the basic principles of the earth sciences including sections on anatomy, geology, oceanography, meteorology, and physical geography. Not open to students with credit in GEO 1, GEO 2, GEO 1A, or AAR 1. (Nontransferable, AA/AS degree only)
Eligibility

1. Accredited Vocational or Practical Nursing Program
2. Nurse's Aide or nonaccredited Vocational Nursing Program
3. Accredited Professional Nursing Courses
4. Accredited Psychiatric Technician Courses
5. Armed Services Nursing Courses
6. Certified Nurse Assistant Courses

Eligibility for transfer/challenge credit and/or advanced placement is determined on an individual basis by the Division of Nursing. Courses in natural sciences, taken within five years, that meet program requirements will be accepted. Behavioral and social sciences courses will be evaluated for reentry on an individual basis.

Licensed Vocational Nurses who seek advanced placement in the registered nurse curriculum have two alternatives: 1. complete the degree program, or 2. complete selected courses which meet the California Board of Registered Nurses thirty (30) unit option requirements. Specific details are available in the Nursing Office. Preference will be given to those applicants who have completed applications on file in the Nursing Office two months prior to starting nursing courses.

Licensed Vocational Nurses who have completed the Imperial Valley College Nursing Program may, after one year of employment as an LVN, complete the general requirements for Registered Nurse and then enroll in the fourth semester nursing courses. Specific details regarding transition from Vocational Nurse status to Registered Nurse status are available in the Nursing Office.

Progression Policies

1. The required nursing and general education courses outlined on pages 131-133 of the catalog must be taken in the sequence listed. Students may take some or all general education courses before entering the program but may not complete them later than the semester indicated on those pages of the catalog.

2. A grade point average of 2.0 must be maintained in all course required by the nursing curriculum. A student who makes a grade lower than a 2.0 in any course required by the nursing program must repeat the course.

3. Required courses in Microbiology and Anatomy/Physiology taken more than five years previous to enrollment must be repeated.

4. Nursing courses may be repeated only once. If a student is unsuccessful a second time, he/she must reapply to the program.

All Nursing (NURS) classes except NURS 2C & 3C are nine-week classes. NURS 2C & NURS 3C are semester classes.

NURS 1A (R) (4)
INTRODUCTION TO PATIENT CARE I
2 Hrs. Lect. 6 Hrs. Lab.
Prerequisites: HT 3, Anst 10, Psyh 1A, admission to the Nursing Program. Theory and skills basic to the provision of safe nursing care are introduced in the classroom and the skills laboratory. Components of the nursing process are studied. Parameters of health are defined and the physical and psychological needs of the normal individual explored. (CSU)

NURS 1A (V) (4)
INTRODUCTION TO PATIENT CARE I
2 Hrs. Lect. 6 Hrs. Lab.
Prerequisites: HT 3, Anst 6, Psyh 1A, admission to the Nursing Program. Theory and skills basic to the provision of safe nursing care are introduced in the classroom and the skills laboratory. Components of the nursing process are studied. Parameters of health are defined and the physical and psychological needs of the normal individual explored. (CSU)

NURS 1B (R) (4)
INTRODUCTION TO PATIENT CARE II
2 Hrs. Lect. 6 Hrs. Lab.
Prerequisite: NURS 1A(R), NURS 1C or permission of the instructor. Communication skills are presented in this course. Basic psychological and physiological concepts related to stress that cause disruptions in the individual's ability to adapt to his/her environment are presented in the classroom. Concurrently in clinical situations, the student relates learned skills and theory to the care of patients with well-defined commonly occurring illnesses in the hospital setting. (CSU)

NURS 1B (V) (4)
INTRODUCTION TO PATIENT CARE II
2 Hrs. Lect. 6 Hrs. Lab.
Prerequisite: NURS 1A(V), NURS 1C(V) or permission of the instructor. Communication skills are presented in this course. Basic psychological and physiological concepts related to stress that cause disruptions in the individual's ability to adapt to his/her environment are presented in the classroom. Concurrently in clinical situations, the student relates learned skills and theory to the care of patients with well-defined commonly occurring illnesses in the hospital setting. (CSU)

NURS 1C (R) (1.5)
PHARMACOLOGY I
1.5 Hrs. Lect.
Prerequisite: Admission to the Nursing Program or permission of the instructor. An introductory course in pharmacology designed to assist the student to acquire basic skills in drug dosage calculations and the administration of medications. A skills laboratory requirement is included. Clinical application will be integrated into NURS 1B (R). (CSU)

NURS 1C (V) (1.5)
PHARMACOLOGY I
1.5 Hrs. Lect.
Prerequisite: Admission to the Nursing Program or permission of the instructor. An introductory course in pharmacology designed to assist the student to acquire basic skills in drug dosage calculations and the administration of medications. A skills laboratory requirement is included. Clinical application will be integrated into NURS 1B (V). (CSU)

NURS 2A (R) (5.5)
The Maternity Cycle
2.5 Hrs. Lect. 9 Hrs. Lab.
Prerequisite: NURS 1B (R), NURS 3C (R) or permission of the instructor. The nursing process is used to assess the needs of and devise a plan of care for the pregnant woman through the maternity cycle. Consideration is given to the physiological, psychosocial, cultural, and economic factors which have impact on the mother, infant, and the family as a whole. Concurrent classroom and clinical experience are provided. (CSU)

NURS 2A (V) (5.5)
The Maternity Cycle
2.5 Hrs. Lect. 9 Hrs. Lab.
Prerequisite: NURS 1B (V), NURS 3C (V) or permission of the instructor. The nursing process is used to assess the needs of and devise a plan of care for the pregnant woman through the maternity cycle. Consideration is given to the physiological, psychosocial, cultural, and economic factors which have impact on the mother, infant, and the family as a whole. Concurrent classroom and clinical experience are provided. (CSU)

NURS 2B (R) (5.5)
Common Health Problems I
2.5 Hrs. Lect. 9 Hrs. Lab.
Prerequisite: NURS 2A (R) or permission of the instructor. The first of three nine-week courses designed to provide a progressive and sequential study of well-defined health problems of the respiratory, reproductive and special senses systems are presented. Transition from wellness to wellness is emphasized. Concepts acquired in previous courses are applied with increasing complexity to caring for individuals of all ages. Physiological, psychological, emotional, cultural and social concepts are integrated into the planning and implementation of nursing care. Concurrent classroom and clinical experience are provided. (CSU)

NURS 2B (V) (5.5)
Common Health Problems I
2.5 Hrs. Lect. 9 Hrs. Lab.
Prerequisite: NURS 2A (V) or permission of the instructor. The first of three nine-week courses designed to provide a progressive and sequential study of well-defined health problems of the respiratory, reproductive and special senses systems are presented. Transition from wellness to wellness is emphasized. Concepts acquired in previous courses are applied with increasing complexity to caring for individuals of all ages. Physiological, psychological, emotional, cultural and social concepts are integrated into the planning and implementation of nursing care. Concurrent classroom and clinical experience are provided. (CSU)

NURS 2C (R) (2)
Pharmacology II
2 Hrs. Lect.
Prerequisite: NURS 1B (R), NURS 1C (R) or permission of the instructor. This course focuses on those components of pharmacology related to safe nursing care. It includes information about the general classification of drugs and principles of therapy related to the effects, actions, and therapeutic use of each drug. The nursing actions and rationale for nursing actions are covered. Clinical application is integrated into the clinical nursing courses. (CSU)

NURS 2C (V) (2)
Pharmacology II
2 Hrs. Lect.
Prerequisite: NURS 1B (V), NURS 1C (V) or permission of the instructor. This course focuses on those components of pharmacology related to safe nursing care. It includes information about the general classification of drugs and principles of therapy related to the effects, actions, and therapeutic use of each drug. The nursing actions and rationale for nursing actions are covered. Clinical application is integrated into the clinical nursing courses. (CSU)

NURS 3A (R) (6.5)
Common Health Problems II
2.5 Hrs. Lect. 12 Hrs. Lab.
Prerequisites: NURS 2A (R), NURS 2C (R), and NURS 2B (R), or permission of the instructor. The second of three nine-week courses designed to provide a progressive and sequential study of common, well-defined health problems is presented. Emphasis is placed on the immune, endocrine, hematological, cardiovascular, and musculoskeletal systems. Concepts acquired in previous courses are applied with increasing complexity in caring for individuals of all ages. Physiological, psychological, emotional, cultural and social concepts are integrated into the planning and implementation of nursing care. Concurrent clinical experiences are provided whenever possible. In conjunction, appropriate nursing skills are learned in the classroom. (CSU)

NURS 3A (V) (6.5)
Common Health Problems II
2.5 Hrs. Lect. 12 Hrs. Lab.
Prerequisites: NURS 2A (V), NURS 2C (V), and NURS 2B (V), or permission of the instructor. The second of three nine-week courses designed to provide a progressive and sequential study of common, well-defined health problems is presented. Emphasis is placed on the immune, endocrine, hematological, cardiovascular, and musculoskeletal systems. Concepts acquired in previous courses are applied with increasing complexity in caring for individuals of all ages. Physiological, psychological, emotional, cultural and social concepts are integrated into the planning and implementation of nursing care. Concurrent clinical experiences are provided whenever possible. In conjunction, appropriate nursing skills are learned in the classroom. (CSU)

NURS 3B (R) (6.5)
Common Health Problems III
2.5 Hrs. Lect. 13 Hrs. Lab.
Prerequisite: NURS 2A (R), NURS 2C (R), NURS 2B (R), and NURS 3A (R), or permission of the instructor. The final nine-week course designed to provide a progressive and sequential study of common, well-defined health problems is presented in NURS 3B. The concepts from previous courses are applied with increasing complexity to the caring of individuals throughout the lifespan. The psychophysiology, treatment, and nursing management of common disorders involving the neurological, integumentary, gastrointestinal and renal systems are studied in a progressive sequence across the lifespan. Concepts of health and development are reinforced. The nursing process is utilized by the student to identify the problems and nursing interventions needed for selected patients in the clinical setting. (CSU)

NURS 3B (V) (6.5)
Common Health Problems III
2.5 Hrs. Lect. 13 Hrs. Lab.
Prerequisite: NURS 2A (V), NURS 2C (V), NURS 2B (V), and NURS 3A (V), or permission of the instructor. The final nine-week course designed to provide a progressive and sequential study of common, well-defined health problems is presented in NURS 3B. The concepts from previous courses are applied with increasing complexity to the caring of individuals throughout the lifespan. The psychophysiology, treatment, and nursing management of common disorders involving the neurological, integumentary, gastrointestinal and renal systems are studied in a progressive sequence across the lifespan. Concepts of health and development are reinforced. The nursing process is utilized by the student to identify the problems and nursing interventions needed for selected patients in the clinical setting. (CSU)
COMMON HEALTH PROBLEMS III
2.5 Hrs. Lec. 12 Hrs. Lab.
Prerequisite: NURS 2A (V), NURS 2C (V), NURS 2B (V), and NS 3A (V), or permission of the instructor. The final nine-week course designed to provide a progressive and sequential study of common, well-defined health problems is presented in Nursing 3B. The concepts from previous courses are applied with increasing complexity to the caring of individuals throughout the lifespan. The pathophysiology, treatment, and nursing management of common dis-orders involving the neurological, gastrointestinal, and renal systems are studied in a progressive sequence across the lifespan. Principles of growth and development are reinforced. The nursing process is utilized by the student to identify the problems and nursing interventions needed for selected patients in the clinical setting. (CSU)
NURS 3C (R) (2.5)
PATIENT CARE MANAGEMENT AND CRITICAL THINKING
2.5 Hrs. Lec.
Prerequisite: Admissions to the nursing program or permission of the instructor. To be taken concurrent with NURS 1A (R). An overview of the leadership and management process as it relates to management of patient care is presented. Clinical application is integrated into NURS 3A (R), NURS 3B (R) and all subsequent nursing courses. (CSU)
NURS 3C (V) (2.5)
PATIENT CARE MANAGEMENT AND CRITICAL THINKING
2.5 Hrs. Lec.
Prerequisite: Admissions to the nursing program or permission of the instructor. To be taken concurrent with NURS 1A (V). An overview of the leadership and management process as it relates to management of patient care is presented. Clinical application is integrated into NURS 3A (V), NURS 3B (V) and all subsequent nursing courses. (CSU)
NURS 4A (R) (3.5)
COMMON HEALTH PROBLEMS IV
2 Hrs. Lec. 4.5 Hrs. Lab.
Prerequisite: NURS 3A (R), NURS 3B (R) or permission of the instructor. This course is concerned with an individual’s response to stress and crisis. The promotion of mental health, intervention in maladaptive disorders, and the rehabilitation of chronic disorders is presented in concurrent classroom and clinical settings. Cultural and social attitudes toward behavior which deviates from accepted norms is discussed. (CSU)
NURS 4B (R) (3.5)
ADVANCED NURSING
2 Hrs. Lec. 18.5 Hrs. Lab.
Prerequisite: NURS 4A (R), NURS 4C (R) or permission of the instructor. In-depth study of patients with increasingly complex health problems is presented. The nursing process is used to plan and implement nursing care for a group of patients. Concurrent clinical experience in gastroenterological and advanced medical-surgical nursing is arranged. (CSU)
PE 7ABCD (2-2-2-2) WATER SAFETY INSTRUCTOR TRAINING
1 Hr. Lab. 2 Hrs. Lab.
Prerequisite: Lifeguard Training Certificate and/or Advanced Lifesaving for the W.S.I. Certificate. A course designed to acquaint the student with the basic principles of being an aquatic instructor in teaching safety and survival skills for various ages. No experience is necessary. (CSU) (UC credit limited. See a counselor.)

PE 8ABCD (1-1-1-1) WEIGHT TRAINING, WOMEN
2 Hrs. Lab.
A course designed to present the basic fundamentals of weight training such as the weight apparatus, proper lifting techniques and basic knowledge of specific muscle groups. Equipment and materials will vary depending on the class. Includes study of exercises and conditioning activities which can be used to maintain physical fitness throughout college and adult life. (CSU) (UC credit limited. See a counselor.)

PE 8ABCD (1-1-1-1) ADAPTED PHYSICAL EXERCISES, COED
2 Hrs. Lab.
Open only to students who are unable to participate in the regular physical education program. The course is specifically designed to meet the individual needs of these students. (CSU) (UC credit limited. See a counselor.)

PE 10ABCD (1-1-1-1) TEAM SPORTS
2 Hrs. Lab.
The course is designed to stimulate the development of mental and physical alertness and poise, and to encourage regular participation in a variety of sports. Includes recreational activities. (CSU) (UC credit limited. See a counselor.)

PE 11ABCD (1-1-1-1) VOLLEYBALL, COED
2 Hrs. Lab.
A course designed to present the basic fundamentals of volleyball such as the set, serve, block, spike, and team play. Rules and class competition are included. (CSU) (UC credit limited. See a counselor.)

PE 12ABCD (1-1-1-1) TENNIS, COED
2 Hrs. Lab.
Tennis offers training in the basic fundamentals of the game including history, rules, and etiquette. Social etiquette of the game is stressed along with the worthy use of leisure time. Tournament competition in singles and doubles is emphasized. (CSU) (UC credit limited. See a counselor.)

PHOT 1ABCD (1-1-1-1) ADVANCED TENNIS, COED
2 Hrs. Lab.
Recommended Preparation: PE 12AD. Review and practice of forehand, backhand, serve and volley, overhead smash, and lob. Emphasis on court strategy and tactics for singles and doubles competition. (CSU) (UC credit limited. See a counselor.)
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PE 21ABCD (2-2-2-2)
ADVANCED SPORTS ACTIVITY, COED
1 Hr. Lab. 2 Hrs. Lab.
Recommended Preparation: Prior competitive background. This course is designed for students with previous experience in the sports of volleyball, softball, and basketball. The course will cover basic fundamentals as well as advanced team strategies found in competitive situations. A minimum of fifteen hours per semester for each student is required in outside activities such as community sports and recreational programs. (CSU) (UC credit limited. See a counselor.)

PE 22ABCD (1-1-1-1)
RACQUETBALL AND HANDBALL, COED
2 Hrs. Lab.
Instruction and development of the handball skills. Presentation of singles and doubles play, including basic shots and strategy. (CSU) (UC credit limited. See a counselor.)

PE 23ABCD (1-1-1-1)
BASKETBALL FOR WOMEN
2 Hrs. Lab.
Designed for women students interested in basketball. To offer basic and advanced fundamentals, team play, and strategy. (CSU) (UC credit limited. See a counselor.)

PE 24ABCD (1-1-1-1)
BASKETBALL FOR MEN
2 Hrs. Lab.
An introduction to the fundamental skills and strategy of the game. Rules and class competition are included in the course. (CSU) (UC credit limited. See a counselor.)

PE 30ABCD (1-1-1-1)
GOLF, COED
2 Hrs. Lab.
Offers training in the fundamentals of strokes with irons, woods, and putters; includes rules of the game and emphasis on strategies and tournament play. (CSU) (UC credit limited. See a counselor.)

PE 31ABCD (1-1-1-1)
ADVANCED GOLF, COED
2 Hrs. Lab.
Recommended Preparation: PE 18A. Advanced training in strokes with irons, woods, and putters; includes rules of the game and emphasis on strategies and tournament play. (CSU) (UC credit limited. See a counselor.)

PE 32ABCD (1-1-1-1)
SOFTBALL, COED
2 Hrs. Lab.
This course is designed to emphasize the fundamentals, knowledge of rules, coaching techniques, and basic knowledge of the game of softball. (CSU) (UC credit limited. See a counselor.)

PE 34ABCD (1-1-1-1)
STEP AEROBICS, COED
2 Hrs. Lab.
Step aerobics involves stepping up and down from a 4 to 12 inch bench, while performing various upper body movements to the accompaniment of music. This course is a simple introduction to basic steps, leading to simple patterns of step choreography. Offers cardiovascular conditioning and strength training. (CSU) (UC credit limited. See a counselor.)

PE 35AD (1.5)
PRE-SEASON CONDITIONING FOR ATHLETES
3 Hrs. Lab.
This course is designed to prepare athletes for the competitive season. Emphasis will be placed on the development of speed, cardiovascular endurance, strength, and flexibility. A wide variety and combination of activities will be utilized to help athletes avoid injuries and perform at optimum levels. (CSU) (UC credit limited. See a counselor.)

PE 36AD (1.5)
PRE-SEASON CONDITIONING FOR ATHELETES
3 Hrs. Lab.
This course is designed to prepare athletes for the competitive season. Emphasis will be placed on the development of speed, cardiovascular endurance, strength, and flexibility. A wide variety and combination of activities will be utilized to help athletes avoid injuries and perform at optimum levels. (CSU) (UC credit limited. See a counselor.)
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PHS 56 (2)
CARE AND PREVENTION OF ATHLETIC INJURIES
2 Hrs. Lab.
This course is designed for the coach, coach-trainer, physical education and recreation student. Emphasizes the screening and conditioning of athletes, prevention and treatment of athletic injuries. Includes techniques of applying supportive materials, rehabilitation of injuries, and use of therapeutic modalities. Organization of a new athletic training program. (CSU, UC)

PE 58 (2)
PSYCHOLOGY OF COACHING
2 Hrs. Lab.
A course covering all the aspects of the psychology of coaching sports. Includes certain guidelines to show how teaching and learning may be applied to the coaching of sports, and to bring out the relationship of meaningful learning to successful athletic coaching. (CSU)

PE 92A (3-3)
SPORTS OFFICIATING, MEN
2 Hrs. Lab. 3 Hrs. Lab.
Theory and practice in the techniques of officiating in highly organized games and sports such as basketball, football, wrestling, baseball, track, and tennis. Students must plan for an additional three hours per week to officiate at elementary schools. (CSU) (UC credit limited. See a counselor.)

PE 60A (3-3)
SPORTS OFFICIATING, WOMEN
2 Hrs. Lab. 3 Hrs. Lab.
To familiarize prospective physical education majors and minors with the rules of team and individual sports for women. (CSU) (UC credit limited. See a counselor.)

PE 61 (3)
PHYSICAL EDUCATION IN THE ELEMENTARY SCHOOL
3 Hrs. Lab.
This course is designed to prepare the elementary school teacher to teach the whole child through physical education. (CSU)

PE 5A4 (2)
THEORY OF SOFTBALL
2 Hrs. Lab.
This course is recommended for physical education majors, recreation majors, and potential coaches. History of the game, rules, coaching techniques, practice organization, strategies and theories, and possible future trends in softball will be offered. (CSU) (UC credit limited. See a counselor.)

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PHYSICS

PHYS 4A (5)
GENERAL PHYSICS
3 Hrs. Lab. 4 Hrs. Lab.
Prerequisite: Credit for or concurrent enrollment in Math 3A. This course is designed to give an understanding of the fundamental principles of physics in the area of mechanics. (CSU, UC)

PHYS 4B (5)
GENERAL PHYSICS
3 Hrs. Lab. 4 Hrs. Lab.
Prerequisite: Phys 4A and credit or concurrent enrollment in Math 3B. This course is designed to give an understanding of the fundamental principles of physics in the areas of electricity, magnetism, atomic, and nuclear physics. (CSU, UC)

PHYS 4C (5)
GENERAL PHYSICS
3 Hrs. Lab. 4 Hrs. Lab.
Prerequisite: Phys 4A and credit or concurrent enrollment in Math 3B. This course is designed to give an understanding of the fundamental principles of physics in the areas of waves, heat, light, relativity, quantum mechanics and atomic physics. (CSU, UC)

PHYS 10 (4)
INTRODUCTION TO PHYSICS FOR HEALTH PROFESSIONS
3 Hrs. Lab. 4 Hrs. Lab.
Elementary mechanics, fluids, sound, electricity, and optics. For students requiring physics for health professions. Does not apply toward a major in general science or physical science. (CSU, UC)

PHYS 11 (4)
HUMAN PHYSIOLOGY
3 Hrs. Lab. 4 Hrs. Lab.
Prerequisites: One year each of high school chemistry and biology or one semester each at the college level. The functions of the human body; emphasis on the circulatory, muscular, and nervous system. (CSU) (UC credit limited. See a counselor.)

PIPECUTTING

The following course has been developed as part of a four-year apprenticeship program. Additional courses are in the process of being prepared. Applications should be directed to San Diego County Plumbing Joint Apprenticeship Committee, 3901 Center Street, San Diego, CA. For additional information contact the Dean of Vocational Education.

POL 5 (3)
PIPE TRADES ORGANIZATION
3 Hrs. Lab.
This course will provide an introduction to industry and is designed to provide the apprentice with a working knowledge of the use and care of tools and piping materials. (Nontransferable, nondegree applicable)

POLITICAL SCIENCE

POL S 1 (3)
INTRODUCTION TO POLITICAL SCIENCE
3 Hrs. Lab.
An introduction to the theories, principles, and problems of modern political life and the methods of studying and acquiring political knowledge. Illustrative materials drawn primarily from the American experience. This course and either Pol S 2 or Hist 17A will meet graduation requirements in American Institutions. (CSU, UC)

POL S 2 (3)
AMERICAN GOVERNMENT AND POLITICS
3 Hrs. Lab.
The origin, development and operation of local, state and national political institutions within the United States emphasizing the contemporary functions of the American political system. This course and either Pol S 1 or Hist 17B will meet graduation requirements in American Institutions. May be taken before Pol S 1. (CSU, UC)

POL S 3 (3)
COMPARATIVE POLITICS
3 Hrs. Lab.
Recommended Preparation: Pol S 1 or Pol S 2. A comparative study of modern political systems. Emphasis upon patterns of political action and problems of decision-making in various cultural contexts. (CSU, UC)

POL S 14 (3)
INTRODUCTION TO INTERNATIONAL RELATIONS
3 Hrs. Lab.
An introductory course stressing the techniques of analysis of the basic factors making for conflict and adjustment in contemporary international relations. Problems of nationalism and imperialism, elements of national power, causes of war, methods of seeking peace, the role of international organizations, and the foreign policies of the major powers will be considered. Emphasis will be upon contemporary developments. (CSU, UC)
PSYCH 1A (3) 
INTRODUCTION TO PSYCHOLOGY

Recommended Preparation: Twelfth grade reading level highly recommended. An introduction to the study of human behavior and cognition. Includes consideration of many of the major topics in psychology including, but not limited to, the biology of behavior, learning, human development, sleep and consciousness, personality, mental disorders and therapy, and social processes. (CSU, UC)

PSYCH 1B (3) 
LEARNING

Recommended preparation: Successful completion of Psych 1A strongly recommended and the twelfth grade reading level highly recommended. This course will explore the role of learning in the adoption of humans and other animals to their changing environment. Research methodology, Pavlovian and operant theories, applications and implications, and higher cognitive processes will be examined. (CSU, UC)

PSYCH 3H (1) 
INTRODUCTION TO PSYCHOLOGY - HONORS

1 hr. Lect. 
Prerequisite: Current test grades of B or better in Psych 1A. Corequisite: Concurrent enrollment in Psych 1A. This course involves supervised research in the field of psychology. The research may be library research or a topic approved by the instructor, or it may be done in a laboratory or field situation. The experiment or survey must be presented in an organized and formal manner as explained by the instructor. The research paper is to be in addition to any written work required in Psych 1A. (CSU, UC)

PSYCH 2 (3) 
BIOLoGICAL PSYCHOLOGY

3 hrs. Lect. 
Recommended Preparation: Successful completion of Psych 1A strongly recommended and twelfth grade reading level highly recommended. An exploration of the biological basis of human behavior. The development, structure and functions of the nervous system is thoroughly examined to provide insight into its complex relationship with human behavior, thought, and feelings. The history of neuroscience and methods of scientific inquiry are reviewed. (CSU, UC)

PSYCH 3 (3) 
PSYCHOLOGY OF ADJUSTMENT

3 hrs. Lect. 
Recommended Preparation: Twelfth grade reading level strongly recommended. A study of the development of effective behaviors. Focuses on individual behavior such as self-control, stress and emotional reactions; self-image, motivation, self-deception, life stages, development and the major psychological theories, which address these behaviors. Effective group behaviors including interpersonal relationships, marriage, sex, and society are also examined. (CSU, UC)

PSYCH 4 (3) 
PSYCHOLOGY OF HUMAN SEXUALITY

3 hrs. Lect. 
A study of the psychology of Human Sexuality. Includes anatomy and physiology of sexual functions, sexual dysfunctions, sexually transmitted diseases, infertility, contemporary sexual attitudes and behaviors, sexual deviations, and controversies and implications for the individual and the society. (CSU, UC)

PSYCH 5 (3) 
PSYCHOLOGY OF EFFECTIVE BEHAVIOR

3 hrs. Lect. 
A survey of some of the relevant psychological facts, principles, and concepts involved in the experience and problems of everyday living. An experimental approach, including emphasis upon effective behavioral alternatives in parenting, interpersonal relations, values clarification, methods for successful study, and the art of taking responsibility for one's own life. (CSU)

PSYCH 6 (3) 
CURRENT ISSUES IN PSYCHOLOGY

3 hrs. Lect. 
Recommended Preparation: Psych 1A and Engl 12B. A detailed examination of recent research and publications in the areas of psychology as a science, the biological bases of behavior, psychological bases and psychological disorders and therapeutic processes. An up-to-date examination of selected topics in the field of psychology. (CSU, UC)

PSYCH 9 (3) 
INTRODUCTION TO COUNSELING

3 hrs. Lect. 
A study of the theory, process, and practice of interviewing and counseling in community service and other counseling situations. The course is designed to assist the student to gain knowledge and develop skills in order to help a client or interviewee in counseling situations. Theories of counseling and basic helping skills will be presented, demonstrated, and practiced. (Same as ADS 9) (CSU)

PSYCH 11A (3) 
PRACTICUM

1 hr. Lab. 6 hrs. Lab. field experience per week (Same as ADS/REH REL 11A) (CSU)

PSYCH 11B (3) 
PRACTICUM

1 hr. Lab. 6 hrs. Lab. field experience per week (Same as ADS/REH REL 11B) (CSU)

PSYCH 14 (3) 
ABNORMAL PSYCHOLOGY

3 hrs. Lect. 
Recommended Preparation: Twelfth grade reading level highly recommended. Psych 1A. Psych 2 and Psych 3 recommended. Covers the major categories of mental disorders listed in the latest version of the Diagnostic and Statistical Manual of Mental Disorders (DSM). Draws upon important contributions from various disciplines and theoretical stances. Case studies and research-based explanations are examined. Controversial topics related to mental disorders are explored. (CSU, UC)

PSYCH 15 (3) 
SOCIAL AND PSYCHOLOGICAL DYNAMICS OF DRUG USE

3 hrs. Lect. 
Recommended Preparation: Psych 1A, Psych 1B, Soc 1 or Soc 17. This course views drug use behavior from a sociological and psychological perspective. It includes an analysis of factors contributing to drug use; societal influence (peer group and the family), and personal psychodynamics and development. It encompasses illegal drug use as well as legal drug use, particularly of alcohol. Potential solutions and preventive methods which could be of practical value to parents and various professional and semi-professional workers will be addressed. (Same as ADS/Soc 15) (CSU)

PSYCH 16 (3) 
THE PSYCHOLOGY OF INTERPERSONAL RELATIONSHIPS

3 hrs. Lect. 
An exploration of the dynamics of interpersonal relationships. Starting, developing, understanding, and improving one's relationships with self and others will be the focus of this course. Topics will include love, jealousy, acceptance, listening skills, communication skills, perception of self and others, and self-disclosure. The course involves lecture, discussion, and experiential techniques. (CSU)

PSYCH 17 (3) 
SOCIAL PSYCHOLOGY

3 hrs. Lect. 
The study of how personality and behavior are influenced by the social environment. The conceptual and research focus is on the relationship between the individual and society. This course includes such topics as: interpersonal and social identity, group behavior and group membership. (Same as Soc 17) (CSU, UC)

PSYCH 18 (3) 
RESEARCH METHODS IN PSYCHOLOGY

3 hrs. Lect. 
Recommended Preparation: Successful completion of Psych 1A strongly recommended. This course introduces students to psychological research reports, as well as methods and critical analysis techniques that may be applied to diverse research studies and issues. (CSU)

PSYCH 19 (3) 
THE PSYCHOLOGY OF LOSS

3 hrs. Lect. 
The grief process will be explored as well as how one can help a person resolve a personal loss, whether it be by divorce, death, separation, the aging process, illness, retirement, changing neighborhoods, or by loss of financial security. Why some forms of grief in ourselves and others go unresolved will be explained and discussed. In addition, techniques for giving emotional support and for maintaining a life as a challenge rather than a threat will be covered. Alternative models of caring for the terminally ill patients will be presented as well as the concept of "conscious living-conscious dying," (CSU)

PSYCH 20 (3) 
DEVELOPMENTAL PSYCHOLOGY OF CHILDREN

3 hrs. Lect. 
(Same as ECE 20) (CSU) (UC credit limited. See a counselor.)

PSYCH 22 (3) 
ADVANCED DEVELOPMENTAL PSYCHOLOGY AND OBSERVATION

3 hrs. Lect. 
Advanced study of the principle theories of developmental psychology, including the study of assessment and observation as tools for understanding behavior and development. (CSU)

PSYCH 27 (3) 
UNDERSTANDING EXCEPTIONAL STUDENTS

2 hrs. Lect. 2 hrs. Lab. 
(Same as ECE 27/DEPS 1) (CSU)

PSYCH 30 (3) 
PSYCHOLOGY OF ADOLESCENCE

3 hrs. Lect. 
A study of human development from pre-adolescence through early and later adolescence to young adulthood. The course includes practical aspects of dealing with adolescent influences, settings and problems areas. (CSU) (UC credit limited. See a counselor.)

PSYCH 38 (3) 
DEVELOPMENTAL PSYCHOLOGY: CONCEPTION TO DEATH

3 hrs. Lect. 
A study of human development from conception to death, including conception, prenatal development, infancy, toddlerhood, preschool years, middle childhood, adolescence, early adulthood, middle adulthood, later adulthood and death. The course covers psychodynamic theories of development, current research, and major developmental tasks. (CSU) (UC credit limited. See a counselor.)

PSYCH 40 (3) 
INTRODUCTION TO CRISIS COUNSELING

3 hrs. Lect. 
Recommended Preparation: Psych 1A. A course designed to familiarize the student with a basic understanding of the causes, manifestations, and treatment of emotional illness, especially relevant to crisis situations. (CSU)

PSYCH 53 (3) 
GROUP LEADERSHIP AND GROUP PROCESS

3 hrs. Lect. 
(Same as ADS 53) (CSU)

PSYCH 55 (3) 
CRISIS INTERVENTION AND REFERRAL TECHNIQUES

3 hrs. Lect. 
(Same as ADS 55) (CSU)

RECREATION

REC 70 (3) 
INTRODUCTION TO LEISURE

3 hrs. Lect. 
A study of the leisure behavior of the low-income group and how it is related to such social factors as sex, age, race, different cultural groups, and the role of subculture. (CSU)

IMPERIAL VALLEY COLLEGE

GENERAL CATALOG 1998 - 1999

PSYCHOLOGY

IMPERIAL VALLEY COLLEGE

GENERAL CATALOG 1998 - 1999
### INTENSIVE IBEROPHILIC RECREATION

**REC 74ABCD (1-1-1-1)**

3 Hrs. Lec.

This course deals with contemporary social problems and will cover the areas that are currently being defined by our society as problem issues. Emphasis will be given to understanding these problems on the societal level, the group level, and from the standpoint of the individual. (CSU, UC)

### SOCIAL SCIENCE

**SOCSI 52 (3)**

**INTRODUCTION TO AMERICAN GOVERNMENT**

3 Hrs. Lec.

An introduction to the foundations and major characteristics of the governments of the United States and California, stressing the political habits of the American people within an historical setting. This course will meet the graduation requirement in American Institutions at Imperial Valley College, but is offered to students who do not intend to transfer to senior institutions. Not open to students with credit in Hist 17AB or Pol S 1, Pol S 2. (Nontransferable, nondegree applicable)

### SOCIOLGY

**SOC 1 (3)**

**INTRODUCTORY SOCIOLOGY**

3 Hrs. Lec.

An introductory course to the study of society. Major ideas, concepts, and methods in the study of society including the culture, social structure, social stratification, deviance and social control, social change, and marriage in the family. (CSU, UC)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Hrs. Lec.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 2 (3)</td>
<td>CONTEMPORARY SOCIAL PROBLEMS</td>
<td>3 Hrs. Lec.</td>
<td>This course deals with contemporary social problems and will cover the areas that are currently being defined by our society as problem issues. Emphasis will be given to understanding these problems on the societal level, the group level, and from the standpoint of the individual. (CSU, UC)</td>
</tr>
<tr>
<td>SOC 10 (3)</td>
<td>SOCIOLOGY OF MINORITY GROUPS</td>
<td>3 Hrs. Lec.</td>
<td>This course includes the study of the theories of prejudice and discrimination of different groups within American society. It will cover an historical analysis of the problems of those groups and typical areas will include racism, sexism, ageism, and ethnic and religious discrimination. (Same as ADS 10) (CSU, UC)</td>
</tr>
<tr>
<td>SOC 15 (3)</td>
<td>SOCIAL AND PSYCHOLOGICAL DYNAMICS OF DRUG USE</td>
<td>3 Hrs. Lec.</td>
<td>(Same as ADS/Psych 15) (CSU)</td>
</tr>
<tr>
<td>SOC 30 (3)</td>
<td>CRIMINOLOGY</td>
<td>3 Hrs. Lec.</td>
<td>(Same as AJ 30) (CSU)</td>
</tr>
<tr>
<td>SOC 33 (3)</td>
<td>MARRIAGE AND THE FAMILY</td>
<td>3 Hrs. Lec.</td>
<td>An introductory course to marriage and the family. Major ideas and concepts include: the history of love and marriage, myths and hidden realities, sex roles, singleness and pairing, communication and conflict resolution, separation and divorce, remarriage. (CSU)</td>
</tr>
<tr>
<td>SOC 49 (3)</td>
<td>COMPUTERS AND SOCIETY</td>
<td>3 Hrs. Lec.</td>
<td>A general course designed to acquaint students with computers and their related social issues, such as: privacy, computer crime, the Internet, e-terroris, and social change resulting from computer information systems. (CSU, UC)</td>
</tr>
<tr>
<td>SOC 50 (3)</td>
<td>HUMAN SERVICES IN A CHANGING SOCIETY</td>
<td>3 Hrs. Lec.</td>
<td>(Same as ADS 50) (CSU)</td>
</tr>
</tbody>
</table>

### SPANISH

**SPANISH**

High School Foreign language courses may be used for the purpose of placement in the college courses and may be counted toward meeting the foreign language requirement in various majors. These high school courses will not count as college credit toward graduation. Contact the JVC Counseling Center for further information.

The last year taken by a student in the high school language sequence may be repeated in college for graduation credit, not to exceed five units of repeated foreign language work. Students with high school language credit are strongly advised to see the instructor before enrolling.

Students who have recently studied Spanish for three years in high school are recommended to take the third semester of the college level course.

#### SPAN 1 (5)

**ELEMENTARY SPANISH**

5 Hrs. Lec.

(Prep: Consent of instructor with a recent completion of 4 years of high school Spanish with good grades and recent travel to Spanish speaking countries. Students will be required to take a proficiency test.)

This course is one-half the content of Span 1. Completion of Span 1A and 1B sequence will be the equivalent of Span 1, and the total of 5 units. (CSU, UC credit limited. See a counselor.)

#### SPAN 2 (5)

**ELEMENTARY SPANISH**

2.5 Hrs. Lec.

This course is one-half the content of the regular Span 1 course. Completion of Span 1A and 1B sequence will be the equivalent of Span 1, and the total of 5 units. (CSU, UC credit limited. See a counselor.)

#### SPAN 5A (2.5)

**BEGINNING CONVERSATIONAL SPANISH AND CULTURE**

2.5 Hrs. Lec.

A course designed to give the student a basic ability in everyday Spanish. Credit is for up to 5 units. (CSU, UC credit limited. See a counselor.)

#### SPAN 5B (2.5)

**BEGINNING CONVERSATIONAL SPANISH AND CULTURE**

2.5 Hrs. Lec.

A continuation of Span 5A. (CSU, UC credit limited. See a counselor.)

#### SPAN 20A (5)

**BILINGUAL SPANISH**

5 Hrs. Lec.

(Prep: Spanish speaking fluency, native or near-native or 3 years of high school Spanish. The course is designed to develop in the student the four basic language skills of listening, speaking, reading, and writing with a constant comparison between Spanish and English usage. Emphasis will be on the indicative tenses: present, present imperfect, and future. These skills will be explored through reading in the contemporary culture of Spain, Latin America, and the Spanish speaking communities in the United States - Mexican, Cuban, Puerto Rican, and Sephardic. (CSU, UC credit limited. See a counselor.)

#### SPAN 20B (5)

**BILINGUAL SPANISH**

5 Hrs. Lec.

Continuation of Span 20A. Emphasis on the conditional and the subjunctive forms. (CSU, UC credit limited. See a counselor.)
IMPERIAL VALLEY COLLEGE

SPAN 23 (3)
BILINGUAL ORAL SPANISH
3 Hrs. Lect.
This course is designed to give students an introduction to theory and practice in translating and interpreting. There will be intensive vocabulary building and ear-training exercises; extensive and intensive reading on current events; cross-cultural training and research on career possibilities in these areas. (CSU, UC)

SPAN 25 (3)
INTRODUCTION TO SPANISH AMERICAN LITERATURE
3 Hrs. Lect.
An introductory survey of representative movements, authors, and works of Spanish American literature from the Spanish Discovery to the present. Course conducted in Spanish. (CSU, UC)

SPAN 26 (3)
INTRODUCTION TO TRANSLATION AND INTERPRETATION
2 Hrs. Lect. 2 Hrs. Lab.
This course is designed to give students an introduction to theory and practice in translating and interpreting. Concurrent enrollment in Span 26B is recommended, but not required. (CSU, UC)

SPAN 28A (3)
THE MEXICAN AMERICAN IN LITERATURE
3 Hrs. Lect.
A beginning course in oral Spanish for students who have learned Spanish as a native language. It is needed for students who may need well and have good grammar but need more practice in oral structures. This course will include a brief grammatical review and discussion of relevant everyday topics of social concern. Not offered every semester. Course numbered 52-55 are (CSU) (UC credit limited. See a counselor.) Courses numbered 51, 56 and 57 are (Nontransferable, nondegree applicable).

SPAN 51 or 81 (1-3)
VOCATIONAL EDUCATION
Hours by arrangement

SPAN 52 or 82 (1-3)
HUMANITIES
Hours by arrangement

SPAN 53 or 83 (1-3)
ENGLISH
Hours by arrangement

SPAN 54 or 84 (1-3)
NATURAL SCIENCE
Hours by arrangement

SPAN 55 or 85 (1-3)
SOCIAL SCIENCE
Hours by arrangement

SPAN 56 or 86 (1-3)
BUSINESS
Hours by arrangement

SPAN 57 or 87 (1-3)
HEALTH, PHYSICAL EDUCATION AND RECREATION
Hours by arrangement

SPECIAL STUDIES

SPEC 51-58
COURSE DESCRIPTION
Course content, prerequisites, and unit credit to be determined by the Department and the Office of Instruction in relation to community student interest and available staff. Not offered every semester. Courses numbered 52-55 are (CSU) (UC credit limited. See a counselor.) Courses numbered 81-87 are (Nontransferable, nondegree applicable).

SPEC 51 or 81 (1-3)
VOCATIONAL EDUCATION
Hours by arrangement

SPEC 52 or 82 (1-3)
HUMANITIES
Hours by arrangement

SPEC 53 or 83 (1-3)
ENGLISH
Hours by arrangement

SPEC 54 or 84 (1-3)
NATURAL SCIENCE
Hours by arrangement

SPEC 55 or 85 (1-3)
SOCIAL SCIENCE
Hours by arrangement

SPEC 56 or 86 (1-3)
BUSINESS
Hours by arrangement

SPEC 57 or 87 (1-3)
HEALTH, PHYSICAL EDUCATION AND RECREATION
Hours by arrangement

SPEECH

SPEC 1 (3)
ORAL COMMUNICATION
3 Hrs. Lect.
Recommended Preparation: Engl 2B or higher. Training in the fundamental processes involved in oral communication with emphasis on organizing material, outlining, constructing, and delivering various forms of speeches. (CSU) (UC credit limited. See a counselor.)

SPEECH 2AB (3)
PUBLIC SPEAKING
3 Hrs. Lect.
Recommended Preparation: SPCH 1. A continuation of SPCH 1 with particular emphasis on organization and delivery, and study in the areas of parliamentary procedure, debate, discussion, and oral reading. Maximum credit six units. (CSU) (UC credit limited. See a counselor.)

SPCH 10 (3)
ARGUMENTATION AND DEBATE
3 Hrs. Lect.
This course is designed to train operators in the effective operation of waste water treatment plants. Course will consist of the fundamentals of waste water treatment, start-up operation, daily operation, interpretation of laboratory results, and process control. (CSU, UC)

SPCH 20B (3)
SPEECH COMMUNICATION
3 Hrs. Lect.
This course will consist of the fundamentals of waste water treatment, start-up operation, daily operation, interpretation of laboratory results, and process control. (CSU, UC)

SPCH 20A (3)
PUBLIC SPEAKING
3 Hrs. Lect.
Recommended Preparation: SPCH 1. A continuation of SPCH 1 with particular emphasis on organization and delivery, and study in the areas of parliamentary procedure, debate, discussion, and oral reading. Maximum credit six units. (CSU) (UC credit limited. See a counselor.)

SPEECH 2AB (3)
PUBLIC SPEAKING
3 Hrs. Lect.
Recommended Preparation: SPCH 1. A continuation of SPCH 1 with particular emphasis on organization and delivery, and study in the areas of parliamentary procedure, debate, discussion, and oral reading. Maximum credit six units. (CSU) (UC credit limited. See a counselor.)
WELD 36A (5) ADVANCED WELDING 3 Hrs. Lab. 6 Hrs. Lab. Prerequisite: Weld 31. A concentrated course in shielded metal arc welding. The student develops his/her welding skill to a professional entry level. Includes a review of oxy-acetylene cutting and safety. (CSU)

WELD 36B (5) ADVANCED WELDING 3 Hrs. Lab. 6 Hrs. Lab. Prerequisite: Weld 36A. Emphasis is on skill development for shielded metal arc welding of pipe and heavy structural plate. Gas metal arc welding process is included to further enhance the welder’s abilities. Advanced processes for shielded metal arc welding, gas metal arc welding, and oxy-acetylene welding are presented in all phases of the class. (CSU)

WELD 3MC (5) ADVANCED WELDING - WELDER CERTIFICATION AND BLUEPRINT READING 3 Hrs. Lab. 6 Hrs. Lab. Prerequisite: Weld 36B. Emphasis is on welding operator qualification testing. This course is for the experienced welder and for the student completing the final phase of the Welding Technology Program. A detailed study of blueprint reading is included to further develop the welder’s abilities. (CSU)

WELD 38 (2) SHEET METAL FUNDAMENTALS 1 Hr. Lab. 2 Hrs. Lab. Theory and practice in the fundamentals of planning, layout, pattern development and fabrication of flat sheet metal into useful products. (CSU)

WELD 75 (2) BASIC SHOP SKILLS 3 Hrs. Lab. (Same as AGED/AUTO T 75) (Nontransferable, AA/AS degree only)

Cooperative Work Experience is a program of on-the-job learning experiences for students placed in a job setting. It is an approved program with goals and activities formulated with industry under the direction of the College Work Experience Coordinator and instructors assigned to teach work experience. Employers provide work locations (work stations) and on-the-job experiences for students placed in a job setting. It is an approved program of cooperative work experience, not to exceed three units each semester. A maximum of six units may be earned in general cooperative work experience, not to exceed three units each semester.

Student qualifications: In order to participate in cooperative work experience education, students shall meet the following requirements:

1. Be a legal indentured or certified apprentice.
2. Complete no less than seven units (summer session, one course) including cooperative work experience education.
3. Have approval of the Cooperative Work Experience Coordinator.
4. Have occupational or educational goals to which, in the opinion of the Coordinator, the cooperative work experience will contribute.
5. Pursue a planned program of cooperative work experience education which, in the opinion of the Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during the previous employment.

A maximum of sixteen units may be earned in occupational cooperative work experience, not to exceed four units each semester.

General Work Experience is a program for students in any major and need not be related to a vocational major.

Employment may be on or off campus; the student may or may not receive pay. The Cooperative Education Coordinator will assist the students in obtaining job placements.

Occupational Cooperative Work Experience

The Occupational Cooperative Work Experience Program is designed to coordinate on-the-job training and classroom instruction. Supervised employment is related to the occupational goal of the individual student. Employment may be on or off campus; the student may or may not receive pay. The Cooperative Education Coordinator will assist students in obtaining jobs.

Student qualifications: In order to participate in cooperative work experience education, students shall meet the following requirements:

1. Be a legal indentured or certified apprentice.
2. Complete no less than seven units (summer session, one course) including cooperative work experience education.
3. Have approval of the Cooperative Work Experience Coordinator.
4. Have occupational or educational goals to which, in the opinion of the Coordinator, the cooperative work experience will contribute.
5. Pursue a planned program of cooperative work experience education which, in the opinion of the Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during the previous employment.

A maximum of six units may be earned in general cooperative work experience, not to exceed three units each semester.

The number of units received each semester for on-the-job experience will be based on the total number of hours worked each semester or summer session as follows:

Paid Work

4.5 Hrs. of Lab/week for 1 unit - 75 Hrs per semester or session
8.5 Hrs. of Lab/week for 2 units - 150 Hrs per semester or session
12.5 Hrs. of Lab/week for 3 units - 225 Hrs per semester or session
17.0 Hrs. of Lab/week for 4 units - 300 Hrs per semester or session

Volunteer Work

3.5 Hrs. of Lab/week for 1 unit - 60 Hrs per semester or session
7.0 Hrs. of Lab/week for 2 units - 120 Hrs per semester or session
10.0 Hrs. of Lab/week for 3 units - 180 Hrs per semester or session
13.5 Hrs. of Lab/week for 4 units - 240 Hrs per semester or session

A maximum of six units may be earned in general work experience.

A maximum of sixteen units may be earned in occupational cooperative work experience, not to exceed four units each semester.

Cooperative Work Experience is a program for students who are in a vocational major or certificate program.
### AUTOMOTIVE TECHNOLOGY

**MAJOR CODE: 1001**

#### Required courses for the major

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto 33A: Engine Technology</td>
<td>4</td>
</tr>
<tr>
<td>Auto 52: Manual Trans &amp; Power Trains</td>
<td>4</td>
</tr>
<tr>
<td>Auto 53: Brakes &amp; Suspension</td>
<td>4</td>
</tr>
<tr>
<td>Auto 54: Fuel, Fuel Inj &amp; Exhaust Systems</td>
<td>3</td>
</tr>
<tr>
<td>Auto 56: Diagnostics</td>
<td>3</td>
</tr>
<tr>
<td>Auto 58: Automotive Air-Conditioning</td>
<td>3</td>
</tr>
<tr>
<td>Auto 61A: Automatic Transmissions</td>
<td>4</td>
</tr>
<tr>
<td>Auto 62: Automotive Electronics</td>
<td>3</td>
</tr>
<tr>
<td>Auto 63: Automatic Electronics: Fuel Injection</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 55: Automotive Machine Shop</td>
<td>4</td>
</tr>
<tr>
<td>Auto 59: Practical Training in Electrical Technology</td>
<td>4</td>
</tr>
<tr>
<td>Auto 37: Gasoline Engines</td>
<td>3</td>
</tr>
<tr>
<td>Auto 61B: Adv Automatic Transmissions</td>
<td>4</td>
</tr>
<tr>
<td>Auto 64: Computer Command Control Func</td>
<td>1.5</td>
</tr>
<tr>
<td>Auto 65: Basic Machine Shop Technology</td>
<td>3</td>
</tr>
<tr>
<td>Weld 31: Basic Welding</td>
<td>5</td>
</tr>
<tr>
<td>BAKING: ADMINISTRATION</td>
<td>MAJOR CODE: 0203</td>
</tr>
</tbody>
</table>

#### Required courses for the major

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<tr>
<th>Course</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>Bus 1A: Prin of Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Bus 5: Bus &amp; the Legal Environment</td>
<td>3</td>
</tr>
<tr>
<td>Bus 23: Machine Calculation</td>
<td>3</td>
</tr>
<tr>
<td>Bus 29A: Word Processing I</td>
<td>3</td>
</tr>
<tr>
<td>Bus 40: Grammar &amp; Usage</td>
<td>3</td>
</tr>
<tr>
<td>Bus 41 OR: Essentials of Bus Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>Bus 42: Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1: Intro to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>WEOCC 80ABC/BCD: Work Exp Coord Class</td>
<td>1</td>
</tr>
<tr>
<td>WEOCC 82ABC/BCD: Occupational Work Experience</td>
<td>1</td>
</tr>
</tbody>
</table>

#### Required skill level

Keyboarding skill level 40 wpm. (Bus 25AB, Keyboarding Speed & Accuracy, may be helpful in obtaining this speed level)

### BANKING: GENERAL OPERATIONS

**MAJOR CODE: 0205**

#### Required courses for the major

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 1A: Prin of Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Bus 20: Machine Calculation</td>
<td>3</td>
</tr>
<tr>
<td>Bus 23: Record Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus 29A: Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>Bus 33: Accounting Principles</td>
<td>3</td>
</tr>
<tr>
<td>Bus 34: Microcomputer Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1: Intro to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2:Spreadsheet: Excel</td>
<td>1</td>
</tr>
<tr>
<td>CIS 37A: Spreadsheet: Word</td>
<td>1</td>
</tr>
<tr>
<td>WEOCC 80ABC/BCD: Work Exp Coord Class</td>
<td>1</td>
</tr>
<tr>
<td>WEOCC 82ABC/BCD: Occupational Work Experience</td>
<td>1</td>
</tr>
</tbody>
</table>

#### Required skill level

Keyboarding skill level 40 wpm. (Bus 25AB, Keyboarding Speed & Accuracy, may be helpful in obtaining this speed level)
III. Required skill level for the major

Keyboarding skill level 40 wpm (Bus 25AB, Keyboarding Speed & Accuracy, may be helpful in obtaining this speed level.)

BUSINESS OFFICE TECHNOLOGIES: ADMINISTRATIVE ASSISTANT (MAJOR CODE: 0297)

Thirty units and skill level required for the major

I. Required courses for the major

Bus 1A Principles of Financial Accounting .......... 4
Bus 5 Business and the Legal Environment .......... 3
Bus 7 Human Relations in Management ............... 3
Bus 23 Machine Calculation .......................... 3
Bus 29B Word Processing 2 ............................. 1
Bus 30 Technology for the Modern Office .......... 3
Bus 32 Office Transition ................................. 1
Bus 39 Office Procedures ................................. 1
Bus 42 Business Communications ....................... 3

CIS 1 Intro to Information Systems ..................... 3

WEOCC 81ABCD* Work Exp Coord Class ............... 1
WEOCC 82ABCD* Occupational Work Exp ............... 1

III. Required skill level for the major

Keyboarding skill level 50 wpm (Bus 25AB, Keyboarding Speed & Accuracy, may be helpful in obtaining this speed level.)

BUSINESS OFFICE TECHNOLOGIES: OFFICE TECHNICIAN (MAJOR CODE: 0299)

Twenty-nine units and skill level required for the major

I. Required courses for the major

Bus 23 Machine Calculation .......................... 3
Bus 24 Records Management ............................ 3
Bus 29A Word Processing 1 ............................. 3
Bus 29B Word Processing 2 ............................. 1
Bus 30 Technology for the Modern Office ........... 3
Bus 32 Office Transition ................................. 1
Bus 39 Office Procedures ................................. 1
Bus 40 Grammar & Usage ............................... 3
Bus 41 OR Essentials in Bus Correspondence (3) ... 3
Bus 42 Business Communications ....................... 3

WEOCC 81ABCD* Work Exp Coord Class ............... 1

III. Required skill level for the major

Keyboarding skill level 60 wpm (Bus 25AB, Keyboarding Speed & Accuracy, may be helpful in obtaining this speed level.)

BUSINESS OFFICE TECHNOLOGIES: ADMINISTRATIVE ASSISTANT (MAJOR CODE: 0297)

Thirty units and skill level required for the major

I. Required courses for the major

Bus 1A Principles of Financial Accounting .......... 4
Bus 5 Business and the Legal Environment .......... 3
Bus 7 Human Relations in Management ............... 3
Bus 23 Machine Calculation .......................... 3
Bus 29B Word Processing 2 ............................. 1
Bus 30 Technology for the Modern Office .......... 3
Bus 32 Office Transition ................................. 1
Bus 39 Office Procedures ................................. 1
Bus 42 Business Communications ....................... 3

CIS 1 Intro to Information Systems ..................... 3

WEOCC 81ABCD* Work Exp Coord Class ............... 1
WEOCC 82ABCD* Occupational Work Exp ............... 1

*It is recommended that the work experience courses be taken after completion of at least 12 units in the major.

II. Required skill level for the major

Keyboarding skill level 60 wpm (Bus 25AB, Keyboarding Speed & Accuracy, may be helpful in obtaining this speed level.)

BUSINESS OFFICE TECHNOLOGIES: OFFICE TECHNICIAN (MAJOR CODE: 0299)

Twenty-nine units and skill level required for the major

I. Required courses for the major

Bus 23 Machine Calculation .......................... 3
Bus 24 Records Management ............................ 3
Bus 29A Word Processing 1 ............................. 3
Bus 29B Word Processing 2 ............................. 1
Bus 30 Technology for the Modern Office ........... 3
Bus 32 Office Transition ................................. 1
Bus 39 Office Procedures ................................. 1
Bus 40 Grammar & Usage ............................... 3
Bus 41 OR Essentials in Bus Correspondence (3) ... 3
Bus 42 Business Communications ....................... 3

WEOCC 81ABCD* Work Exp Coord Class ............... 1

III. Required skill level for the major

Keyboarding skill level 50 wpm (Bus 25AB, Keyboarding Speed & Accuracy, may be helpful in obtaining this speed level.)

BUSINESS SUPERVISION (MAJOR CODE: 0206)

Twenty-two units required for the major

I. Required courses for the major

Bus 2 Intro to Business ................................. 3

Bus 2/3A/25 Business Management .................. 3
Bus 5 Bus & the Legal Environment ................... 3
Bus 6 Mgmt Concepts of Supervision .................. 3
Bus 7 Human Relations in Mgmt ....................... 3
Bus 41 OR Essen in Bus Correspondence (3) ........... 3
Bus 42 Business Communications ....................... 3

CIS 1 AND Intro to Information Systems ............... 3

CIS 21ABC Computer Applications Lab ................ 1

NOTE: A 1-unit course from EACH of the following subject areas may be substituted for CIS 1 and CIS 21ABC: Windows Operating Systems, Word Processing, Spreadsheets, Data Base

III. Required skill level for the major

Keyboarding skill level 60 wpm (Bus 25AB, Keyboarding Speed & Accuracy, may be helpful in obtaining this speed level.)

BUSINESS OFFICE TECHNOLOGIES: OFFICE TECHNICIAN (MAJOR CODE: 0299)

Twenty-nine units and skill level required for the major

I. Required courses for the major

Bus 23 Machine Calculation .......................... 3
Bus 24 Records Management ............................ 3
Bus 29A Word Processing 1 ............................. 3
Bus 29B Word Processing 2 ............................. 1
Bus 30 Technology for the Modern Office ........... 3
Bus 32 Office Transition ................................. 1
Bus 39 Office Procedures ................................. 1
Bus 40 Grammar & Usage ............................... 3
Bus 41 OR Essentials in Bus Correspondence (3) ... 3
Bus 42 Business Communications ....................... 3

WEOCC 81ABCD* Work Exp Coord Class ............... 1
WEOCC 82ABCD* Occupational Work Exp ............... 1

*It is recommended that the work experience courses be taken after completion of at least 12 units in the major.

II. Required courses for the major (select a minimum of 3 units)

Bus 3 Intro to Telecommunications ................... 3
Bus 15 Programming in C ................................. 3
Bus 22 Microcomputer Accounting ..................... 3

CORRECTIONAL SCIENCE (MAJOR CODE: 0104)

Twenty-four units required for the major

I. Required courses for the major

CSI 21 Intro to Corrections .............................. 3

CSI 22/AL39 Report Writing for Administration of Justice .............................. 3
CSI 23/AL3 Concept of Criminal Law .................. 3
CSI 24 Correctional Interviewing & Counseling .......... 3

CSI 25 Control & Supervision of Inmates ................ 3

II. Acceptable courses for the major (9 units from the following courses)

AJ 21 Intro to Admin of Justice .......................... 3
AJ 28 Police Community Relations ..................... 3
AJ 34 Criminal Investigation ............................ 3
AJ 37 Juvenile Control .................................. 3
AJ 41 Arrest & Firearms, Reserve Officer Module A ...... 3

CSI 31 Concepts of Probation & Parole .................. 3

III. Recommended courses (do not fulfill major requirements)

Engl 1A, Psych 1A, Span (or other foreign language), CIS 1, PE 16ABCD or PE 25ABCD, Spch 1.

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EARLY CHILDHOOD EDUCATION PROGRAMS

All courses taken for both ECE major programs must be completed with a grade of "C" or better. Early Childhood Education majors are eligible for a Child Development Permit as described in the degree program which includes 30 units in ECE, 16 units in General Education and completion of graduation requirements for the associate degree. Fulfillment for the Child Development Permit can be made through the credentials office of Imperial County Office of Education through California Teacher Preparation and Licensing, State Department of Education.

EARLY CHILDHOOD EDUCATION (MAJOR CODE: 0105)

Thirty units required for the major

I. Required courses for the major

ECE 20/Psy 20 Develop Psyc of Children ................ 3

ECE 21 Early Child Social: Children, Family & Community ................ 3

ECE 22 Adv Develop Psyc & Observ ..................... 3

ECE 23 Early Childhood Curriculum I .................. 3

ECE 24 Early Childhood Curriculum II .................. 3

ECE 25 Field Experience .................................. 3

ECE 26 Principles of Parenting .......................... 3

ECE 28 Admin & Supervision in ECE ..................... 3

ECE 31A Health, Safety & Nutrition for Teachers of Young Children ................. 2

ECE 31B/ I First Aid & CPR for Teachers of Young Children ................. 1

H 17 Health ............................................. 3

II. Acceptable courses for the major (select a minimum of 3 units)

ECE 27/DSPS 1 Understanding Exceptional Students .......... 3

ECE 29 Infant/Toddler Development ..................... 3

ECE 32 Multilingual & Multicultural ..................... 3

ECE 33 Adv Management Functions for the Other of an Early Child Ctr ............... 3

ECE 34 Asstl Supervision in Early Childhood Programs .......... 3

EARLY CHILDHOOD EDUCATION INFANT/TODDLER (MAJOR CODE: 0108)

Thirty units required for the major

I. Required courses for the major

ECE 20/Psy 20 Develop Psyc of Children ................ 3

ECE 21 Early Child Social: Children, Family & Community ................ 3

ECE 22 Adv Develop Psyc & Observ ..................... 3

ECE 23 Early Childhood Curriculum I .................. 3

ECE 25 Field Experience .................................. 3

ECE 26 Principles of Parenting .......................... 3

ECE 28 Admin & Supervision in ECE ..................... 3

ECE 29 Infant/Toddler Development ..................... 3

ECE 30 Infant/Toddler Curriculum ....................... 3

ECE 31A Health, Safety & Nutrition for Teachers of Young Children ................. 2

ECE 31B/ I First Aid & CPR for Teachers of Young Children ................. 1

H 17 Health ............................................. 3

II. Acceptable course for the major
Forty-five and one-half units required for the major

II. Acceptable courses for the major

ECE 34 Adult Supervision in Early Childhood Programs .......... 3

All courses used for ECE Infant/Toddler Major program must be completed with a grade of “C” or better.

EMERGENCY MEDICAL SERVICES (MAJOR CODE: 0410)

Successful completion of application process. Acceptance into program by EMT Training Coordinator and EMT Training Medical Director. Contact Nursing Division for specifics.

Forty-five and one-half units required for the major

I. Required courses for the major

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Env T 100</td>
<td>Intro to Environmental Tech</td>
<td>4</td>
</tr>
<tr>
<td>Env T 103</td>
<td>Hazard Waste Management</td>
<td>3</td>
</tr>
<tr>
<td>Env T 105</td>
<td>Hazard Materials Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>Env T 107</td>
<td>Hazard Waste Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>Env T 109</td>
<td>Health Effects of Hazard Materials</td>
<td>3</td>
</tr>
<tr>
<td>Env T 113</td>
<td>Safety &amp; Emergency Response</td>
<td>5</td>
</tr>
</tbody>
</table>

II. Additional courses for the major

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR Env T 113</td>
<td>Fire 120</td>
<td>1</td>
</tr>
<tr>
<td>Env T 113B</td>
<td>AND Safety &amp; Emergency Response Haz Mat Awareness &amp; Safety</td>
<td>2</td>
</tr>
<tr>
<td>Chem 1A</td>
<td>General Inorganic Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>Chem 2A</td>
<td>Introduction to Chemistry</td>
<td>5</td>
</tr>
</tbody>
</table>

*See a counselor if taken in high school

FIRE TECHNOLOGY (MAJOR CODE: 1003)

Twelve and one-half units required for the major

I. Required courses for the major

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire 100</td>
<td>Fire Protection Organization</td>
<td>3</td>
</tr>
<tr>
<td>Fire 101</td>
<td>Fire Prevention Technology</td>
<td>3</td>
</tr>
<tr>
<td>Fire 102</td>
<td>Fire Protection Equipment &amp; Systems</td>
<td>3</td>
</tr>
<tr>
<td>Fire 103</td>
<td>Building Construction for Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>Fire 104</td>
<td>Fire Behavior and Combustion</td>
<td>3</td>
</tr>
<tr>
<td>Fire 105</td>
<td>Emergency Medical Technician I</td>
<td>6.5</td>
</tr>
<tr>
<td>CBS 1</td>
<td>Intro to Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

III. Additional courses for the major

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire 106</td>
<td>Fire Hydraulics</td>
<td>2</td>
</tr>
</tbody>
</table>

GENERAL SCIENCE (MAJOR CODE: 0709)

Successful completion of all courses offered in one subject field (Anatomy, Biology, Botany, Chemistry, Math, Physics, Psychology, and Zoology) may be combined with courses from at least two other subject fields (within the general area of Natural-Physical Science) to accumulate 18 hours for the General Science Major.

The most reliable guide for appropriate course combinations in this major will be the catalog from the specific college to which the student will transfer.

Natural Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anat 8</td>
<td>Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>Anat 10</td>
<td>Human Anatomy &amp; Physiology</td>
<td>5</td>
</tr>
<tr>
<td>Biol 3</td>
<td>Principles of Biological Science</td>
<td>4</td>
</tr>
<tr>
<td>Biol 21</td>
<td>General Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>Env S 5/A 5</td>
<td>Man &amp; His Environment</td>
<td>3</td>
</tr>
<tr>
<td>Phys 1</td>
<td>Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>Zool 1A</td>
<td>General Zoology</td>
<td>4</td>
</tr>
<tr>
<td>Zool 1B</td>
<td>General Zoology</td>
<td>4</td>
</tr>
</tbody>
</table>
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#### Physical Science
- General Physics 1
- Principles of Astronomy 1
- General Inorganic Chemistry 1
- General Inorganic Chemistry 2
- Quantitative Analysis 1
- Organic Chemistry 1
- General Physical Geography 1
- Advanced Algebra & Trigonometry 1
- Math 13A Analytic Geometry & Calculus 1
- Math 13B Analytic Geometry & Calculus 2
- Calculus & Differential Equations 1
- Principles of Physics 1
- Principles of Physics 2
- Principles of Physics 3

#### Computer Graphics (MAJOR CODE: 0200)

#### Humanities (MAJOR CODE: 1111)

#### Social and Behavioral Sciences (MAJOR CODE: 1106)

### Majors

#### Liberal Studies (MAJOR CODE: 0617)
A minimum of 53 units distributed as follows

The Liberal Studies Major, offered at Imperial Valley College, pertains to requirements at San Diego State University only. The Liberal Studies Major is designed primarily for students who intend to teach at the elementary level. The goal of the program is to provide an educational experience which prepares liberal-education individuals who are capable of thinking critically, clearly and effectively, and who are also interested in analyzing evidence, and appreciating the connections between different subjects. In addition to earning, the individuals who complete the liberal studies major could find employment opportunities in a variety of careers if they so choose.

#### Journalism (0515)

#### Acceptable courses for the major (minimum of 6 units from the following courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Econ 1 Principles of Economics</td>
<td></td>
</tr>
<tr>
<td>Econ 2 Principles of Economics</td>
<td></td>
</tr>
<tr>
<td>Engl 1B Intro to Literature</td>
<td></td>
</tr>
<tr>
<td>Soc 1 Introductory Sociology</td>
<td></td>
</tr>
<tr>
<td>Soc 2 Contemporary Social Problems</td>
<td></td>
</tr>
<tr>
<td>Pol 51 Intro to Political Science</td>
<td></td>
</tr>
<tr>
<td>Pol 52 Amer Government &amp; Politics</td>
<td></td>
</tr>
<tr>
<td>Bus 20 Beginning Keyboarding</td>
<td></td>
</tr>
<tr>
<td>Spch 1 Oral Communication</td>
<td></td>
</tr>
<tr>
<td>Engl 53B Creative Writing</td>
<td></td>
</tr>
<tr>
<td>Engl 54 Intro to Film Hist &amp; Criticism</td>
<td></td>
</tr>
</tbody>
</table>

#### Individual Interdisciplinary Major (MAJOR CODE: 0315)

This major for an Associate Degree provides occupational-oriented students with a variety of concentrations within two divisions to meet a specific job need.

The requirements for the major will be met by satisfactory completion of 9 (or more) units in each division.

### Courses Required

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 33ABC Gallery Display</td>
<td></td>
</tr>
<tr>
<td>Art 40 Exploration of Arts Tech</td>
<td></td>
</tr>
<tr>
<td>Mus 7 Intro to World Music</td>
<td></td>
</tr>
<tr>
<td>Mus 2A Intro to Music Foundations</td>
<td></td>
</tr>
<tr>
<td>Mus 9A Beginning Music Theory 1</td>
<td></td>
</tr>
<tr>
<td>Mus 9B Beginning Music Theory 2</td>
<td></td>
</tr>
<tr>
<td>Mus 17ABCD Chamber Singers</td>
<td></td>
</tr>
<tr>
<td>Mus 18ABCD Chamber Orchestra</td>
<td></td>
</tr>
<tr>
<td>Mus 19ABCD Instrumental Ensemble</td>
<td></td>
</tr>
<tr>
<td>Mus 20A Hist &amp; Lit of Music 1</td>
<td></td>
</tr>
<tr>
<td>Mus 20BCD College-Community Choir</td>
<td></td>
</tr>
<tr>
<td>Mus 30 Intro to Music Lit &amp; Listening</td>
<td></td>
</tr>
<tr>
<td>Mus 31 Intro to 20th Century Music</td>
<td></td>
</tr>
<tr>
<td>Mus 33ABC Symphony Orchestra</td>
<td></td>
</tr>
<tr>
<td>Mus 64ABC Community Band</td>
<td></td>
</tr>
<tr>
<td>Engl 28ABCD Dance Theater, Coord.</td>
<td></td>
</tr>
<tr>
<td>Engl 69Hum 21 The Hist &amp; Apprec of Dance</td>
<td></td>
</tr>
</tbody>
</table>

### Courses Required for the major

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hist 4A Hist of West Civilization</td>
<td></td>
</tr>
<tr>
<td>Hist 4B Hist of West Civilization</td>
<td></td>
</tr>
<tr>
<td>Phil 2A Intro to Philosophy</td>
<td></td>
</tr>
<tr>
<td>Phil 2B Intro to Philosophy</td>
<td></td>
</tr>
<tr>
<td>Phil 25 Religions of the Mod World</td>
<td></td>
</tr>
</tbody>
</table>

### Liberal Studies (MAJOR CODE: 0617)

A minimum of 53 units distributed as follows
IMPERIAL VALLEY COLLEGE

Completion of the Liberal Studies major also fulfills General Education requirements for transfer to SDSU. Students who complete the Liberal Studies program do not have to satisfy subject matter competency by passing the Multiple Subject Assessment of Teachers (MSAT) examination. Additional requirements for the College of Education that relate to teaching credential programs, are listed in the catalog of the transfer university to which the student will be transferring. If you are planning to pursue the Liberal Studies major at another institution, be aware that requirements may vary. SEE A COUNSELOR.

I. PREPARATION FOR THE MAJOR (As it pertains to San Diego State University ONLY. For other institutions please see a Counselor.)

LANGUAGE AND LITERATURE

1. ENGL 1A Reading and Composition ........................................ 3
2. ENGL 30 Advanced Composition ............................................ 3
3. SPCH 1 Oral Communication ................................................. 3
4. ENGL 1B Introduction to Literature ....................................... 3
   or ENGL 42A Survey of World Literature ................................ 3
   or ENGL 42B Survey of World Literature ................................ 3

MATH/MATICS

5. MATH 10A Math for Elem School Teachers .............................. 3
   (Grade of "C" or better required for entrance into SDSU
    Multiple Subject Credential Program)
6. MATH 10B Math for Elem School Teachers .............................. 3

SCIENCE

7. BIOL 3 Principles of Biological Science with Lab .................... 4
   or ZOOL 1A General Zoology with Lab .................................. 4
8. ASTR 21 Elementary Astronomy ............................................ 3
9. CHEM 2A Intro to Chemistry with Lab .................................. 4
   or GEOG 1 Physical Geography ............................................ 3
9. LAB Laboratory requirement (required) from either category 7 or 8

SOCIAL SCIENCE AND HISTORY

10. ANTH 2 Cultural Anthropology ............................................ 3
    or GEOG 2 Cultural Geography .......................................... 3
    or SOC 1 Introduction to Sociology ..................................... 3
11. HIST 4A History of Western Civilization ............................ 3
12. HIST 4B History of Western Civilization ............................ 3
13. HIST 50A Early World History ............................................ 3
   or HIST 50B Modern World History ...................................... 3

VISUAL AND PERFORMING ARTS AND HUMANITIES

14. MUS 7 Introduction to Music Foundations .............................. 3
   (Grade of "C" or better required for entrance into SDSU
    Multiple Subject Credential Program)
15. ART 3A History and Appreciation of Art ............................. 3
   or ART 3B History and Appreciation of Art ........................... 3
16. PHIL 1A Introduction to Philosophy ..................................... 3
   or PHIL 1B Introduction to Philosophy .................................. 3
   or PHIL 25 Religions of the Modern World ........................................ 3

PHYSICAL EDUCATION

17. PE 61 PE in the Elementary School ...................................... 3
   (Grade of "C" or better required for entrance into SDSU
    Multiple Subject Credential Program)

HUMAN GROWTH AND DEVELOPMENT

18. PSYCH 1A Introduction to Psychology ................................ 3
    and PSYCH 35 Developmental Psychology ............................. 3

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II. FOREIGN LANGUAGE REQUIREMENT

Competency (equivalent to that which is normally attained through three consecutive courses of college level study) is required in one foreign language as part of the preparation for the major. Refer to SDSU Catalog section on "Graduation Requirements."

   FREN 3 Intermediate French ............................................. 4
   or SPAN 3 Intermediate Spanish ......................................... 4
   or SPAN 20A Bilingual Spanish ......................................... 4
   or
   ----- Competency by: (1) Successfully completing the fourth-year level of high school courses in one foreign language; (2) Successfully completing a third-semester equivalent proficiency examination in one foreign language; OR (3) Graduating from high school (where English is not the major language of instruction) in a non-English speaking country; OR (4) Passing with a score of 3 or higher on a placement (AP) examination in French language, French literature, German language, German literature, Spanish language, Spanish literature; or passing with a score of 5 in Latin literature or Vergil. NOTE: Conversation courses may NOT be used in satisfying this requirement.

III. AREA OF SPECIALIZATION: An area of specialization will be required for students seeking the multiple subject credential to teach in the elementary schools. The area of specialization may also require selection of lower division prerequisites. Check the catalog of the transfer university and select the area that best meets your needs.

   Choose area of specialization: ________________________________
   Prerequisite(s): ____________________________________________

LIFESCIENCE

(MAJOR CODE: 0710)

Eighteen units required for the major

I. Required courses for the major (minimum of 18 units from the following courses)

   Anat 1 Human Anatomy .................................................... 4
   Anat 10 Human Anatomy & Physiology ................................ 5
   Biol 3 Principles of Biological Science ............................... 4
   Biol 21 General Microbiology .......................................... 4
   Physio 1 Human Physiology .............................................. 4
   Zoed 1A General Zoology .................................................. 4
   Zoed 1B General Zoology .................................................. 4
   Env S 3A/G 5 Man & His Environment .................................. 3
   Anth 1 Physical Anthropology .......................................... 3

   (Maximum of 6 units from the following courses)

MATH/MATICS

I. Required courses for the major

   Math 3A Analytic Geometry & Calculus .............................. 5
   Math 3B Analytic Geometry & Calculus .............................. 5
   Math 4 Calculus & Difference Equations .............................. 3
   Math 5 Eleon Differential Equations ................................. 3
   Math 6 Intro to Linear Algebra with Applications ............... 3

II. Acceptable courses for the major (minimum of six units from the following courses)

   CIS 15 Programming in C ............................................... 3
   Math 12 Introductory Statistics w/ Applications ............... 3
   Math 47 Programming in FORTRAN 3 ................................. 3
   Math 58 Computer Programming in Pascal .......................... 3
   Phys 4A Principles of Physics ......................................... 5
   Phys 4B Principles of Physics ......................................... 5
   Phys 4C Principles of Physics ......................................... 5

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CHEM 1A General Inorganic Chemistry .................................. 5
CHEM 1B General Inorganic Chemistry .................................. 5
CHEM 5 Quantitative Analysis ............................................ 4
CHEM 12A Organic Chemistry ............................................. 5
CHEM 12B Organic Chemistry ............................................. 5
CHEM 2A Introduction to Chemistry ....................................... 4

MARKETING-SALES TECHNOLOGY

(MAJOR CODE: 0211)

Twenty-one to twenty-three units required for the major

I. Required courses for the major

   Bus 2 Introduction to Business ......................................... 3
   Bus 4 Principles of Marketing .......................................... 3
   Bus 5 Bus & the Legal Environment .................................. 3
   Bus 14 Practical Salesmanship .......................................... 3
   CIS 1 Intro to Information Systems .................................... 3

II. Acceptable courses for the major (6 units from the following courses)

   Bus 1A Prio of Financial Accounting .................................. 4
   Bus 1B Prio of Managerial Accounting ............................... 4
   Bus 3A/G 5 Business Management ...................................... 3
   Bus 7 Human Relations in Management ............................... 3
   Bus 10 Practical Accounting ............................................ 3

MATH/MATICS

(MAJOR CODE: 0602)

Twenty-seven units required for the major

I. Required courses for the major

   Math 3A Analytic Geometry & Calculus .............................. 5
   Math 3B Analytic Geometry & Calculus .............................. 5
   Math 4 Calculus & Difference Equations .............................. 3
   Math 5 Eleon Differential Equations ................................. 3
   Math 6 Intro to Linear Algebra with Applications ............... 3

II. Acceptable courses for the major (minimum of six units from the following courses)

   CIS 15 Programming in C ............................................... 3
   Math 12 Introductory Statistics w/ Applications ............... 3
   Math 47 Programming in FORTRAN 3 ................................. 3
   Math 58 Computer Programming in Pascal .......................... 3
   Phys 4A Principles of Physics ......................................... 5
   Phys 4B Principles of Physics ......................................... 5
   Phys 4C Principles of Physics ......................................... 5

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### NURSING

**Associate Degree Nursing**

**Course Sequence:**
- **First Semester:**
  - Psychology
  - Anatomy & Physiology
  - Medical Terminology
  - Patient Care Management & Ethics
  - TOTAL 15
- **Second Semester:**
  - NURS 3A (V) Common Health Problems II
  - NURS 3B (V) Common Health Problems III
  - TOTAL 13
- **Third Semester:**
  - Humanities Elective
  - NURS 3A (V) Common Health Problems II
  - NURS 3B (V) Common Health Problems III
  - TOTAL 13
- **Fourth Semester:**
  - Spch 1
  - Oral Communication
  - American Institutions Course
  - Nursing Trends
  - TOTAL 16

**Part-Time Program Sequence:**

- **First Year:**
  - Psych 35
  - Develop Psych: Concepcion to Death
  - TOTAL 3
- **Second Year:**
  - Psych 1A
  - Intro to Psychology
  - Anst 6
  - TOTAL 8

**Pre-Admission Requirements:**
- **Engl 1A:** Reading & Composition
  - TOTAL 3
- **Psych 1A:** Intro to Psychology
  - TOTAL 3
- **Anst 6:** Anst & Phys. for Health Occupations
  - TOTAL 2.5
- **NURS 3C (R) Patient Care Mgmt & Crit Think**
  - TOTAL 2.5

**Vocational Nursing**

**Course Sequence:**
- **First Semester:**
  - Psychology
  - Anatomy & Physiology
  - Medical Terminology
  - Anst 6
  - TOTAL 9
- **Second Semester:**
  - NURS 2A (R) The Maternity Cycle
  - NURS 2B (R) Common Health Problems I
  - NURS 2C (R) Pharmacology II
  - TOTAL 16
- **Third Semester:**
  - Humanities Elective
  - NURS 3A (R) Common Health Problems II
  - NURS 3B (R) Common Health Problems III
  - TOTAL 16
- **Fourth Semester:**
  - Spch 1
  - Oral Communication
  - American Institutions Course
  - TOTAL 16

**Pre-Admission Requirements:**
- **Engl 1A:** Reading & Composition
  - TOTAL 3
- **Psych 1A:** Intro to Psychology
  - TOTAL 3
- **Anst 6:** Anst & Phys. for Health Occupations
  - TOTAL 2.5

**Pre-Clinical Requirements:**
- **HT 3:** Medical Terminology
  - TOTAL 3
- **Psych 1A:** Intro to Psychology
  - TOTAL 3
- **Anst 6:** Anst & Phys. for Health Occupations
  - TOTAL 2.5

**GENERAL CATALOG 1998 - 1999**

- **IMPERIAL VALLEY COLLEGE**
- **MUSIC**
  -.Requires a major for the major.
- **NURSING**
  - Twenty-nine units required for the major.
- **Course Sequence:**
  - **First Semester:**
    - Psychology
    - Anatomy & Physiology
    - Medical Terminology
    - Patient Care Management & Ethics
    - TOTAL 15
  - **Second Semester:**
    - NURS 3A (V) Common Health Problems II
    - NURS 3B (V) Common Health Problems III
    - TOTAL 13
  - **Third Semester:**
    - Humanities Elective
    - NURS 3A (V) Common Health Problems II
    - NURS 3B (V) Common Health Problems III
    - TOTAL 13
  - **Fourth Semester:**
    - Spch 1
    - Oral Communication
    - American Institutions Course
    - Nursing Trends
    - TOTAL 16

**Pre-Admission Requirements:**
- **Engl 1A:** Reading & Composition
  - TOTAL 3
- **Psych 1A:** Intro to Psychology
  - TOTAL 3
- **Anst 6:** Anst & Phys. for Health Occupations
  - TOTAL 2.5

**Pre-Clinical Requirements:**
- **HT 3:** Medical Terminology
  - TOTAL 3
- **Psych 1A:** Intro to Psychology
  - TOTAL 3
- **Anst 6:** Anst & Phys. for Health Occupations
  - TOTAL 2.5

**GENERAL CATALOG 1998 - 1999**

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    - NURS 3B (V) Common Health Problems III
    - TOTAL 13
  - **Fourth Semester:**
    - Spch 1
    - Oral Communication
    - American Institutions Course
    - Nursing Trends
    - TOTAL 16

**Pre-Admission Requirements:**
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  - TOTAL 3
- **Psych 1A:** Intro to Psychology
  - TOTAL 3
- **Anst 6:** Anst & Phys. for Health Occupations
  - TOTAL 2.5

**Pre-Clinical Requirements:**
- **HT 3:** Medical Terminology
  - TOTAL 3
- **Psych 1A:** Intro to Psychology
  - TOTAL 3
- **Anst 6:** Anst & Phys. for Health Occupations
  - TOTAL 2.5

**GENERAL CATALOG 1998 - 1999**

- **IMPERIAL VALLEY COLLEGE**
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  - Requires a major for the major.
- **NURSING**
  - Twenty-nine units required for the major.
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    - TOTAL 13
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    - Spch 1
    - Oral Communication
    - American Institutions Course
    - Nursing Trends
    - TOTAL 16

**Pre-Admission Requirements:**
- **Engl 1A:** Reading & Composition
  - TOTAL 3
- **Psych 1A:** Intro to Psychology
  - TOTAL 3
- **Anst 6:** Anst & Phys. for Health Occupations
  - TOTAL 2.5

**Pre-Clinical Requirements:**
- **HT 3:** Medical Terminology
  - TOTAL 3
- **Psych 1A:** Intro to Psychology
  - TOTAL 3
- **Anst 6:** Anst & Phys. for Health Occupations
  - TOTAL 2.5

**GENERAL CATALOG 1998 - 1999**

- **IMPERIAL VALLEY COLLEGE**
- **MUSIC**
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  - **First Semester:**
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**Pre-Admission Requirements:**
- **Engl 1A:** Reading & Composition
  - TOTAL 3
- **Psych 1A:** Intro to Psychology
  - TOTAL 3
- **Anst 6:** Anst & Phys. for Health Occupations
  - TOTAL 2.5

**Pre-Clinical Requirements:**
- **HT 3:** Medical Terminology
  - TOTAL 3
- **Psych 1A:** Intro to Psychology
  - TOTAL 3
- **Anst 6:** Anst & Phys. for Health Occupations
  - TOTAL 2.5
IMPERIAL VALLEY COLLEGE

First Semester

Psych 35         Develop Psych: Conception to Death         3
NURS 1A (V) Intro to Patient Care II                4
NURS 1B (V) Intro to Patient Care II               4
NURS 1C (V) Pharmacology I                           1.5
NURS 3C (V) Patient Care Mgmt & Crit Think          2.5

TOTAL 15

Second Semester

NURS 2A (V) The Maturity Cycle                      5.5
NURS 2B (V) Common Health Problems I               5.5
NURS 2C (V) Pharmacology II                          2

TOTAL 13

Third Semester

NURS 3A (V) Common Health Problems II            6.5
NURS 3B (V) Common Health Problems III             6.5

TOTAL 13

PATIENT SERVICES ADMINISTRATION
(MAJOR CODE: 0219)

Thirty-three units required for the major

I. Required courses for the major

Anst 6         Anat & Phys for Health Occupations              3
Bus 6          Mgmt Concepts & Supervision                      3
Bus 10         Practical Accounting                            3
CIS 1          Intro to Information Systems                    3
CIS 22         Microcomputer Accounting                        3
Bus 40         Grammar & Usage                                  2
HT 3          Medical Terminology                               3
HT 4           Medical Transcription                             3
HT 6          Medical Insurance                                 3
HT 7          Patient Administrative Services                   3
HT 11         Advanced Transcription                           3

II. Recommended courses for the major (not required)

Bus 7          Human Relations in Management                    3
Bus 41 OR      Essex in Bus Correspondence (3)                3
Bus 42         Business Communications                        3

PHYSICAL EDUCATION
(MAJOR CODE: 0311)

Nineteen units required for the major

I. Required courses for the major

HE 1          Health Education                                3
HE 2          First Aid                                      3
PE 6A8CD       Lifeguard Training/Advanced Lifesaving           2
PE 50          Intro to Physical Education                    2
PE 61          PE in the Elementary School                     3

II. Select six (6) units from the following courses:

PHYSICAL EDUCATION
(MAJOR CODE: 0310)

III. Acceptable courses for the major (select a minimum of 6 units from the following courses)

I. Required courses for the major

Chem 1B        General Inorganic Chemistry                     5
Chem 1C        General Inorganic Chemistry                     5
Chem 1D        Organic Chemistry                               4
Phys 4A        Principles of Physics                            3
Phys 4B        Principles of Physics                            3

II. Acceptable courses for the major (select a minimum of 6 units from the following courses)

Astr 21        Principles of Astronomy                            3
Chem 5         Quantitative Analysis                             4
Chem 11B       Organic Chemistry                               3
CIS 15         Programming in C                                   3
Env S & Q      Man & His Environment                           3
Geo 1          Physical Geography                                3
Math 3A        Analytic Geometry & Calculus                      5
Math 3B        Analytic Geometry & Calculus                      5
Math 4         Calculus & Differential Equations                 5
Math 5         Elem Differential Equations                       3
Math 6         Intro to Linear Algebra with Applications          3
Math 47        Programming in FORTRAN                          3
Math 58        Computer Programming in Pascal                   3

PRE-ENGINEERING
(MAJOR CODE: 0604)

Forty-seven units required for the major

REALESTATE
(MAJOR CODE: 0212)

Eighteen units required for the major

I. Required courses for the major

Bus 90        Real Estate Principles                         3
Bus 91        Real Estate Practices                            3
Bus 92A       Legal Aspects of Real Estate                     3
Bus 93        Real Estate Finance                             3
Bus 94A       Real Estate Appraisal                            3
Bus 95        Real Estate Economics                           3

RECREATION
(MAJOR CODE: 0312)

Eighteen units required for the major

I. Required courses for the major

Rec 70        Introduction to Leisure                           3
Rec 71        Social Recreation                                3
Rec 72        Outdoor Recreation                               3
Rec 73        Recreation for Special Groups                     4
Imperial Valley College

Eighteen units must be selected from the following courses:

- Art 22A Design ........................................... 3
- PE 6ABCD Lifeguard Training/Advanced Lifesaving ........ 2
- PE 59AB Sports Officiating, Men .......... 3
- PE 60AB Sports Officiating, Women .... 3
- PE 61 PE in the Elementary School ........ 3
- PE 62AB PE for Special Olympics .......... 3

II. Acceptable courses for the major (2 or 3 units to be selected from the following courses):

- PE 3ABC Physical Fitness, Women .......... 1
- PE 4ABC Badminton, Coed .................. 1
- PE 5ABC Swimming, Coed ...................... 1
- PE 10ABC Team Sports ......................... 1
- PE 11ABC Volleyball, Coed .................. 1
- PE 12ABC Tennis, Coed ...................... 1
- PE 14ABC Adv Volleyball, Coed ............ 1
- PE 17ABC Physical Fitness, Men ........... 1
- PE 20ABC Softball, Coed .................... 1
- PE 23ABC Basketball for Women .......... 1
- PE 24ABC Basketball for Men .......... 1
- PE 29ABC Jazz Dance, Coed .................. 1

Rehabilitation Technician for the Physically Limited
(MAJOR CODE: 1185)

Eighteen units required for the major

I. Required courses for the major

- DS 5 1 Psych 271 Understanding Exceptional Students ......... 3
- ECE 27 Understanding Exceptional Students ........ 3
- DS 5PS 2A Practicum Exper to Work with the Physically Limited Person .......... 2
- Psych 1A OR Intro to Psychology (3) 1
- Psych 5 Psych of Effective Behavior ........ 3

II. A minimum of 6 units must be taken from Section II

- DS 5PS 10 American Sign Language 1
- DS 5PS 11 American Sign Language 2 ........ 1
- DS 5PS 12 American Sign Language 3 ....... 1
- DS 5PS 13 American Sign Language 4 ....... 1
- DS 5PS 14 American Sign Language 5 ....... 1
- DS 5PS 16A Interpreting Amer Sign Lang 1 .... 1
- DS 5PS 16B Interpreting Amer Sign Lang 2 .... 1
- DS 5PS 33 Intro to Audiology ..................................... 3
- DS 5PS 34 Audiology & Hearing Conserv ... 3
- DS 5PS 40 Intro to Residen Svc Special .... 3
- DS 5PS 41 Tech for Residen Svc Speciel .......... 3
- HA 15 Health Assistant ............................. 3

III. Additional units to complete the major may be utilized from the courses under Section III

- PE 62AB PE for Special Olympics .......... 3
- DS 5PS 2B Practicum Exper to Work with the Physically Limited Person .......... 2

Psych 3 Psych of Adjustment ...................... 3
Psych 9/WAD 9 Intro to Counseling .................. 3
Psych 17/ Social Psychology ......................... 3
ECE 20 Develop Psych of Children .................. 3
Rec 73 Recreations for Special Groups ............ 4
Soc 1 Introductory Sociology ....................... 3
Soc 2 Contemporary Social Problems ............... 3

Small Business Management
(MAJOR CODE: 0255)

Twenty-six units required for the major

I. Required courses for the major

- Bus 1A Prin of Financial Accounting ........... 3
- Bus 2 Intro to Business .......................... 3
- Bus 4 Principles of Marketing .................. 3
- Bus 5 Bus & the Legal Environment .......... 3
- Bus 6 Mgmt Concepts of Supervision .......... 3
- Bus 14 Practical Salesmanship .................. 3
- Bus 16 Small Business Management ............ 3
- CIS 1 Intro to Information Systems .......... 3
- CIS 2ABC Computer Applications Lab ........ 3

SOCIAL/SCIENCE
(MAJOR CODE: 0900)

I. Required courses for the major

Anthropology

- Anth 1 Physical Anthropology .................. 3
- Anth 2 Cultural Anthropology ................. 3
- Anth 3A Intro to Arch Site Surveying ........ 3
- Anth 3B Intro to Arch Excavations .......... 3
- Anth 4 California Indians ...................... 3
- Anth 6 Indians of North America ............. 3

Economics

- Econ 1 Principles of Economics ............... 3
- Econ 2 Principles of Economics ............... 3

Geography

- GeoG 1 Physical Geography ..................... 3
- GeoG 2 Cultural Geography ...................... 3

History

- Hist 4A Hist of Western Civilization ........ 3
- Hist 4B Hist of Western Civilization ........ 3
- Hist 17A United States History ................. 3
- Hist 17B United States History ................. 3
- Hist 30 Mexico & the American Southwest .... 3
- Hist 33 History of Imperial Valley .......... 3
- Hist 35 Oral History .............................. 3
- Hist 45A Comp History of the Americas ....... 3
- Hist 45B Comp History of the Americas ....... 3
- Hist 50A Early World History ................... 3
- Hist 50B Modern World History ................ 3

Spanish/Non-Native Speaker
(MAJOR CODE: 0668)

Nineteen units required for the major

I. Required courses for the major

- Span 20A Bilingual Spanish .................... 5
- Span 20B Bilingual Spanish .................... 5
- Span 23 Bilingual Oral Spanish ............... 3
- Span 25 Intro to Spanish American Lit ....... 3

II. Acceptable courses for the major (select a minimum of 3 units from the following courses)

- Span 26 Intro to Trans & Inter .................. 3
- Span 28A The Mexican American in Lit ....... 3
- Span 28B The Mexican American in Lit ....... 3
- Span 60ABC Language Lab ...................... 3
- Mus 29ABC Estudiantina .......................... 3

Spanish/Linguistics
(MAJOR CODE: 0670)

Twenty units required for the major

I. Required courses for the major

- Span 1 A Spanish ................................. 5
- Span 2 A Spanish ................................. 5
- Span 3 Intermediate Spanish .................. 5

II. Acceptable courses for the major (select a minimum of 5 units from the following courses)

- Span 4 Intermediate Spanish .......... 3
- Span 23 Bilingual Oral Spanish ............... 3
- Span 26 Intro to Spanish American Lit .. 3
- Span 26 Intro to Trans & Inter ............... 3

Welding Technology
(MAJOR CODE: 1007)

The practice of joining metals by welding is becoming more of a science every day. Imperial Valley College recognizes this and consequently has instituted a two-year Associate Degree program in Welding Technology. This program is designed to train technically skilled workers by giving the student ample laboratory welding practice along with related theory, plus a firm background in associated subjects such as mechanics and metal-fabricating techniques.

The welding facility consists of an indoor, air-conditioned laboratory equipped with oxy-acetylene, arc welders, TIG welders, MIG welders, and resistance welders.

Graduates from this program will find many opportunities for employment with aircraft industries, shipbuilding companies, construction crews, etc. The future is almost unlimited for the student with interests along these lines.

Twenty units required for the major

I. Required courses for the major

- Weld 31 OR Basic Welding .................... 5
- Weld 31A & Oxy-Acetylene Welding (2) .... 5
- Weld 31B Arc Welding (3) ...................... 5
- Weld 36A Advanced Welding ................. 5
- Weld 36B Advanced Welding ................. 5
- Weld 36C Adv Weld - Welder Certification & Blueprint Reading ........ 5

Imperial Valley College

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General Catalog 1998 - 1999
## Certificate Programs

**Imperial Valley College**

### Administration of Justice (Certificate Code: 5220)

Twenty-five units required for the certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 21</td>
<td>Intro to Admin of Justice</td>
</tr>
<tr>
<td>AJ 25</td>
<td>Concepts of Criminal Law</td>
</tr>
<tr>
<td>AJ 26</td>
<td>Legal Aspects of Evidence</td>
</tr>
<tr>
<td>AJ 27</td>
<td>Police Community Relations</td>
</tr>
<tr>
<td>AJ 37</td>
<td>Juvenile Control</td>
</tr>
<tr>
<td>Eng128*</td>
<td>Basic English Composition</td>
</tr>
<tr>
<td>Eng128*</td>
<td>Reading II: Inter Development</td>
</tr>
</tbody>
</table>

*If required

### Agricultural Engineering Technology (Certificate Code: 5235)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto T 57</td>
<td>Fluid Power</td>
</tr>
<tr>
<td>Auto T 59</td>
<td>Small Gasoline Engines</td>
</tr>
<tr>
<td>Auto T 60</td>
<td>Fundamentals of Diesel Power</td>
</tr>
<tr>
<td>Weld 31</td>
<td>Basic Welding</td>
</tr>
</tbody>
</table>

### Acceptable courses for the certificate (3 units from the following)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto T 54</td>
<td>Car, Fuel Inject., &amp; Exhaust Systems</td>
</tr>
<tr>
<td>Auto T 58</td>
<td>Automotive Air-Conditioning</td>
</tr>
<tr>
<td>Auto T 60</td>
<td>Elect., Start, Charg., Ignit., &amp; Related Elec. Systems</td>
</tr>
<tr>
<td>Auto T 65</td>
<td>Basic Machine Shop Tech</td>
</tr>
</tbody>
</table>

### Alcoholic and Drug Studies (Certificate Code: 5145)

Twenty-seven units required for the certificate

I. Required courses for the certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS 50</td>
<td>Psych 9 Intro to Counseling</td>
</tr>
<tr>
<td>ADS/PSY 11A or 11B</td>
<td>Practical</td>
</tr>
<tr>
<td>ADS 15</td>
<td>Social &amp; Psychological Dynamics of Drug Use</td>
</tr>
<tr>
<td>ADS 50/50</td>
<td>Human Svs in a Chang Society</td>
</tr>
<tr>
<td>ADS 51</td>
<td>Alcoholism: Intervention, Treatment &amp; Recovery</td>
</tr>
<tr>
<td>ADS 52</td>
<td>Physiological Effects of Alcohol &amp; Drugs</td>
</tr>
</tbody>
</table>

Minimum of 6 units from any two of the following courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS 53/Psy 53</td>
<td>Group Leadership &amp; Group Process</td>
</tr>
<tr>
<td>ADS 54</td>
<td>Family Counseling Approaches to Alcohol &amp; Drug Abuse</td>
</tr>
<tr>
<td>ADS 55/Psy 55</td>
<td>Crisis Intervention &amp; Referral Techniques</td>
</tr>
<tr>
<td>ADS 56</td>
<td>Program Management Techniques</td>
</tr>
</tbody>
</table>

Minimum of 3 units from any of the following

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS 105/Sec 10</td>
<td>Sociology of Minority Groups</td>
</tr>
<tr>
<td>ADS 57ABCD</td>
<td>Current Issues in Drug Abuse</td>
</tr>
</tbody>
</table>

II. Recommended courses (do not fulfill certificate requirements)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psyh 3</td>
<td>Psychology of Adjustment</td>
</tr>
<tr>
<td>Psyh 4</td>
<td>Psychology of Human Sexuality</td>
</tr>
<tr>
<td>Psyh 16</td>
<td>The Psych of Interpersonal Relationships</td>
</tr>
<tr>
<td>Psyh 30</td>
<td>Psychology of Adolescence</td>
</tr>
<tr>
<td>Psyh 35</td>
<td>Develop Psych: Coop to Death</td>
</tr>
<tr>
<td>Soc 33</td>
<td>Marriage &amp; the Family</td>
</tr>
</tbody>
</table>

### Field Archaeology (Certificate Code: 5090)

Twenty-four to twenty-five units and 100 hours of field work required for the certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anth 1</td>
<td>Physical Anthropology</td>
</tr>
<tr>
<td>Anth 2</td>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>Anth 3</td>
<td>Intro to Arch Site Survey</td>
</tr>
<tr>
<td>Anth 3B</td>
<td>Intro to Arch Excavations</td>
</tr>
<tr>
<td>Anth 3C</td>
<td>Adv Archaeological Survey</td>
</tr>
<tr>
<td>Anth 3D</td>
<td>Adv Arch Excavations</td>
</tr>
<tr>
<td>Anth 4</td>
<td>California Indians</td>
</tr>
</tbody>
</table>

Three units to be selected from the following courses

- Biol 3 | Principles of Biological Science |
- Geog 1 | Physical Geography |
- Zool 1A | General Zoology |
- Zool 1B | General Anthropology |

### Automotive Body Repair and Painting (Certificate Code: 5010)

Twenty-seven units required for the certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto 70</td>
<td>Auto Body Repair &amp; Painting</td>
</tr>
<tr>
<td>Auto 71</td>
<td>Auto Body Repair &amp; Paint</td>
</tr>
<tr>
<td>Auto 72</td>
<td>Auto &amp; Light Truck Major Collisions Repairing</td>
</tr>
<tr>
<td>Auto 73</td>
<td>Auto Body Custom Refinishing &amp; Shop Management</td>
</tr>
<tr>
<td>Auto T 53</td>
<td>Brakes &amp; Suspension</td>
</tr>
<tr>
<td>Weld 31</td>
<td>Basic Welding</td>
</tr>
</tbody>
</table>

The following courses may be substituted for any of the above required courses except Auto 70 & Auto 71:

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto T 54</td>
<td>Car, Fuel Injection, &amp; Exhaust Systems</td>
</tr>
<tr>
<td>Auto T 58</td>
<td>Automotive Air-Conditioning</td>
</tr>
</tbody>
</table>

### Automotive Technology (Certificate Code: 5020)

**Certificate**

Thirty-three units required for the certificate

Each course must be completed with a minimum grade of "C" for each course in the certificate program.

I. Required courses for the certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto T 51/</td>
<td>Engine Technology</td>
</tr>
<tr>
<td>Auto T 52</td>
<td>Manual Trans &amp; Power Trains</td>
</tr>
<tr>
<td>Auto T 53</td>
<td>Brakes &amp; Suspension</td>
</tr>
<tr>
<td>Auto T 54</td>
<td>Car, Fuel Injection &amp; Exhaust Systems</td>
</tr>
<tr>
<td>Auto T 56</td>
<td>Diagnostics</td>
</tr>
<tr>
<td>Auto T 58</td>
<td>Automotive Air-Conditioning</td>
</tr>
<tr>
<td>Auto T 60</td>
<td>Elect., Start, Charg., Ignit., &amp; Related Elec. Systems</td>
</tr>
<tr>
<td>Auto T 61A</td>
<td>Automatic Transmissions</td>
</tr>
<tr>
<td>Auto T 62</td>
<td>Automotive Electronics</td>
</tr>
<tr>
<td>Auto T 63</td>
<td>Automotive Electronic Fuel Injection</td>
</tr>
</tbody>
</table>

III. Required level

Keyboarding skill level 40 wpm. (Bus 23AB, Keyboarding Speed & Accuracy, may be helpful in obtaining this speed level.)

### Banking Administration (Certificate Code: 5030)

Twenty-seven to twenty-eight units required for the certificate

I. Required courses for the certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 1A</td>
<td>Print of Financial Accounting</td>
</tr>
<tr>
<td>Bus 5</td>
<td>Bus &amp; the Legal Environment</td>
</tr>
<tr>
<td>Bus 7</td>
<td>Human Relations in Management</td>
</tr>
<tr>
<td>Bus 30</td>
<td>Technology for the Modern Office</td>
</tr>
<tr>
<td>Bus 42</td>
<td>Business Communications</td>
</tr>
<tr>
<td>CIS 1</td>
<td>Intro to Information Systems</td>
</tr>
<tr>
<td>Econ 1</td>
<td>Principles of Economics</td>
</tr>
<tr>
<td>WECC 80ABCD</td>
<td>Work Exp Core Class</td>
</tr>
<tr>
<td>WECC 82ABCD</td>
<td>Occupational Work Exp</td>
</tr>
</tbody>
</table>

II. Acceptable courses for the certificate (select 1)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 1B</td>
<td>Print of Managerial Accounting</td>
</tr>
<tr>
<td>Bus 4</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>Bus 14</td>
<td>Practical Salesmanship</td>
</tr>
<tr>
<td>Bus 29A</td>
<td>Word Processing</td>
</tr>
<tr>
<td>Bus 39</td>
<td>Office Procedures</td>
</tr>
</tbody>
</table>

### Banking Operations (Certificate Code: 5072)

Twenty-seven units required for the certificate

I. Required courses for the certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 1A</td>
<td>Print of Financial Accounting</td>
</tr>
<tr>
<td>Bus 5</td>
<td>Bus &amp; the Legal Environment</td>
</tr>
<tr>
<td>Bus 23</td>
<td>Machine Calculation</td>
</tr>
<tr>
<td>Bus 29A</td>
<td>Word Processing</td>
</tr>
<tr>
<td>Bus 80ABCD</td>
<td>Work Exp Core Class</td>
</tr>
<tr>
<td>WECC 82ABCD</td>
<td>Occupational Work Exp</td>
</tr>
</tbody>
</table>
### BUSINESS OFFICE TECHNOLOGIES: ACCOUNTING TECHNICIAN (CERTIFICATE CODE: 5050)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 29A</td>
<td>Word Processing 1</td>
<td>3</td>
</tr>
<tr>
<td>Bus 51</td>
<td>Microcomputer Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>Cis 23</td>
<td>Computer Literacy</td>
<td>1</td>
</tr>
<tr>
<td>Cis 37A</td>
<td>Spreadsheet: Excel</td>
<td>1</td>
</tr>
</tbody>
</table>

All courses used for the Basic Computer Skills Certificate program must be completed with a grade of "C" or better.

### BUSINESS OFFICE TECHNOLOGIES: ADMINISTRATIVE ASSISTANT (CERTIFICATE CODE: 5057)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 22</td>
<td>Principles of Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Bus 23</td>
<td>Business and the Legal Environment</td>
<td>3</td>
</tr>
<tr>
<td>Cis 22</td>
<td>Human Relations in Management</td>
<td>3</td>
</tr>
<tr>
<td>Cis 23</td>
<td>Microcomputer Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Cis 37A</td>
<td>Office Transcription</td>
<td>1</td>
</tr>
<tr>
<td>WEOCC 80ABC &amp; Work Exp Coor Class</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>WEOCC 82ABC &amp; Occupational Work Exp</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

*It is recommended that the work experience courses be taken after completion of at least 12 units in the certificate.*

### BUSINESS OFFICE TECHNOLOGIES: OFFICE TECHNICIAN (CERTIFICATE CODE: 5054)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 23</td>
<td>Machine Calculation</td>
<td>3</td>
</tr>
<tr>
<td>Bus 24</td>
<td>Records Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus 29A</td>
<td>Word Processing 1</td>
<td>3</td>
</tr>
<tr>
<td>Bus 29B</td>
<td>Word Processing 2</td>
<td>3</td>
</tr>
<tr>
<td>Bus 30</td>
<td>Technology for the Modern Office</td>
<td>3</td>
</tr>
<tr>
<td>Bus 32</td>
<td>Office Transcription</td>
<td>1</td>
</tr>
<tr>
<td>Bus 39</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>Bus 42</td>
<td>Business Communications</td>
<td>1</td>
</tr>
<tr>
<td>Cis 37A</td>
<td>Spreadsheet: Excel</td>
<td>1</td>
</tr>
<tr>
<td>WEOCC 80ABC &amp; Work Exp Coor Class</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>WEOCC 82ABC &amp; Occupational Work Exp</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

*It is recommended that the work experience courses be taken after completion of at least 12 units in the certificate.*

### BUSINESS SUPERVISION (CERTIFICATE CODE: 5065)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 2</td>
<td>Principles of Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Bus 3</td>
<td>Business and the Legal Environment</td>
<td>3</td>
</tr>
<tr>
<td>Cis 2</td>
<td>Human Relations in Management</td>
<td>3</td>
</tr>
<tr>
<td>Cis 23</td>
<td>Microcomputer Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Cis 41B</td>
<td>Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>WEOCC 80ABC &amp; Work Exp Coor Class</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>WEOCC 82ABC &amp; Occupational Work Exp</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

*It is recommended that the work experience courses be taken after completion of at least 12 units in the certificate.*

### BUSINESS INFORMATION SYSTEMS (CERTIFICATE CODE: 5085)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 1A</td>
<td>Principles of Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Cis 1</td>
<td>Intro to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>Cis 10</td>
<td>Programming in COBOL</td>
<td>3</td>
</tr>
<tr>
<td>Cis 12</td>
<td>Programming in BASIC</td>
<td>3</td>
</tr>
<tr>
<td>Cis 21ABC</td>
<td>Computer Applications Lab</td>
<td>1</td>
</tr>
<tr>
<td>Cis 21B</td>
<td>Windows Operating Systems: Windows 95</td>
<td>1</td>
</tr>
<tr>
<td>Cis 31B</td>
<td>Word Proc: WordPerfect for Windows</td>
<td>1</td>
</tr>
<tr>
<td>Cis 37B</td>
<td>Spreadsheet: Excel</td>
<td>1</td>
</tr>
<tr>
<td>WEOCC 80ABC &amp; Work Exp Coor Class</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>WEOCC 82ABC &amp; Occupational Work Exp</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

*It is recommended that the work experience courses be taken after completion of at least 12 units in the certificate.*

### CORRECTIONAL SCIENCE (CERTIFICATE CODE: 5222)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cis 21</td>
<td>Intro to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>Cis 22AJ 39</td>
<td>Report Writing for Admin of Justice</td>
<td>3</td>
</tr>
<tr>
<td>Cis 23A</td>
<td>Concepts of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>Cis 24</td>
<td>Correctional Interviewing &amp; Counseling</td>
<td>3</td>
</tr>
<tr>
<td>Cis 25</td>
<td>Control &amp; Supervision of Inmates</td>
<td>3</td>
</tr>
</tbody>
</table>

*It is recommended that the work experience courses be taken after completion of at least 12 units in the certificate.*

### EARLY CHILDHOOD EDUCATION (CERTIFICATE CODE: 5110)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 20</td>
<td>Principles of Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Bus 21</td>
<td>Business and the Legal Environment</td>
<td>3</td>
</tr>
<tr>
<td>Cis 2</td>
<td>Human Relations in Management</td>
<td>3</td>
</tr>
<tr>
<td>Cis 23</td>
<td>Microcomputer Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Cis 37A</td>
<td>Office Transcription</td>
<td>1</td>
</tr>
<tr>
<td>WEOCC 80ABC &amp; Work Exp Coor Class</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>WEOCC 82ABC &amp; Occupational Work Exp</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

*It is recommended that the work experience courses be taken after completion of at least 12 units in the certificate.*

### CROPSCIENCE (CERTIFICATE CODE: 5048)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag 14</td>
<td>Entomology</td>
<td>3</td>
</tr>
<tr>
<td>Ag 15</td>
<td>Pest Control</td>
<td>3</td>
</tr>
<tr>
<td>Ag 40</td>
<td>Soils</td>
<td>3</td>
</tr>
<tr>
<td>Ag 41</td>
<td>Fertilizers</td>
<td>3</td>
</tr>
<tr>
<td>Ag 42</td>
<td>Intro to Crop Science</td>
<td>3</td>
</tr>
<tr>
<td>Ag 43</td>
<td>Field &amp; Crop Crops</td>
<td>3</td>
</tr>
<tr>
<td>Ag 44</td>
<td>Vegetable Production</td>
<td>3</td>
</tr>
<tr>
<td>Ag 49</td>
<td>Woods &amp; Wood Control</td>
<td>3</td>
</tr>
<tr>
<td>Ag 49</td>
<td>Power Equip Oper &amp; Maint</td>
<td>3</td>
</tr>
<tr>
<td>Ag 49</td>
<td>Food &amp; Fiber in a Chang World</td>
<td>3</td>
</tr>
<tr>
<td>Ag 52</td>
<td>Irrigation &amp; Drainage</td>
<td>3</td>
</tr>
</tbody>
</table>

*It is recommended that the work experience courses be taken after completion of at least 12 units in the certificate.*
**EMERGENCY MEDICAL TECHNICIAN PARAMEDIC**  
(CERTIFICATE CODE: 5133)

Successful completion of application process. Acceptance into program by EMT Training Coordinator and EMT Training Medical Director. Contact Nursing Division for specifics.

Thirty-eight and one-half units required for the certificate:

- EMT-P D1  EMT Paramedic - Didactic 1  4
- EMT-P D2  EMT Paramedic - Didactic 2  8
- EMT-P C1  EMT Paramedic - Clinical 1  2
- EMT-P C2  EMT Paramedic - Clinical 2  8
- EMT-P F1  EMT Paramedic - Field 1  9.5
- EMT-P F2  EMT Paramedic - Field 2  8

**ENVIRONMENTAL TECHNOLOGY**  
(CERTIFICATE CODE: 5137)

Thirty-one to forty units required for the certificate:

I. Required Courses for the certificate:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Env T 100</td>
<td>Intro to Environmental Tech</td>
</tr>
<tr>
<td>Env T 103</td>
<td>Hazard Waste Generation/Reduction Treatment</td>
</tr>
<tr>
<td>Env T 105</td>
<td>Hazard Materials Mgmt. Appl.</td>
</tr>
<tr>
<td>Env T 107</td>
<td>Hazard Waste Mgmt. Appl.</td>
</tr>
<tr>
<td>Env T 109</td>
<td>Health Effects of Hazard Materials</td>
</tr>
<tr>
<td>Env T 113</td>
<td>Safety &amp; Emergency Response</td>
</tr>
<tr>
<td>Env T 113A/Fire 120</td>
<td>AaD Safety &amp; Emergency Response, Fundamentals of Hazard Materials For the First Responder</td>
</tr>
<tr>
<td>Env T 113B</td>
<td>Safety &amp; Emergency Response Haz Mat Awareness &amp; Safety</td>
</tr>
<tr>
<td>Chem 1A</td>
<td>General Inorganic Chemistry</td>
</tr>
<tr>
<td>Chem 2A*</td>
<td>Introduction to Chemistry</td>
</tr>
</tbody>
</table>

* See a counselor if taken in high school

II. Five to six units selected from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 2</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>Bus 3/A23</td>
<td>Business Management</td>
</tr>
<tr>
<td>Bus 5</td>
<td>Business 7 the Legal Environment</td>
</tr>
<tr>
<td>Bus 6</td>
<td>Management Concepts of Supv.</td>
</tr>
<tr>
<td>Bus 7</td>
<td>Human Relations in Management</td>
</tr>
<tr>
<td>Bus 8</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>CIS 1</td>
<td>Intro to Information Systems</td>
</tr>
<tr>
<td>CIS 21ABC</td>
<td>Computer Applications Lab</td>
</tr>
<tr>
<td>CIS 31AB</td>
<td>Work Proc: WordPerfect for Windows</td>
</tr>
<tr>
<td>Spch 2AB</td>
<td>Intermediate Public Speaking</td>
</tr>
<tr>
<td>WDDC 80</td>
<td>Work Expert Coop Class</td>
</tr>
<tr>
<td>WDDC 82</td>
<td>WorkDuroE Occupational Work Exp</td>
</tr>
</tbody>
</table>

**FIRE TECHNOLOGY**  
(CERTIFICATE CODE: 5140)

Twenty-five and one-half units required for the certificate:

I. Required courses for the certificate:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE 100</td>
<td>Fire Protection Organization</td>
</tr>
<tr>
<td>FIRE 101</td>
<td>Fire Prevention Technology</td>
</tr>
<tr>
<td>FIRE 102</td>
<td>Fire Protection Equipment &amp; Systems</td>
</tr>
<tr>
<td>FIRE 103</td>
<td>Build Construction for Fire Protection</td>
</tr>
<tr>
<td>FIRE 104</td>
<td>Fire Behavior and Combustion</td>
</tr>
<tr>
<td>FIRE 105</td>
<td>Emergency Medical Technician I</td>
</tr>
</tbody>
</table>

II. Select 4 units from the following acceptable courses for the certificate:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 3W2/CST 22</td>
<td>Report Writing for Admin of Justice</td>
</tr>
<tr>
<td>FIRE 110</td>
<td>Introduction to Fire Technology</td>
</tr>
<tr>
<td>FIRE 111</td>
<td>Streams, Nozzles, Hose &amp; Appliance</td>
</tr>
<tr>
<td>FIRE 112</td>
<td>Grad. Ladders/Flexible Entry/Rescue</td>
</tr>
<tr>
<td>FIRE 113</td>
<td>Ventilation and Fire Control</td>
</tr>
<tr>
<td>FIRE 114</td>
<td>Basic Fire Technology - Advanced</td>
</tr>
<tr>
<td>FIRE 116</td>
<td>Fire Hydraulics</td>
</tr>
<tr>
<td>FIRE 120</td>
<td></td>
</tr>
<tr>
<td>Env T 113A</td>
<td>Fund of Haz Mat - First Responder</td>
</tr>
<tr>
<td>FIRE 200A**</td>
<td>Driver/Operator - Driver</td>
</tr>
<tr>
<td>FIRE 200B**</td>
<td>Driver/Operator - Pumping</td>
</tr>
<tr>
<td>FIRE 201A**</td>
<td>Fire Investigation I A</td>
</tr>
<tr>
<td>FIRE 201B**</td>
<td>Fire Investigation I B</td>
</tr>
<tr>
<td>FIRE 204A**</td>
<td>Fire Prevention I A</td>
</tr>
<tr>
<td>FIRE 204B**</td>
<td>Fire Prevention I B</td>
</tr>
<tr>
<td>FIRE 210A**</td>
<td>Fire Instructor - Training I A</td>
</tr>
<tr>
<td>FIRE 210B**</td>
<td>Fire Instructor - Training I B</td>
</tr>
<tr>
<td>FIRE 220A**</td>
<td>Fire Command I A</td>
</tr>
<tr>
<td>FIRE 220B**</td>
<td>Fire Command I B</td>
</tr>
<tr>
<td>CIS 1</td>
<td>Intro to Information Systems</td>
</tr>
</tbody>
</table>

**HUMAN RELATIONS**  
(CERTIFICATE CODE: 5210)

Areas of emphasis: Community Mental Health Worker, Counseling, Social Work, Social Services, Personnel, Employment Counseling and Supervision

Twenty-four units required for the certificate:

I. Required courses for the certificate:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psych 1A</td>
<td>Intro to Psychology</td>
</tr>
<tr>
<td>Psych 3</td>
<td>Psychology of Adjustment</td>
</tr>
<tr>
<td>Psych 9I</td>
<td>Psychology of Group</td>
</tr>
<tr>
<td>ADS 9</td>
<td>Intro to Counseling</td>
</tr>
<tr>
<td>Psych 11A/H</td>
<td>Rel 11A</td>
</tr>
<tr>
<td>ADS 11A &amp; 11B</td>
<td>Practicum</td>
</tr>
<tr>
<td>Soc 1</td>
<td>Introductory Sociology</td>
</tr>
</tbody>
</table>

II. With the approval of his/her counselor and the Division Chairperson, the student will select a minimum of 9 units (depending on areas of emphasis) from the following courses. It is considered advisable for students in certain areas of emphasis to take more than 9 units from the list below.

**GRAPHICS ARTS - MULTI-MEDIA**  
(CERTIFICATE CODE: 5170)

Eleven units required for the certificate:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRAPH 10</td>
<td>Graphic Communications I</td>
</tr>
<tr>
<td>GRAPH 11</td>
<td>Graphic Communications II</td>
</tr>
<tr>
<td>GRAPH 12</td>
<td>Composition, Layout &amp; Paste-up</td>
</tr>
<tr>
<td>GRAPH 20</td>
<td>Offsetting I (3)</td>
</tr>
<tr>
<td>GRAPH 22</td>
<td>Photography &amp; Plate Making</td>
</tr>
</tbody>
</table>

**GRAPHICS ARTS - PRINTING**  
(CERTIFICATE CODE: 5180)

Eleven units required for the certificate:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRAPH 20</td>
<td>Offsetting I</td>
</tr>
<tr>
<td>GRAPH 21</td>
<td>Offsetting II</td>
</tr>
<tr>
<td>GRAPH 22</td>
<td>Photography &amp; Plate Making</td>
</tr>
<tr>
<td>GRAPH 23</td>
<td>Bindery, Cutting &amp; Distribution</td>
</tr>
</tbody>
</table>

**HEALTH ASSISTANT**  
(CERTIFICATE CODE: 5198)

Five units required for the certificate:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HA 15</td>
<td>Health Assistant</td>
</tr>
</tbody>
</table>

**HOME HEALTH AIDE**  
(CERTIFICATE CODE: 5195)

One and one-half units required for the certificate:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HA 16</td>
<td>Home Health Aide</td>
</tr>
</tbody>
</table>

**HEALTHCARE CLERICAL**  
(CERTIFICATE CODE: 5199)

Eleven units required for the certificate:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engr 1</td>
<td>Introduction to Engr</td>
</tr>
<tr>
<td>Engr 2</td>
<td>Materials and Processes in Engr</td>
</tr>
<tr>
<td>Engr 3</td>
<td>Engineering Calculations</td>
</tr>
<tr>
<td>Engr 4</td>
<td>Engineering Methods of Design</td>
</tr>
<tr>
<td>Engr 5</td>
<td>Engineering Thermodynamics</td>
</tr>
<tr>
<td>Engr 6</td>
<td>Engineering Materials</td>
</tr>
<tr>
<td>Engr 7</td>
<td>Engineering Economics</td>
</tr>
<tr>
<td>Engr 8</td>
<td>Engineering Economics of Design</td>
</tr>
<tr>
<td>Engr 9</td>
<td>Engineering Economics of Design</td>
</tr>
<tr>
<td>Engr 10</td>
<td>Engineering Economics of Design</td>
</tr>
</tbody>
</table>

**HUMANITIES**  
(CERTIFICATE CODE: 5200)

Eleven units required for the certificate:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Arts 2</td>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>Bus 6</td>
<td>Mgmt Concepts of Supervision</td>
</tr>
<tr>
<td>Bus 7</td>
<td>Human Relations in Management</td>
</tr>
<tr>
<td>CIS 1</td>
<td>Intro to Information Systems</td>
</tr>
<tr>
<td>ECE 26</td>
<td>Principles of Parenting</td>
</tr>
<tr>
<td>HRel 8</td>
<td>Personal &amp; Career Development</td>
</tr>
<tr>
<td>Psych 1B</td>
<td>Learning</td>
</tr>
<tr>
<td>Psych 2</td>
<td>Biological Psychology</td>
</tr>
<tr>
<td>Psych 5</td>
<td>Psych of Effective Behavior</td>
</tr>
<tr>
<td>Math 12</td>
<td>Introductory Statistics with Applications</td>
</tr>
<tr>
<td>Psych 15/</td>
<td>Social &amp; Psychological</td>
</tr>
<tr>
<td>Soc 15/ADS 15</td>
<td>Dynamics of Drug Use</td>
</tr>
<tr>
<td>Psych 17/</td>
<td>The Psych of Informational Relations</td>
</tr>
<tr>
<td>Psych 17/Soc 17</td>
<td>Social Psychology</td>
</tr>
<tr>
<td>Psych 18</td>
<td>Research Methods in Psychology</td>
</tr>
<tr>
<td>Psych 30</td>
<td>Psychology of Adolescence</td>
</tr>
<tr>
<td>Psych 35</td>
<td>Developmental Psychology: Concepts of Development</td>
</tr>
<tr>
<td>Psych 40</td>
<td>Intro to Crisis Counseling</td>
</tr>
<tr>
<td>Soc 2</td>
<td>Contemporary Social Problems</td>
</tr>
</tbody>
</table>
### GENERAL CATALOG 1998 - 1999

#### MEDICAL ASSISTANT (CERTIFICATE CODE: 5185)

<table>
<thead>
<tr>
<th>Required courses for the certificate</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HT 3 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HA 18 Administrative Medical Assistant</td>
<td>4.5</td>
</tr>
<tr>
<td>HA 19 Administrative Medical Assistant</td>
<td>4.5</td>
</tr>
<tr>
<td>HT 20 Specimen Collection &amp; Lab Procedures</td>
<td>3.5</td>
</tr>
<tr>
<td>HT 21 Exam Room Procedures</td>
<td>3.5</td>
</tr>
<tr>
<td>HT 22 Pharmacology &amp; Administration</td>
<td>3.5</td>
</tr>
<tr>
<td>HT 23 Clinical Externship</td>
<td>4</td>
</tr>
</tbody>
</table>

#### NUTRITION AND MANAGEMENT FOOD SERVICES MANAGER (CERTIFICATE CODE: 5255)

Courses required for a Certificate of Achievement by the State of California, Department of Health Services, Licensing and Certification Division. Students must achieve a minimum grade of “C” in each of the required courses.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 1</td>
<td>Sanitation &amp; Safety Control</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 2</td>
<td>Foundations of Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 3</td>
<td>Food Production Management</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 4</td>
<td>Supervision for Food Services</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 7</td>
<td>Intro to Hospitality &amp; Food Services</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 8</td>
<td>Menu Planning &amp; Purchasing</td>
<td>3</td>
</tr>
</tbody>
</table>

### MARKETING-SALES/TECHNOLOGY (CERTIFICATE CODE: 5250)

#### NUTRITION MANAGEMENT DIETARY MANAGER (CERTIFICATE CODE: 5256)

Courses required for a Certificate of Achievement by the State of California, Department of Health Services, Licensing and Certification Division. Students must achieve a minimum grade of “C” in each of the required courses.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HT 3</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HA 18</td>
<td>Administrative Medical Assistant</td>
<td>4.5</td>
</tr>
<tr>
<td>HA 19</td>
<td>Administrative Medical Assistant</td>
<td>4.5</td>
</tr>
<tr>
<td>HT 4</td>
<td>Medical Transcription</td>
<td>3</td>
</tr>
<tr>
<td>HT 5</td>
<td>Patient Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>HT 6</td>
<td>Medical Insurance</td>
<td>3</td>
</tr>
<tr>
<td>HT 7</td>
<td>Patient Administrative Services</td>
<td>3</td>
</tr>
</tbody>
</table>

### MEDICAL OFFICE ASSISTANT (CERTIFICATE CODE: 5181)

<table>
<thead>
<tr>
<th>Twelve units required for the certificate</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HT 3 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HA 18 Administrative Medical Assistant</td>
<td>4.5</td>
</tr>
<tr>
<td>HA 19 Administrative Medical Assistant</td>
<td>4.5</td>
</tr>
</tbody>
</table>

### PATIENT SERVICES ADMINISTRATION SPECIALIST (CERTIFICATE CODE: 5135)

#### RECREATION (CERTIFICATE CODE: 5270)

Eighth units required for the certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE AB</td>
<td>LIFEGUARDAN Training/Advanced</td>
<td></td>
</tr>
<tr>
<td>PE 59AB</td>
<td>Sports Officials, Men</td>
<td>3</td>
</tr>
<tr>
<td>PE 60AB</td>
<td>Sports Officials, Women</td>
<td>3</td>
</tr>
<tr>
<td>PE 61</td>
<td>PE in the Elementary School</td>
<td></td>
</tr>
<tr>
<td>PE 62AB</td>
<td>PE for Special Olympics</td>
<td></td>
</tr>
</tbody>
</table>

### BUS 40

#### NUTRITION MANAGEMENT FOOD SERVICES MANAGER (CERTIFICATE CODE: 5255)

Courses required for a Certificate of Achievement by the State of California, Department of Health Services, Licensing and Certification Division. Students must achieve a minimum grade of “C” in each of the required courses.

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<tbody>
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<td>3</td>
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<tr>
<td>NUTR 8</td>
<td>Menu Planning &amp; Purchasing</td>
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</table>

### PATIENT SERVICES ADMINISTRATION SPECIALIST (CERTIFICATE CODE: 5135)

Two-twenty-one units required for the certificate

| Math X      | Beginning Algebra                                | 3     |
| HT 3        | Medical Terminology                               | 3     |
| HA 18       | Administrative Medical Assistant                  | 4.5   |
| HA 19       | Administrative Medical Assistant                  | 4.5   |
| HT 4        | Medical Transcription                             | 3     |
| HT 5        | Patient Information Systems                       | 3     |
| HT 6        | Medical Insurance                                 | 3     |
| HT 7        | Patient Administrative Services                   | 3     |

### MEDICAL ASSISTANT (CERTIFICATE CODE: 5185)

Twenty-six-and one-half units required for the certificate

| BUS 5       | Bus & the Legal Environment                       | 3     |
| Legal 21    | Research & & Criminal Law                         | 3     |
| Legal 22    | Civil Procedures & Family Law                     | 3     |
| Legal 23    | Civil Discovery & Torts                           | 3     |
| Legal 24    | Corporations & Bankruptcy                         | 3     |
| Legal 25    | Real Estate Law for Legal Assistants              | 3     |
| Legal 26    | Willa-Tustain-Probate                             | 3     |

### BUS 40

#### NUTRITION MANAGEMENT FOOD SERVICES MANAGER (CERTIFICATE CODE: 5255)

Courses required for a Certificate of Achievement by the State of California, Department of Health Services, Licensing and Certification Division. Students must achieve a minimum grade of “C” in each of the required courses.

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### BUS 40

#### NUTRITION MANAGEMENT FOOD SERVICES MANAGER (CERTIFICATE CODE: 5255)

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<td>Intro to Hospitality &amp; Food Services</td>
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<td>NUTR 8</td>
<td>Menu Planning &amp; Purchasing</td>
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### BUS 40

#### NUTRITION MANAGEMENT FOOD SERVICES MANAGER (CERTIFICATE CODE: 5255)

Courses required for a Certificate of Achievement by the State of California, Department of Health Services, Licensing and Certification Division. Students must achieve a minimum grade of “C” in each of the required courses.

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<td>Intro to Hospitality &amp; Food Services</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 8</td>
<td>Menu Planning &amp; Purchasing</td>
<td>3</td>
</tr>
</tbody>
</table>
Twelve units required for the Pattern Four certificate.

Twelve units required for the Pattern Four certificate.

WELDING TECHNOLOGY

One of the following four patterns of study will fulfill requirements for the certificate in Welding Technology.

Pattern One

(Recommended for Agriculture and Agricultural Services)

Twelve units required for the Pattern One certificate.

Weld 31 OR Basic Welding ........................................ 5
Weld 31A & Oxy-Acetylene Welding (2) .................. 5
Weld 31B Arc Welding (3) ................................... 5
Weld 36A Advanced Welding .................................. 5
Auto Tech 65 Basic Machine Shop Tech ................. 3
Eight units selected from agriculture and/or
automotive technology courses .......................... 8

Pattern Two

(Recommended for air-conditioning mechanics and construction personnel)

Eighteen units required for the Pattern Two certificate.

Weld 36A Advanced Welding ...................... 5
Weld 36B Advanced Welding ...................... 5
Weld 38 Sheet Metal Fundamentals .............. 2
Ag 36 Agricultural Construction .................. 3
Ag 38 Power Electricity .......................... 3

Pattern Three

(Recommended for welders with a future in general service industries)

Twenty-one units required for the Pattern Three certificate.

Weld 31 OR Basic Welding ........................................ 5
Weld 31A & Oxy-Acetylene Welding (2) .................. 5
Weld 31B Arc Welding (3) ................................... 5
Weld 36A Advanced Welding .................................. 5
Auto Tech 65 Basic Machine Shop Tech ................. 3
Eight units selected from agriculture and/or
automotive technology courses .......................... 8

Pattern Four

(Recommended for the experienced welder who wishes to advance his/her general capabilities in welding and fabrication processes.)

Twenty-one units required for the Pattern Four certificate.

Weld 36B Advanced Welding ...................... 5
Weld 36C Adv Weld - Welder Certification ....... 5
Weld 38 Sheet Metal Fundamentals .............. 2

**IMPERIAL VALLEY COLLEGE**

**GENERAL CATALOG 1998 - 1999**

**WASTE WATER TECHNOLOGY (CERTIFICATE CODE: 5315)**

Waste Water Technology

Twelve units required for the Certificate.

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WT 6</td>
<td>Comp. Proc. for Treatment</td>
<td>3</td>
</tr>
<tr>
<td>WT 7</td>
<td>Comp. Proc. for Treatment</td>
<td>3</td>
</tr>
<tr>
<td>WT 9</td>
<td>Waste Water Treatment</td>
<td>4</td>
</tr>
<tr>
<td>WT 10</td>
<td>Waste Water Treatment</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL** 13

**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 2A (V)</td>
<td>Maternity Cycle</td>
<td>5.5</td>
</tr>
<tr>
<td>NURS 2B (V)</td>
<td>Common Health Problems I</td>
<td>5.5</td>
</tr>
<tr>
<td>NURS 2C (V)</td>
<td>Pharmacology II</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL** 13

**IMPERIAL VALLEY COLLEGE**

**GENERAL CATALOG 1998 - 1999**

**WELDING TECHNOLOGY (CERTIFICATE CODE: 5320)**

Twelve units required for the Pattern Four certificate.

Welding Technology

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psych 35</td>
<td>Develop Psych: Concept to Death</td>
<td>3</td>
</tr>
<tr>
<td>NURS 1A (V)</td>
<td>Intro to Patient Care I</td>
<td>4</td>
</tr>
<tr>
<td>NURS 1B (V)</td>
<td>Intro to Patient Care II</td>
<td>4</td>
</tr>
<tr>
<td>NURS 2C (V)</td>
<td>Pharmacology I</td>
<td>1.5</td>
</tr>
<tr>
<td>NURS 3C (V)</td>
<td>Patient Care Mgmt &amp; Crit. Think</td>
<td>2.5</td>
</tr>
</tbody>
</table>

**TOTAL** 15

**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>NURS 2A (V)</td>
<td>The Maternity Cycle</td>
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<td>NURS 2B (V)</td>
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<td>5.5</td>
</tr>
<tr>
<td>NURS 2C (V)</td>
<td>Pharmacology II</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL** 13

**IMPERIAL VALLEY COLLEGE**

**GENERAL CATALOG 1998 - 1999**

**SMALL BUSINESS MANAGEMENT**

(THE COURSE CODE: 5068)

(Recommended for Agriculture and Agricultural Services)

Twelve units required for the Pattern Four certificate.

Psych 35

(Recommended for Agriculture and Agricultural Services)

Twelve units required for the Pattern Four certificate.

Pattern One

(Recommended for Agriculture and Agricultural Services)

Twelve units required for the Pattern One certificate.

Weld 31 OR Basic Welding ........................................ 5
Weld 31A & Oxy-Acetylene Welding (2) .................. 5
Weld 31B Arc Welding (3) ................................... 5
Weld 36A Advanced Welding .................................. 5
Auto Tech 65 Basic Machine Shop Tech ................. 3
Eight units selected from agriculture and/or
automotive technology courses .......................... 8

Pattern Two

(Recommended for air-conditioning mechanics and construction personnel)

 Eighteen units required for the Pattern Two certificate.

Weld 36A Advanced Welding ...................... 5
Weld 36B Advanced Welding ...................... 5
Weld 38 Sheet Metal Fundamentals .............. 2
Ag 36 Agricultural Construction .................. 3
Ag 38 Power Electricity .......................... 3

Pattern Three

(Recommended for welders with a future in general service industries)