

Clear  
Lake  
Campus



# *Summer-Fall 2014* **Schedule of Classes**

*Yuba College Clear Lake Campus*  
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*clc.yccd.edu • (707) 995-7900*

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## Registration Hours

### April 22 - May 21, 2014:

Monday - Thursday: 8:00 a.m. - 6:00 p.m.

Friday: 8:00 a.m. - 4:30 p.m.

### May 21 - May 31, 2014:

Monday - Thursday: 8:00 a.m. - 5:00 p.m.

Friday: 8:00 a.m. - 4:30 p.m.

### June 2 - July 25, 2014:

Monday - Thursday: 8:00 a.m. - 4:30 p.m.

**Closed on Fridays**

### July 28 - August 8, 2014:

Monday - Friday: 8:00 a.m. - 4:30 p.m.

### Starting August 11, 2014:

Monday - Thursday: 8:00 a.m. - 6:00 p.m.

Friday: 8:00 a.m. - 4:30 p.m.

**See Page #6 for  
Orientation Dates!**

### Open Enrollment Policy

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

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

### Nondiscrimination Statement

Yuba College does not discriminate on the basis of race, color, national origin, sex (gender), physical and mental disability, age, sexual orientation, religion, medical condition, ancestry, or marital status in any of its policies, procedures, or practices, nor does it tolerate sexual harassment, in compliance with the *Americans with Disabilities Act of 1991*, *Title VI of the Civil Rights Act of 1964* (pertaining to race, color, and national origin), *Title IX of the Education Amendments of 1972* (pertaining to sex), *Section 504 of the Rehabilitation Act of 1973* (pertaining to handicap), and *Age Discrimination Act of 1975* (pertaining to age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the College’s programs and activities.

*This Schedule of Classes is published for informational purposes. Every effort is made to ensure its accuracy; however, the contents should not be regarded as an irrevocable contract between students and the Yuba Community College District. The district reserves the right to correct, modify, or change this document without notice for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District. The District further reserves the right to add to, amend, or repeal any of their rules, regulations, and procedures, consistent with applicable laws. Please be advised, students should review the latest schedule changes on WebAdvisor prior to registering for courses.*

## Summer 2014

June 9	Eight week summer classes begin
June 16	Six week summer classes begins (other classes have different dates)
June 18	Last day to add a class/register for six-week classes
June 23	Refund deadline for six-week classes
July 1	Deadline to apply for summer 2014 graduation
July 3	Academic and administrative holiday – Independence Day observed (Thursday)
July 9	Last day to drop a class with a “W” for six-week classes (Wednesday)
July 24	Regular six-week classes end

## Fall 2014

*Fall Semester - 83 days of regular instruction*

August 11	Instruction begins for all Fall Semester
August 15	** Last day to add courses or register without special permission
August 22	** Last day to be eligible for refund of enrollment, parking, student services fees, and non-resident tuition
August 22	Instructors are to drop No Shows for Census Roster Clearance
August 22	** Last day to drop class(es) to prevent “W” grade(s) on permanent record
August 25	Census Date
September 1	Academic and administrative holiday – Labor Day (Monday)
September 12	** Last day to elect Pass/No Pass grading option
September 15	Constitution Day (observance) – activities to be announced
November 7	** Last day to drop class(es) with a “W” grade on permanent record
November 11	Academic and administrative holiday – Veterans Day observed (Tuesday)
November 14	Deadline to apply for fall 2014 graduation
November 26-28	Academic and administrative holiday – Thanksgiving (Wednesday – Friday)
December 1	Closing date for International Student Applications for spring 2015
December 1-10	Limited extracurricular student activities
December 4-10	Final examination period
December 10	Conclusion of fall semester
December 15	Grades from instructors are due for fall 2014 semester
December 24	Winter recess – all offices closed
– Jan 1	

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

Yuba Community College District  
Academic Calendar  
2014-2015

June 2014						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2014						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2014						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2014						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2014						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2014						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2014						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

17 17 17 16 16 = 83

**SUMMER SESSION 2014**

First 6 Weeks 6/9 - 7/17  
8 Weeks 6/9 - 7/31

**FALL SEMESTER 2014**

Instruction Begins: 8/11  
Finals Week: 12/4 - 12/10  
Instruction Ends: 12/10

**SPRING SEMESTER 2015**

Instruction Begins: 1/12  
Spring Break: 3/30-4/3  
Finals Week: 5/14 - 5/20  
Instruction Ends: 5/20

**CONVOCATION - CAMPUS CLOSED**

2014: 8/6

**CAMPUS CLOSED**

2014: 6/6, 6/13, 6/20, 6/27, 7/4, 7/11, 7/18, 7/25  
2015: 6/5, 6/12, 6/19, 6/26, 7/3, 7/10, 7/17, 7/24, 7/31

**HOLIDAYS - CAMPUS CLOSED**

2014: 7/3, 9/1, 11/11, 11/26, 11/27, 11/28, 12/24-12/26, 12/29-12/31  
2015: 1/1, 1/19, 2/6, 2/16, 3/31, 4/2-4/3, 5/25, 7/2

**NO CLASSES - CAMPUS OPEN**

2014: 6/2-6/5, 8/1, 8/4-8/5, 8/7-8/8, 12/11-12/12, 12/15-12/19, 12/22-12/23  
2015: 1/2, 1/5-1/9, 2/17, 3/30, 4/1, 5/21-5/22, 5/26-5/29, 6/1-6/4

**COMMENCEMENT**

2015: 5/15

TEACHING DAYS		
Fall Semester	83 days	17 weeks
Spring Semester	84 days	18 weeks
Convocation	1 day	
Flex Days	8 days	
<b>TOTAL</b>	<b>176 days</b>	<b>35 weeks</b>

January 2015						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2015						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2015						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2015						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2015						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2015						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2015						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

84 = 16 17 18 17 16

# Priority Registration for Summer 2014/Fall 2014

If you have not already done so, apply for an enrollment fee waiver before registering for classes.

Use WebAdvisor or login through your MyCampus Portal page to process your registration.

Take advantage of your status to register.

Avoid long lines and have the best selection of classes by registering online on your priority date.

	Eligibility	Priority registration Date
Day 1	DSPS, EOPS, CalWORKS, Veteran, and Foster Youth	Monday, April 21, 2014
Day 2	Continuing students near graduation or transfer (verified by counselor using a special priority form), Athletes, TRiO	Tuesday, April 22, 2014
Day 3	Continuing students in Good Standing with 50–89.5 units*	Wednesday, April 23, 2014
Day 4	Continuing students in Good Standing with 30–49.5 units*	Thursday, April 24, 2014
Day 5	Continuing students in Good Standing with 12–29.5 units*	Friday, April 25, 2014
Day 6	Continuing students in Good Standing with fewer than 12 units* and new students who are fully matriculated	Monday, April 28, 2014

\*Priority registration units are based on Degree Applicable units (courses numbered between 1 and 99, i.e. ENGL-51, MATH-52, BIOL-10). Additionally, units posted to the student's official record from external transcripts are included in the degree applicable units.

**How many degree applicable units do I have?**  
Please check WebAdvisor under Academic Profile / Transcripts to view your degree applicable units

### Attend the First Day of Class

Information and expectations presented in the first class meeting are critical to successfully participate in each class. If the class has a Wait List, students enrolled in that class who do not attend the First day may be dropped.

### Do Not Assume That The Instructor Will Automatically Drop You

Students Are responsible for dropping themselves to qualify for a fee refund and avoid F grades.

## More Eligibility Dates:

Date	Eligibility
Tuesday, April 29, 2014	Students with more than 90 units (who are not near graduation/transfer) Students on Probation
Wednesday, April 30, 2014	Students who have not fully matriculated (completed orientation, assessment, and student educational plan)
Monday, May 12, 2014	Concurrent enrollment students

## Registration for Continuing Students:

*Definition:* If you were enrolled in a Yuba Community College District class in the Spring 2014 semester (January - May 2014) you are a continuing student:

Students who were enrolled in high school during the Spring 2014 semester are **not** continuing students. See "Current High School Students" section if still enrolled in high school or "New/Transfer/Returning Student" section if you have now graduated, for registration process.

### Continuing Students Registration Process:

- 1 Apply for enrollment fee waiver (at Financial Aid Office) before registering.

Submit the FAFSA to see if you qualify for a fee waiver and additional grants at [fafsa.ed.gov](http://fafsa.ed.gov).

Apply for BOGW at your local Financial Aid Office

If you were on a fee waiver for any part of the 2013-2014 year, you must re-apply.

- 2 Active duty military at Beale AFB  
You may register on-line or go to the Beale AFB Outreach Services to register.

- 3 Clear all outstanding debts and holds

- 4 Use WebAdvisor at [yc.yccd.edu](http://yc.yccd.edu) to register on your PRIORITY registration date.  
*See chart for priority date.*

Adds and drops should be processed through WebAdvisor

It is your responsibility to verify that all transactions are processed by the established deadlines.

### Continuing Students WebAdvisor Registration Dates for Summer/Fall

WebAdvisor registration is scheduled by the Enrollment Priorities guidelines (AP 5055)

You may register on your scheduled priority date (see previous page).

*Take advantage of your status to register before new students. Avoid long lines and have the best selection of classes by registering on your priority date.*

### Attend the first day of class!

Information and expectations presented in the first class session are critical to successful participation in each class.



If the class has a WAIT LIST, students enrolled in that class who do not attend the FIRST day "may" be dropped. However, **do not assume the instructor will automatically drop you from classes. Students are responsible for dropping classes they do not attend.**

## Registration for Returning Students

- ① Apply on-line at [clc.yccd.edu](http://clc.yccd.edu)
- ② You will then be eligible to use WebAdvisor ([clc.yccd.edu](http://clc.yccd.edu)) registration beginning: **April 30, 2014.**

### Orientations

Day	Date	Time	Room
Wednesday	April 16, 2014	12:00 pm	129A
Wednesday	April 23, 2014	12:00 pm	129A
Wednesday	April 30, 2014	12:00 pm	129A
Wednesday	May 7, 2014	5:00 pm	129A
Wednesday	May 14, 2014	12:00 pm	129A
Tuesday	May 20, 2014	12:00 pm	129A
Wednesday	June 4, 2014	12:00 pm	129A
Tuesday	July 8, 2014	12:00 pm	129A
Wednesday	July 16, 2014	12:00 pm	129A
Thursday	July 24, 2014	12:00 pm	129A
Tuesday	July 29, 2014	12:00 pm	129A
Tuesday	August 5, 2014	12:00 pm	129A

**Concurrent Enrollment begins  
Monday, May 12, 2014**

## Registration New/Transfer/ Returning Students

*Definition:* Never enrolled in Yuba Community College District or enrolled prior to Spring 2011 or only enrolled in Summer classes

### ① Complete (Matriculation Process):

#### a. An application

Apply on-line at [clc.yccd.edu](http://clc.yccd.edu)  
Click on Apply Now

#### b. Complete the Yuba College Placement Exam if you plan to take a class with a prerequisite or if you plan to meet with a counselor for course placement.

Contact the Information Desk to schedule an appointment. See page 13 for dates and times. PICTURE I.D. IS REQUIRED.

#### c. Prerequisite Verification:

If you completed a prerequisite course at another college, provide documentation prior to registration. Call the Information Desk to schedule an appointment.

#### d. Counseling:

Call the Information Desk at (707) 995-7900 to schedule a date for counseling, assistance in selecting appropriate classes, and completion of an educational plan and prerequisite verifications.

- ② After completion of the application, on-line orientation process, assessment, and completing a student educational plan **you will be eligible to register for classes starting April 28, 2014.**

*Report cards will not be mailed at the end of the semester.  
See instructions to access WebAdvisor to print your grades.*

## Current High School Students:

The Yuba Community College District may accept as a Part-Time student, eligible high school students who have completed the eighth grade.

Students must submit an Application and "High School Recommendation Form," including the signature of the high school principal and the student's parent. You can apply on-line at [yc.yccd.edu](http://yc.yccd.edu), but you will be required to register in-person with the completed form.

### See your High School for details and form.

This special program is permitted under Education Code regulations, and enrollment is limited to the following restrictions.

1. Student must have completed the 8th grade;
2. Student must complete the prerequisites for courses with required prerequisites (i.e., English, math, reading, etc.). The Placement Exam can be taken to demonstrate level. PICTURE I.D. IS REQUIRED.
3. Students should enroll in college level courses (courses numbered 1-99) -- No Physical Education courses allowed.
4. For charter/home schooled students: Present a grade equivalency certificate documenting grade level achieved; submit copy of the affidavit submitted to the State or County Office of Education to document the student's involvement in an educational process.
5. **Register starting May 12, 2014 in person.**

California residents are not required to pay enrollment fee -- only the student services fee (\$10.00) to register. **Non-resident students must pay non-resident tuition and the \$10 fee.** (Note: Concurrently enrolled students do NOT obtain continuing student status (per Education Code) and are not eligible for Web registration.)

## Late Registration and Changes:

You may register for short-term classes anytime prior to the start of the class as long as space is available.

### **During Late Registration:**

During late registration period, students may add classes through WebAdvisor or in person at the Admissions and Records Office. If the class is full, instructor approval (signature and date) on an add form is required.

WebAdvisor Registration will be available for dropping classes up to the drop deadline for the specific class. You can check your grades and obtain an unofficial transcript using the WebAdvisor process at [clc.yccd.edu](http://clc.yccd.edu)

## **Need financial assistance for enrollment fees and books?**

Apply for Financial Aid before you register. If you are a California resident, you may also qualify for the Board of Governors' Enrollment Fee Waiver.

## Residency:

Residency is determined by the laws of the State of California.

California residents are those who have maintained legal residency status in California for one year PRIOR to the first day of the semester.

Non-Resident students interested in establishing California residency should understand that physical presence, proof of intent and financial independence must be met one full year prior to the day before the semester begins. Residency will not be confirmed until the student provides documentation to meet the above criteria. The law requires that the student show no contrary intent, that is, he/she must not have maintained residence status in his/her former state (i.e., driver's license, taxes, car registration, etc.) The burden of proof rests with the student.

Non-Residents who attended a California High School for three years or more and graduated from a California high school may be eligible for AB 540 Non-Resident tuition. If you qualify, you may be eligible for the BOGW enrollment fee waiver. If you did, please request a California Non-Resident tuition exemption request from the Admissions and Records Office or locate it on-line under Admissions Forms. You will need to provide official high school transcripts and follow the instructions listed on the form to see if you qualify.



# WebAdvisor Step-by-Step Registration

**Apply for  
Financial Aid  
before you  
access  
WebAdvisor.**

*WebAdvisor allows you to register, add, or drop classes. It also allows you to review your grades and print your own schedule and unofficial transcript.*

## ① Log In:

1. Use your mouse to click on the Log In button.
2. Your "Log In" ID (also known as "MyCampus Key") is the first initial of your last name (capitalize) + your 7 digit Colleague ID number. (Example: J0012345)
3. Enter your (previously established) password. If you have never used WebAdvisor before, your initial password is your birth date in the format MMDDYY (i.e., Jan. 10, 1963, is 011063).
4. Click on the SUBMIT button.  
To use WebAdvisor, log onto <http://clc.yccd.edu>  
Click on WebAdvisor Icon  
Log in to System  
Click on WebAdvisor for Students

## ② To Register or Add a class:

Click on "Register or Drop"

Read the 10 days to pay statement.

Put a check mark in the "I have read the 10 day to pay policy" and click on "Submit".

Click on "express registration"

Enter under the following 2 columns only:

Class Code – 4 digit course number,

Term – use drop down and click (ex. Fall 2013). The other columns will fill automatically.

Enter all classes, click on Submit.

In front of each class drop-down box pick RG Register, scroll to bottom and click on Submit.

Verify classes, scroll to bottom, click on OK.

If there are problems, the screen will display a "failed" message. Problems include such things as class is already full (closed), class has started, prerequisite has not been met, time conflict, etc. A class with a problem will NOT be added and a new "action" will need to be selected.

## ③ Dropping a Class:

Select Drop Classes option from the menu. Scroll down the screen to display a list of your classes. Click in the

# WebAdvisor Registration (Continued)

“DROP” window next to the class you want to drop. (If you click on the wrong box, you can click on the check mark again and it will remove the drop check mark for that class.)

Review carefully. When the correct classes are checked, click on Submit button.

The next screen will display a list of the REMAINING classes you are still registered in.

To verify that the course was dropped successfully either: 1) print the revised schedule, or 2) close out of WebAdvisor, then re enter and review your schedule. **Petitions will no longer be approved for registration procedure errors.**

## ④ Print:

Print a copy of your Schedule from WebAdvisor as your verification of enrollment.

You will NOT be mailed a copy of your class schedule.

Report cards are *not* mailed at the end of the semester. Access your grades through the WebAdvisor process. All holds must be cleared to access WebAdvisor.

It is *your* responsibility to drop any class that you do not plan to attend. There are deadlines to drop classes for refunds and avoiding failing grades. Deadline dates vary for short term classes.

## Payment Options/How to Pay Fees

### 10 Days to Pay

Students will have ten (10) calendar days from the time of their recent registration activity to complete their tuition and fee payment arrangements. The new policy for dropping due to non payment began in the Spring 2012 semester. Payment is due within 10 days of registration if you do not qualify for a Board of Governor's Fee Waiver.

#### Students must:

- Be approved for a BOGW (Board of Governor's Fee Waiver) by filling out the FAFSA OR
- Pay in full for classes OR
- Set-up a Payment Plan (deadline to enroll is: August 15, 2014)

Students need to make sure when they choose a payment plan that they have dropped any classes they do not plan on attending.

Students who do not take one of these actions will be subject to being dropped from their classes for non-payment. Before registering for classes, **you must have your BOGW waiver in place** or you will be directed to:

#### 1. Pay your registration fees in full at MyCampus Portal located on our website, [clc.yccd.edu](http://clc.yccd.edu)

Pay in Full with a Checking or Savings Account or pay in Full with a Credit or Debit Card.

#### 2. Setup a Payment Plan

Students may sign up for a payment plan at [clc.yccd.edu](http://clc.yccd.edu). Nelnet Business Solutions e-Cashier is a third party vendor that allows students to sign up for a monthly payment plan. There is a \$25 non-refundable set up fee for this payment plan option. Payment plan options include a down payment and 3 or 4 monthly payments. Payments are automatically drafted on 5th of each month. Currently there is no option to include parking fees or textbook fees in a payment plan.

# MyCampus Portal and Student E-Mail

Use MyCampus to access WebAdvisor, your student E-mail, campus updates and activities, important dates and more.

- Collaborate with classmates and professors
- Access WebAdvisor and Blackboard
- Find current information about what is happening on campus
- Access important information on Financial Aid, Admissions and Records, Counseling Services, DSP&S, TRiO, EOP&S and additional student services.

## ***Using MyCampus Portal:***

- ➊ Go to: [yc.yccd.edu](http://yc.yccd.edu)
- ➋ Click on the MyCampus Portal button on the left-hand side of the YC Web site.
- ➌ Log In:  
User Name: `ycweb\your WebAdvisor ID`  
Password: password you created for WebAdvisor

The portal works with many browsers; Internet Explorer (recommended for rich features, Firefox, Chrome, and Safari.

## ***Using Student E-mail:***

- ➊ Go to: [yc.yccd.edu](http://yc.yccd.edu)
- ➋ Click on Student Services at the top of the website and then, e-mail
- ➌ Follow the directions to log in to your Student E-mail

Windows Live ID:  
Your WebAdvisorID@go.yccd.edu  
Password:  
password you created for WebAdvisor

*Example: Name: John Doe  
Web Advisor ID: 0012345  
E-mail: D0012345@yccd.edu*

***If you have questions  
or need further  
assistance, e-mail:  
[helpdesk@yccd.edu](mailto:helpdesk@yccd.edu) or  
call (530) 741-6981***

## **Use Your Student E-mail Because:**

Yuba College will use your campus e-mail as a means to communicate with students.

You can create documents using Microsoft Word, Excel, PowerPoint and OneNote through your e-mail service.

Store up to 7-8 gigabytes of data on Skydrive.

Create personal and shared Photo Albums.

## Fee and Expense Information:

The enrollment fee is established by the State Legislature and is subject to change. If the fees are raised by the Legislature, students will be billed for the additional fees. Fees may be paid by cash, check, credit card, fee waiver or payment plan.

### Board of Governors Enrollment Fee Waiver:

If you are a student and a resident of California (also active military and military dependents) you may be eligible for a California Board of Governors Fee Waiver (BOGW). If you qualify, the BOGW program pays for all tuition for all semesters of an academic year. It also lowers the cost of the parking fees for the Fall and Spring semesters.

The best way to apply for this BOGW program is to complete a Federal Application for Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). When you are applying this way you are also applying for a Pell Grant and doing one of the steps required of other types of Financial Aid.

The only way you will know if you qualify is to apply! If you do qualify for a BOGW you will save the cost of tuition and possible qualify for a Pell Grant which can help pay for your books.

FEE	AMOUNT	REQUIRED OF
Enrollment Fee	\$46 per unit. Fees are set by State. If fee is increased students are billed at the new rate.	All students, except those eligible for a Board of Governors' Enrollment Fee Waiver (BOGW) & Concurrently enrolled students
Student Services Fee	\$10 per semester	All students, except those qualified for the BOGW waiver
Parking Decals	\$40 fee per semester or \$2.00 per day (BOGW = \$20) \$20 Summer Session (Subject to change)	All vehicles using campus facilities must display a valid permit.
Foreign Student Tuition Non-Resident Tuition	\$190 non-resident fee - \$20 capital outlay fee Total: \$210 per unit	All non-resident foreign students (from another country)

## Hope and/or Lifetime Learning Tax Credits - Taxpayer Relief Act of 1997:

In accordance with the Taxpayer Relief Act of 1997, the District will send information required by the IRS to eligible students. Please check with your tax preparer to determine if you are eligible to take advantage of this tax credit.

## Refunds: Deadline for Short Term Classes:

You **must** drop your class by the end of the **second** class meeting to receive a refund if the class meets fewer than 30 meeting days. Adds and drops should be processed through WebAdvisor.

If your class has more than 30 meeting days:  
31-40 days – end of 3<sup>rd</sup> class meeting  
41-50 days – end of 4<sup>th</sup> class meeting  
51-60 days – end of 5<sup>th</sup> class meeting

## Deadline for Full Term Classes: August 22, 2014

Refund dates VARY for each short-term class. See the refund deadline information for short-term classes. Contact the Registration Office for more information on the refund dates in EACH short-term class.

**A \$10.00 processing fee is charged for refunds.** Students must make a request for a fee refund through the on-line request form in Webadvisor. If fees were paid by check, there will be a 3 week waiting period before the refund can be processed. For fees paid by credit card, the refund will be credited back to the original card used. Please allow up to four weeks processing time for cash and credit card refunds. E-mail [cashier@yccd.edu](mailto:cashier@yccd.edu) for the status of your refund.

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

## AB 540 Dream Act

**The Law:** AB 540 authorizes any student, including undocumented students, who meet specific criteria to pay in-state tuition at California's public colleges and universities.

### AB 540 Eligibility Requirements:

- Must have attended a California high school for 3 or more years;
- Must have graduated from a California high school or attained the equivalent of a high school diploma (received a GED or passed the California High School Proficiency Exam);
- Must have registered or currently be enrolled at an accredited institution of higher education in California;
- Must have filed or will file an affidavit stating that will apply for legal residency as soon as possible; and
- May not be a non-immigrant holding a valid lettered non-immigrant Visa 5.

### AB 540 Affidavit - "California Non-Resident Tuition Exemption Request"

In order to receive the exemption from non-resident tuition, students must obtain, complete, and submit the AB 540 Affidavit to the Admissions and Records Office. Students may be required to submit additional documentation such as high school transcripts and appropriate records of high school graduation or the equivalent.

### The California Dream Act

AB 130 allows students, who meet AB 540 criteria (California Education Code 68130.5(a)), to apply for and receive non-state funded scholarships for public colleges and universities; AB 131 allows students, who meet AB 540 criteria, to apply for and receive state-funded financial aid such as institutional grants, community college fee waivers, Cal Grant and Chafee Grant. Therefore, AB 540 students are allowed to apply for the following types of financial aid:

- Board of Governors Fee Waivers (BOG) beginning in the Spring of 2013.
- State financial aid like Cal Grants and Chafee Grants beginning 2013-2014 Academic year.
- Assistance from EOPS, CARE or Cal-WORKS
- Privately-funded scholarships

If eligible for the AB 540, students must:

- Contact the Admissions and Records Office to complete the Affidavit form and provide the required documentation to establish eligibility
- Contact the Financial Aid Office to determine the next steps to take
- Students who have a Social Security Number need to complete the FAFSA at: [www.FAFSA.gov](http://www.FAFSA.gov)
- Students who do not have a Social Security Number need to enter a California Dream Act
- Application at: <https://dream.csac.ca.gov/>

**\* FREE \***

**E-mail,  
Sky Drive,  
Photo Gallery  
and Web Office**

**Why Should  
You Use  
Yuba College E-mail?**

**• *The college will use this e-mail to communicate with you.***

• You can create documents using Microsoft Word, Excel, Power Point and OneNote

• Store up to 25 gigabytes of data on the skydrive

• Create and share photo albums

### **Instructions:**

**①** Go to the Yuba College web site: [clc.yccd.edu](http://clc.yccd.edu)

**②** Click on My Campus Portal (Left blue bar)

**③** Use your WebAdvisor login and password BUT put `yccdweb\` in front of your WebAdvisor log in

**④** Your password is your WebAdvisor password

# Placement Levels: *Exam Information*

Assessment in Reading, English, and Math helps to determine the student's academic skill levels and needs. Placement exam results are one of the multiple criteria used to counsel and help place students into suitable classes and to create a Student Educational Plan (SEP) to define educational goals. The exam may also be used to meet course prerequisites. The exam is NOT used for admission purposes and is given free of charge. **(Picture I.D. is required to take the exam.)**

The Yuba Community College District offers the College Board Computerized Placement Test System (CPTS). Students receive their placement exam results immediately upon completing the test. No computer skills are necessary to take the exam. A **PRACTICE** exam is available on our web site - [www.yccd.edu](http://www.yccd.edu). Click on "Students" and "Sample Test."

All District sites offer the exam by appointment, and some also offer walk-in convenience. Students may enroll in courses above their placement level only through the challenge process.

### Placement Exam Locations:

Call the office at (707) 995-7900 to obtain information on dates and times which will be most convenient for you to complete the placement exam.

After satisfactorily completing the beginning level class (grade of "C" or better), students progress to the next higher class level. All students are advised to discuss their placement options with a Yuba Community College District counselor.

## Advisory Skills for Entry Level Courses

Many courses numbered between 1 and 99 carry credit/units which apply toward the associate degree and require college-level language and/or computation skills for successful participation. The courses are identified in the catalog and schedule with a "(L)", "(M)", or "(L,M)" in the course description.

## Recommended Skills Criteria for Associate Degree Applicable Courses

Students may meet the requirements for the (L) courses by:

1. Completing Reading 70 with a grade of "C" or better, or being concurrently enrolled in Reading 70, or achieving a reading placement level of "3004" or higher; or
2. Achieving an English placement level of "1003" or higher, or by achieving a grade of "C" or better in English 105 or 106, or concurrent enrollment in English 105 or 106.

The (M) designation means that the content of the course is such that the student must have college-level math skills to successfully participate in the course. Students may meet the requirements for (M) courses by: Achieving a math placement level of "2003" or higher, or by completing with a "C" or better, Math 110, Math 111, or General Business 100; or by concurrent enrollment in Math 110, Math 111, or General Business 100.

### English/ Reading & Writing

### Mathematics

### English as a Second Language (ESL)

Placement Level	Courses	Placement Level	Courses	Placement Level	ESL Level	Placement Course	ESL Courses
1003	English 105 or ESL 105	2001	Learn 174	4001	1	ESL215 (ESL 510)	ESL 212,213,214, 217, or 218
1004	English 51	2002	Math 110 or GNBUS 100	4002	2	ESL 225 (ESL 520)	ESL 222,223,224, 226,227,228 or 229
1005	English 1A	2003	Math 111 or GNBUS 100	4003	3	ESL 235 (ESL 530)	ESL 232,233,234, 237,238 or 239
		2004	Math 50 or GNBUS 56	4004	4	ESL 245 (ESL 540)	ESL 242,243,244, 246,247 or 248
<b>Reading Only</b>		2005	Math 51, 52, 58 or GNBUS 56	4005	5	ESL 252,253, 257, 258 or 259	
3003	Read 105	2006	Math 10, 15, 20, 25 or STAT 1	4006	6	ESL262,263, 267,268, 282R or 282LR	
3004	Read 70	2007	Math 21	4007	7	ESL 116A	
3005	No Reading Required	2008	Math 7 or 9	4008	8	ESL 116B	ESL 40A, 40B,40C (Transferable)
		2009	Math 1A				

## Summer/Fall Semester 2014 Group Placement Testing

Day	Date	Time	Room
Tuesday	April 9	9:00 am	129A
Wednesday	April 10	1:00 pm	129A
Thursday	April 15	9:00 am	129A
Tuesday	April 16	9:00 am	129A
Wednesday	April 22	9:00 am	129A
Thursday	April 23	9:00 am	129A
Tuesday	April 29	9:00 am	129A
Wednesday	April 30	1:00 pm	129A
Thursday	May 1	9:00 am	129A
Tuesday	May 1	9:00 am	129A
Tuesday	May 1	9:00 am	129A
Wednesday	May 1	1:00 pm	129A
Thursday	May 1	9:00 am	129A
Tuesday	May 1	9:00 am	129A
Wednesday	May 1	1:00 pm	129A
Thursday	May 1	9:00 am	129A
Tuesday	May 1	9:00 am	129A
Tuesday	May 1	9:00 am	129A
Wednesday	May 1	9:00 am	129A
Thursday	May 1	9:00 am	129A
Thursday	May 1	9:00 am	129A

June & July - Call for testing appointments.

## Phone Numbers: (area code: 707)

General Information.....	995-7900
General Information TTY.....	994-4174
Admissions and Records Office .....	995-7900
Aromas Cafe.....	995-4804
Bookstore .....	995-7924
CalWorks.....	995-4176
Child Development Center .....	995-7909
Counseling Appointments.....	995-7900
DSP&S .....	995-7910
DSPS TTY .....	995-4183
Distance Education.....	995-7915
EOPS/CARE.....	995-7912
Financial Aid .....	995-7923
Learning Center.....	995-7911
Library.....	995-7915
Registration Office.....	995-7900
Testing Appointments .....	995-7900

## How to read the schedule of classes:

1 **ART 4A** 2 **Drawing and Composition** 10 **3 units**  
3 *Transferable to CSU/UC - UC Unit Limit*  
4 Drawing and composition using various materials. Basic instruction in perspective, landscape, still life, and other subjects. (L,M) 5  
6 7504 TTH 12:00PM-12:15PM& C.Rudd 300A&  
TTH 7 12:15PM-1:15PM C.Rudd 300A  
8 7609 MWF 5:30PM-6:45PM Staff 500A  
8/24 to 10/19 9 11 12

1. Department Name
2. Course Title
3. Indicates if course transfers to CSU, UC, or both
4. Course Description
5. College level Language (L) or Math (M) or both (L,M) required
6. Class Code (4 digits)
7. Days/Time of Class and possible "&" sign for additional class meetings.
8. Shaded Box indicates Evening/Weekend Class
9. Dates indicate short class
10. Units
11. Instructor's name
12. Room Number(s)

**Yuba  
College**

**Clear  
Lake  
Campus**

**Schedule of  
Classes**

*Summer 2014*

**Class Definitions**

- Day Courses (8 a.m. to 4:30 p.m.)
- Evening Courses: 4:30 p.m. to 10 p.m.
- Weekends: Saturdays & Sundays

(v) Variable Unit  
(L,M) College level language or  
math skills advised

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Classes taught  
at CLC and  
the  
Lake County  
Area

Area Classes

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On-line and  
interactive  
televised  
courses

Distributive Ed.

Use the  
*side tab index* to  
find class locations.



CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Anthropology

### ANTHR 1 Introduction to Physical Anthropology 3 units

*Transferable to CSU/UC*

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

#### Lake Campus

1485	MTWTH	8:00AM-10:05AM	D.Prather	L715C
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## Art

### ART 4A Drawing and Composition 2 units

*Transferable to CSU/UC*

Drawing and composition using various materials. Basic instruction in perspective, landscape, still life, and other subjects. (L)

#### Lake Campus

8238	MTWTH	10:30AM-11:20AM &	C.Rudd	L603A
	MTWTH	11:20AM-1:20PM		

## Automotive

### AUTO 20 Automotive Technical Skills 3 units

*Transferable to CSU*

Includes basic technical skills used by all automotive service and repair technicians, including tool selection, use and maintenance, practical measuring skills and useful bolt, nut, and thread repair techniques. Also includes electrical circuit meter usage and problem solving techniques.

#### Lower Lake

8365	MW	8:00AM-10:55AM &	W.Gabe	L-LL29
	MW	10:55AM-3:15PM		

## Business

### Business Computer Applications

#### BCA 15 Business Computer Applications-Beginning 3 units

*Transferable to CSU*

Develop a beginning/intermediate level of skills using the Microsoft Office Professional Edition Program. Basic features of Word, Excel, Access and PowerPoint are covered along with how to create simple integrated office documents. No prior experience is required. (L,M)

#### Lake Campus

8236	TWTH	1:00PM-2:55PM &	A.Lee	L400A
	TWTH	2:55PM-4:50PM		

CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Business Computer Applications

### BCA 41A Windows 7 1 unit

*Transferable to CSU*

Gain a comprehensive understanding of Microsoft Windows 7, including the new features of the software. Students are challenged to apply what they learn to real-life tasks, preparing them to easily transfer skills to new situations. (L,M) Corequisite: BCA 13A or 13B for Option #1.

#### Lake Campus

6757	M	1:00PM-2:25PM &	T.Marquette	L400A
	M	2:25PM-5:15PM		

## Business General Business

### GNBUS 25 Career Planning and Development 3 units

*Transferable to CSU*

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

#### On-Line

9337	TBA	TBA	H.Morgan	NET
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## Business Office Administration

### OA 15A1 Beginning Keyboarding 1 1 unit

*Transferable to CSU*

Develop basic keyboarding skills using an alphanumeric keyboard. Students must be able to pass two 5-minute timings and a final for credit in the class. Students must pass this class before going on to higher levels of typing. This is the first course in a series of three modules to improve student typing skills and acquire a basic beginning level of keyboarding. Not open to students with credit in OA 15A, 15B, 15C or one or more units of OA 15O. (L)

#### Lake Campus

2370	TWTH	8:30AM-9:05AM &	A.Lee	L400A
	TWTH	9:05AM-10:00AM		

For proper placement, see Typing Information box listed on page 16.

CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Office Administration

### OA 15A2 Beginning Keyboarding 2 1 unit

*Transferable to CSU*

Further development of keyboarding skills using an alphanumeric keyboard and begin to learn basic formatting skills. Students must be able to pass two 5-minute timings and a final for credit in the class. Students must pass this class before going on to higher levels of typing. This is the second course in a series of three modules to improve student typing skills, acquire a basic beginning level of keyboarding, and basic document formatting. Not open to students with credit in OA 15A, 15B, 15C or two or two or more units of OA 15O. Prerequisite: OA 15A1. (L)

**Lake Campus**

6751	TWTH	9:10AM-9:45AM &	A.Lee	L400A
	TWTH	9:45AM-10:40AM		

For proper placement, see Typing Information box below.

### OA 15A3 Beginning Keyboarding 3 1 unit

*Transferable to CSU*

Mastery of keyboarding skills using an alphanumeric keyboard while enhancing basic formatting skills. Students must be able to pass two 5-minute timings and a final for credit in the class. Students must pass this class before going on to higher levels of typing. This is the third course in a series of three modules to improve student typing skills, to acquire a basic beginning level of keyboarding, and basic document formatting. Not open to students with credit in OA 15A, 15B, 15C or three or more units in OA 15O. Prerequisite: OA 15A2. (L)

**Lake Campus**

6752	TWTH	9:50AM-10:25AM &	A.Lee	L400A
	TWTH	10:25AM-11:20AM		

For proper placement, see Typing Information box below.

## Summer Typing Information

If you completed any typing units prior to August 2011, you will need to register as follows:

Unit OA 15A-1 completed, register for OA 15A-2

Unit OA 15A-2 completed, register for OA 15A-3

## Counseling

### COUNS 10 College Success 3 units

*Transferable to CSU/UC*

Study skills and knowledge necessary for college success, including time management, memory techniques, note taking, reading skills, test taking skills, critical thinking, writing, learning styles, diversity, communication skills, career planning, assessment, use of technology and other resources. (L)

**Lake Campus**

5832	MTWTH	8:00AM-10:05AM	V.Plevney	L908A
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CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Counseling

### COUNS 25 Career Planning and Development 3 units

*Transferable to CSU*

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

**On-Line**

9336	TBA	TBA	H.Morgan	NET
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## Early Childhood Education

### ECE 8 Children's Nutrition 1 unit

*Transferable to CSU*

Basic concepts of nutrition and health issues with emphasis on nutritional needs of young children and planning and implementing good nutrition programs for young children from birth through eight-years old. (L)

**Lake Campus**

1466	T	1:00PM-3:50PM	L.Daly	L715C
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### ECE 9 Children's Cooking Activities 1 unit

*Transferable to CSU*

Process of cooking as it relates to the developmentally oriented early childhood curriculum; cooking activities that promote language acquisition, cognitive development, psycho-motor skills, and social and emotional growth; includes the importance of good nutrition education and how to prepare nutritious snacks and simple meals. Grades are P/NP. (L)

**Lake Campus**

1468	TH	1:00PM-4:20PM	L.Daly	L715C
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### ECE 33 Infants and Toddlers 3 units

*Transferable to CSU*

Introduction to infants and toddlers birth to three years old, including growth and development through an understanding of biology and environment. Emphasis will be placed on the appreciation of the inter-relatedness of theory, research, and application and consider infants and toddlers in group care situations, multicultural approaches to care, and infants-toddlers with special needs. (L)

**On-Line**

9761	TBA	TBA	L.Daly	NET
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Area Classes

CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Economics

### ECON 1A Elementary Economics-Macro 3 units

*Transferable to CSU/UC*

Economic principles, problems, and policies. Theories related to various economic problems and policies, i.e., inflation, recession, taxation, poverty, agriculture, economic development, the environment. Includes possible solutions to these problems. Emphasizes macro-economics. (L)

#### On-Line

9316	TBA	TBA	J.Hanson	NET
9709	TBA	TBA	J.Hanson	NET

## English

### ENGL 36 American Ethnic Voices 3 units

*Transferable to CSU/UC*

Survey of selected American ethnic writers of African, European, Native American, Central/South American, Mexican-American, Asian, and Middle Eastern descent, focusing on how these writings contribute to the dialogue of American voices and how the writings both reflect and shape a definition of American culture. (L)

#### Lake Campus

6754	MTWTH	8:00AM-10:05AM	M.Friel	L904A
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## Health Education

### HLTH 1 Health and Life Style Choices 3 units

*Transferable to CSU/UC*

Issues include wellness, functioning optimally, and promoting healthy behavior changes. Topics explore diet, exercise, stress, CVD, cancer, substance abuse, sexually transmitted diseases, mental health, aging, and analysis of available health information. (L)

#### Lake Campus

5150	TTH	1:00PM-5:35PM	Lake-Staff	L904A
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## History

### HIST 17B United States History 3 units

*Transferable to CSU/UC-Unit limit*

Political, social, economic, and cultural history of the United States from the Industrial Revolution to the present. Focuses on the ideals, decisions, forces, institutions, individuals, events, and processes that affected the continuity and change during this time. Satisfies CSU Title V, Section 40404, U.S. History, Constitution, and American Ideals requirement when both HIST 17B and POLSC 1 or HIST 17A are completed. (L)

#### Lake Campus

7042	MW	1:00PM-5:15PM	D.Maguire	L907A
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CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Philosophy

### PHIL 1 Introduction to Philosophy 3 units

*Transferable to CSU/UC*

To introduce students to the nature and practice of philosophic inquiry by focusing on traditional philosophic issues from a multicultural perspective. Particular emphasis will be given to classic Western philosophers as well as classic Eastern sources. (L)

#### Lake Campus

8237	MW	1:00PM-5:15PM	B.Gear	L905A
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### PHIL 3 Philosophy of Religion 3 units

*Transferable to CSU/UC*

A philosophical exploration of religious belief and practice, with an emphasis on understanding how the world's major religious traditions - Eastern and Western - respond to fundamental issues concerning the ultimate nature of reality. Topics include: religion and philosophy, worldviews and religion, metaphysics without God, metaphysics with God, arguments for God's existence, the problem of evil, incarnation and God, God and gender, life after death, religious experience, science and religion, prudential arguments for religious belief, faith and justification, love and the meaning of life. (L)

#### Lake Campus

2050	MW	8:00AM-12:15PM	L.Freele	L905A
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## Political Science

### POLSC 1 Introduction to American Government 3 units

*Transferable to CSU/UC*

Survey of American government and politics, covering three parts: the foundations, politics and institutions. First, it will explore the foundations of American democracy, such as: political culture, the Constitution, civil liberties, and civil rights. Second, it will analyze American politics in the aspects of the media, political parties, elections, and interest groups. Finally, political institutions will be examined, such as Congress, the presidency, the courts, and the federal bureaucracy. State and local governments are included. Satisfies Governments(s) Constitution(s) portion of California State University Title 5, Section 40404. (L)

#### Lake Campus

8239	MTWTH	8:00AM-10:05AM	D.Maguire	L907A
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(v) Variable Unit

(R) Repeatable

(L,M) - College level language or math skills advised

CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Psychology

**PSYCH 22 Social Psychology** **3 units**

*Transferable to CSU/UC*

This course will examine the emotion, behavior, and cognition of individuals in social situations. Topics can include: social psychology methods, social perception, social cognition, attitudes, persuasion, social identity, gender identity, prejudice and discrimination, interpersonal attraction, close relationships, conformity, compliance, obedience to authority, helping behavior, aggression, group processes and social psychology applications. Multiple perspectives discussed. (L)

**On-Line**

9363	TBA	TBA	H.Morgan	NET
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**PSYCH 41 Lifespan Development** **3 units**

*Transferable to CSU/UC*

Introduction to the scientific study of human development from conception to death. Examines the interplay of the biological, psychological, social, and cultural influences on the developing human being. (L)

**On-Line**

9329	TBA	TBA	H.Morgan	NET
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## Speech

**SPECH 1 Public Speaking** **3 units**

*Transferable to CSU/UC*

Principles of effective oral communication applied to several public speaking assignments which emphasize the development of support and organization of ideas, audience analysis, public speaking anxiety, and effective delivery styles. Prerequisite: ENGL 51 or qualifying score on Placement Examination. (L)

**Lake Campus**

5831	MTWTH	10:30AM-12:35PM	D.Maguire	L907A
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## Welding Technologies

**WELD 89 Agricultural Welding** **2 units**

Emphasizes the development of minimum skill standards in welding. The SMAW (shielded metal arc welding), OFW(Oxy-Fuel Welding), and OFC Oxy-Fuel Cutting) processes are covered. The qualification and certification standards for entry level welders as established by the American Welding Society will be covered. Introduction to GMAW, GTAW, FCAW, Plasma Arc cutting and technologies in the welding industry.(L)

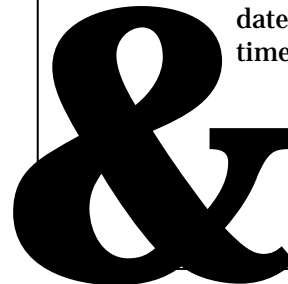
**Lake Campus**

1504	MTWTH	4:00PM-5:20PM &	D.Hubbard	L500A
	MTWTH	5:20PM-9:15PM		

06/16/14 to 07/08/14

If there is an "and" sign (&) after the class time, be sure to look at the line below for all the class

meeting dates and times.





# Distributive Education Schedule of Classes *Summer 2014*

## Class Definitions

- Day Courses (8 a.m. to 4:30 p.m.)
- Evening Courses: 4:30 p.m. to 10 p.m.  
Weekends: Saturdays & Sundays

(v) Variable Unit

(R) Repeatable

(L,M) College level language or  
math skills advised



## YCCD eLearning & Instructional Television Courses

The YCCD eLearning and Instructional Television courses are specifically designed to meet the educational lifestyle of Yuba Community College District's students. Students may take a course while at home, work, at a high school, or on another one of YCCD's campuses. Some faculty may require you to come to a YCCD campus for an orientation, review, and examination.

**Successful students must:** **1)** Have reliable access to a computer and the internet; **2)** Commit to 10 hours per week, per course; **3)** Use good time management; **4)** Check your course early and often.

**New to Online Learning?** Complete one or more of these one unit courses prior to taking an online course to sharpen the skills needed for online research and online learning.

**EDUC/MCOMM 40:** Intro to Online Learning, **LIBSC 1:** Basic Research,  
**BCA 42A:** Internet Literacy/Safety

**How to order books:** Textbooks can be purchased via the campus bookstore online, by phone or in person. For contact information and hours go to [www.yuba-ccd.bkstr.com](http://www.yuba-ccd.bkstr.com)

**Exam proctoring is available for ITV & Online courses. Contact [jobryan@yccd.edu](mailto:jobryan@yccd.edu) or 530-741-6754**

**Television access to the following cable TV companies:** Comcast Cable, Channel 18 (Yuba, Sutter); Comcast Cable, Channel 37 (Maxwell, Arbuckle, Williams); Wave Broadband, Channel 19 (Woodland); Cableview, Channel 96 (Esparto), MediaCom, Channel 8 (Clearlake); Comcast Cable, Channel 43 (Colusa).

Students may also view ITV lectures in the Canvas course or in the portal Class Sites 🍎

**Canvas is the learning management software** required for online classes and ITV. Faculty can use Canvas or the portal Class sites to post materials for all other classes.

**Problems logging into Canvas contact:** [helpdesk@yccd.edu](mailto:helpdesk@yccd.edu)

**Problems once you're logged into Canvas:** select the help tab in the upper right corner and submit a ticket.

**For additional info call:** 530-741-6754.

### **MyCampus Portal course materials**

If your instructor uses MyCampus Portal to post class materials, you will need to log into the MyCampus Portal to locate your Course Site. <http://yc.yccd.edu/campus/mycampus.aspx>

## YCCD eLearning – Summer 2014

Orientation & User Guides for **Canvas** are available online: <http://de.yccd.edu>

<b>Instructional Television – ITV</b>	<b>Time</b>	<b>Date</b>	<b>Instructor email</b>
ANTHR 2: Cultural Anthropology	10:30am-12:35pm	6/16/14–7/24/14	jhale@yccd.edu
POLSC 1: Intro to American Government	1:00pm-3:05pm	6/16/14–7/24/14	stolenti@yccd.edu

ITV courses are streamed live and archived or broadcast on the following cable channels: Yuba/Sutter – Ch. 18, Woodland – Ch. 19, Esparto – Ch. 96, Maxwell, Arbuckle, Williams – Ch. 37, Clearlake – Ch. 8, Colusa – Ch. 43  
*If you need an ITV course captioned, contact DSPS prior to the start of classes. 530-741-6795 or 530-661-5797*

<b>Online</b>	<b>Date</b>	<b>Instructor email</b>
ACCT 3: Computerized Accounting	6/16/14–7/24/14	spina@yccd.edu
BCA 15: Business Computer Applications-Beginning	6/16/14–7/24/14	pellis@yccd.edu
BCA 17: Business Computer Applications-Advanced	6/16/14–7/24/14	tparas@yccd.edu
BCA 33A: Introduction to Excel	6/16/14–7/02/14	cmyers@yccd.edu
BCA 34: Advanced Excel	7/07/14–7/24/14	cmyers@yccd.edu
BCA 42A: Internet Literacy	6/16/14–7/24/14	oconn@yccd.edu
BIOL 10: General Biology	6/16/14–7/24/14	lstaffer@yccd.edu
BIOL 11: General Biology Lab	6/16/14–7/24/14	rmoore@yccd.edu
BIOL 24: Human Biology	6/16/14–7/24/14	jpitteng@yccd.edu
CHEM 10: Concepts of Chemistry	6/16/14–7/24/14	jbrown@yccd.edu
COUNS 10: College Success	6/16/14–7/24/14	fruz@yccd.edu
COUNS/GNBUS 25: Career Planning & Development	6/16/14–7/24/14	hmorgan@yccd.edu
ECE 3: Child Growth & Development	6/16/14–7/24/14	mwagener@yccd.edu
ECE 33: Infants & Toddlers	6/16/14–7/24/14	ldaly@yccd.edu
ECOL 10: Environment-Concepts & Issues	6/16/14–7/24/14	bnemeth@yccd.edu
ECON 1A: Elementary Economics-Macro	6/16/14–7/24/14	jhanson@yccd.edu
ECON 1B: Elementary Economics-Micro	6/16/14–7/24/14	jhanson@yccd.edu
ECON 1B: Elementary Economics-Micro	6/16/14–7/24/14	dmcgill@yccd.edu
HLTH 1: Health & Life Style Choices	6/16/14–7/24/14	awillson@yccd.edu
HLTH 1: Health & Life Style Choices	6/16/14–7/24/14	jrodrigu@yccd.edu
HIST 17A: U.S. History	6/16/14–7/24/14	tsmith@yccd.edu
HIST 17B: U.S. History	6/16/14–7/24/14	tsmith@yccd.edu
LIBSC 1: Basic Research	6/16/14–7/24/14	jwagner@yccd.edu
MATH 50: Elementary Algebra	6/16/14–7/24/14	kstemman@yccd.edu
MATH 52: Intermediate Algebra	6/16/14–7/24/14	jstevens@yccd.edu
MCOMM 2: Introduction to Mass Communications	6/16/14–7/24/14	scato@yccd.edu
MCOMM/EDUC 40: Introduction to Online Learning	6/16/14–7/24/14	dwelton@yccd.edu
MGMT 15: Human Resources Management	6/16/14–7/24/14	awillson@yccd.edu
NURS 26: Basic Pharmacology	6/16/14–7/24/14	csmith@yccd.edu
NURS 36: Pathophysiology	6/16/14–7/24/14	cmonahan@yccd.edu
NURS 51: Medical Terminology	6/16/14–7/24/14	cmonahan@yccd.edu
OA 17A: Word Processing I	6/16/14–7/24/14	mstranix@yccd.edu
PE 20: Introduction to Kinesiology	6/16/14–7/24/14	eburns@yccd.edu
PSYCH 22: Social Psychology	6/16/14–7/24/14	hmorgan@yccd.edu
PSYCH 41: Lifespan Development	6/16/14–7/24/14	hmorgan@yccd.edu
PSYCH 41: Lifespan Development	6/16/14–7/24/14	abuckley@yccd.edu
SOCIL 1: Introduction to Sociology	6/16/14–7/24/14	edavis@yccd.edu
VETT 5B: Veterinary Technology Internship	6/16/14–7/24/14	mkratoch@yccd.edu
VETT 11: Veterinary Emergency & Critical Care	6/16/14–7/24/14	shaskell@yccd.edu
VETT 12: Introduction to Veterinary Medical Math	6/16/14–7/24/14	bloghry@yccd.edu
VETT 14: Veterinary Management of Equine Reproduction	6/16/14–7/24/14	jpglynn@yccd.edu
VETT 55: Veterinary Medical Terminology	6/16/14–7/24/14	mkratoch@yccd.edu
VETT 91: Veterinary Assisting	6/16/14–7/24/14	bloghry@yccd.edu

*To avoid being dropped, students in fully online courses must log in and participate during the first week of class.*

CODE DAYS TIMES INSTRUCTOR ROOM

CODE DAYS TIMES INSTRUCTOR ROOM

## Anthropology

### ANTHR 2 Cultural Anthropology 3 units

*Transferable to CSU/UC*

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

**Television**

4339 MTWTH 10:30AM-12:35PM J.Hale TV

## Biology

### BIOL 10 General Biology 3 units

*Transferable to CSU/UC-Unit limit*

The science of life for non-science majors. Provides an overview of the world of living organisms including their classification and unifying characteristics. Introduces basic biological processes such as homeostasis, photosynthesis, cellular respiration, DNA function, cellular reproduction, evolution, and ecosystem interactions with an emphasis on the relationship of structure to function and the interrelationships of living organisms. Lecture only. Not open for credit to student with credit in BIOL 10L. (L)

**On-Line**

9307 TBA TBA L.Staffero NET

### BIOL 11 General Biology Laboratory 1 unit

*Transferable to CSU*

Hands-on laboratory study of biology for non-science majors; exploration of origin, characteristics, regulation, energy utilization, reparation, and interrelationships of living organisms. Not open for credit to student with credit in BIOL 10L. (L)

**On-Line**

9308 TBA TBA R.Moore NET

### BIOL 24 Human Biology 3 units

*Transferable to CSU/UC*

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

**On-Line**

9320 TBA TBA J.Pittenger NET

## Business Accounting

### ACCT 3 Computerized Accounting 3 units

*Transferable to CSU*

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

**On-Line**

9255 TBA TBA S.Spina WNET

## Business Business Computer Applications

### BCA 15 Business Computer Applications-Beginning 3 units

*Transferable to CSU*

Develop a beginning/intermediate level of skills using the Microsoft Office Professional Edition Program. Basic features of Word, Excel, Access and PowerPoint are covered along with how to create simple integrated office documents. No prior experience is required. (L,M)

**On-Line**

9730 TBA TBA P.Ellis NET

### BCA 17 Business Computer Applications-Advanced 3 units

*Transferable to CSU*

Develop an intermediate/advanced level of skills using the Microsoft Office Professional Edition Program. Advanced features of Word, Excel, Access, and PowerPoint are covered along with how to use Object Linking and Embedding (OLE) to create integrated Office documents. Prior experience using Windows, Internet, and the Office Suite is assumed. Student is required to have some type of storage device to save assignments. Co-requisite: BCA 13C with Option 2. Prerequisite: BCA 15. (L,M)

**On-Line**

9305 TBA TBA T.Paras NET

### BCA 33A Introduction to Microsoft Excel 1 unit

*Transferable to CSU*

Learn basic features of Microsoft Excel. Including: using the interface, working with text labels, values, formulas, functions, editing and formatting. Spreadsheets designed for decision-making, creating charts, list and data management. Hands-on coursework that focuses on business, academic and personal applications. Grades are P/NP. (L,M,C)

**On-Line**

9374 TBA TBA C.Myers NET  
06/16/14 to 07/02/14



CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## ***Business Computer Applications***

### **BCA 34 Advanced Microsoft Excel 1 unit**

*Transferable to CSU*

Covers advanced features of Microsoft Excel spreadsheet software. These features include: Advanced formatting options, financial functions, 3-D formulas, and other advanced data functions. Hands-on exercises emphasizing business applications. Prerequisite: BCA 33A. Grades are P/NP. (L,M,C)

**On-Line**

9375	TBA	TBA	C.Myers	NET
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07/07/14 to 07/24/14

### **BCA 42A Internet Literacy and Safety 3 units**

*Transferable to CSU*

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

**On-Line**

9801	TBA	TBA	O.Conn	NET
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## ***Business General Business***

### **GNBUS 10 Introduction to Global Business 3 units**

*Transferable to CSU/UC*

Survey of the diverse activities of businesses operating in a changing global environment. Examines how culture and customs, global economic systems, technology, legal factors, global business strategies, trade barriers, finance, and human relations interact to affect U.S. business policies and practices. Covers factors that affect a business' ability to achieve its organizational goals and competitive advantage including entrepreneurship, organizational design and structure, leadership, human resource management and practices, communications, leadership and innovation, marketing and consumer behavior, e-business, legal issues, accounting, financial management and investing options.(L)

**On-Line**

9371	TBA	TBA	BU-Staff	NET
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### **GNBUS 25 Career Planning and Development 3 units**

*Transferable to CSU*

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

**On-Line**

9337	TBA	TBA	H.Morgan	NET
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CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## ***Business Management***

### **MGMT 15 Human Resource Management 3 units**

*Transferable to CSU*

Foundations for the contemporary theory and practices relating to the management of people; managing human resources within an organization; basic personnel processes. (L)

**On-Line**

9304	TBA	TBA	A.Willson	NET
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## ***Business Office Administration***

### **OA 17A Word Processing I 3 units**

*Transferable to CSU*

Introduction to basic word processing operations such as document formatting, editing, saving and retrieving, printing; creating tables and charts; inserting images, shapes, and WordArt. Keyboarding speed of 20 words a minute or faster is recommended. (L)

**On-Line**

9319	TBA	TBA	M.Stranix	NET
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## ***Chemistry***

### **CHEM 10 Concepts of Chemistry 3 units**

*Transferable to CSU/UC-Unit limit*

A survey of basic concepts and practices of chemistry. Designed for non-science majors desiring an introduction to fundamental chemistry concepts and skills. Not intended for students who will enroll in subsequent chemistry coursework. (L)

**On-Line**

9254	TBA	TBA	J.Brown	WNET
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## ***Counseling***

### **COUNS 10 College Success 3 units**

*Transferable to CSU/UC*

Study skills and knowledge necessary for college success, including time management, memory techniques, note taking, reading skills, test taking skills, critical thinking, writing, learning styles, diversity, communication skills, career planning, assessment, use of technology and other resources. (L)

**On-Line**

9802	TBA	TBA	F.Ruiz	NET
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CODE DAYS TIMES INSTRUCTOR ROOM

CODE DAYS TIMES INSTRUCTOR ROOM

## Counseling

### COUNS 25 Career Planning and Development 3 units

*Transferable to CSU*

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

On-Line

9336 TBA TBA H.Morgan NET

## Early Childhood Education

### ECE 3 Child Growth and Development 3 units

*Transferable to CSU/UC*

This course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual difference and analyze characteristics of development at various stages. Designed as a foundation course for careers in ECE, Education, Human Services, Health and related fields. (L)

On-Line

9807 TBA TBA M.Wagener NET

### ECE 33 Infants and Toddlers 3 units

*Transferable to CSU*

Introduction to infants and toddlers birth to three years old, including growth and development through an understanding of biology and environment. Emphasis will be placed on the appreciation of the interrelatedness of theory, research, and application and consider infants and toddlers in group care situations, multicultural approaches to care, and infants-toddlers with special needs. (L)

On-Line

9761 TBA TBA L.Daly NET

## Ecology

### ECOL 10 Environment-Concepts and Issues 3 units

*Transferable to CSU/UC*

Ecology studies the interaction and interdependence among living organisms in their environment. The course presents fundamental scientific principles in examining how natural ecosystems function and how human actions affect natural ecosystems. Emphasis is placed on the role of science in determining causes and in contributing solutions to local and global environmental problems. (L)

On-Line

9296 TBA TBA B.Nemeth WNET

## Economics

### ECON 1A Elementary Economics-Macro 3 units

*Transferable to CSU/UC*

Economic principles, problems, and policies. Theories related to various economic problems and policies, i.e., inflation, recession, taxation, poverty, agriculture, economic development, the environment. Includes possible solutions to these problems. Emphasizes macro-economics. (L)

On-Line

9316 TBA TBA J.Hanson NET  
9709 TBA TBA J.Hanson NET

### ECON 1B Elementary Economics-Micro 3 units

*Transferable to CSU/UC*

Economic principles, problems, and policies. Theories include: price theory or theory of the firm, labor economics, foreign trade, and comparative economic systems. Emphasizes micro-economics. (L)

On-Line

9159 TBA TBA J.Hanson NET  
9225 TBA TBA D.McGill-Cameron WNET

## Education

### EDUC 40 Introduction to Online Learning 1 unit

*Transferable to CSU*

Prepares student to successfully complete an online course through introduction to the technology and the online environment; how to use the software tools that manage an online course; and how to problem-solve online issues. Not open for credit to student with credit in MCOMM 40. Grades are P/NP.

On-Line

9003 TBA TBA D.Welton NET

## Health Education

### HLTH 1 Health and Life Style Choices 3 units

*Transferable to CSU/UC*

Issues include wellness, functioning optimally, and promoting healthy behavior changes. Topics explore diet, exercise, stress, CVD, cancer, substance abuse, sexually transmitted diseases, mental health, aging, and analysis of available health information. (L)

On-Line

9351 TBA TBA J.Rodriguez NET  
9763 TBA TBA A.Willson NET

CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## History

### HIST 17A United States History 3 units

*Transferable to CSU/UC-Unit limit*

Survey of U.S. history tracing the political, social, economic, and cultural development of American ideals and actions from the Pre-Revolutionary Period through the Civil War Era. Satisfies U.S. history portion of California State University Title 5-40404 requirement. (Also satisfies Government(s) Constitution(s) portion when both HIST 17A and 17B are completed.) (L)

On-Line

9302	TBA	TBA	T.Smith	NET
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### HIST 17B United States History 3 units

*Transferable to CSU/UC-Unit limit*

Political, social, economic, and cultural history of the United States from the Industrial Revolution to the present. Focuses on the ideals, decisions, forces, institutions, individuals, events, and processes that affected the continuity and change during this time. Satisfies CSU Title V, Section 40404, U.S. History, Constitution, and American Ideals requirement when both HIST 17B and POLSC 1 or HIST 17A are completed. (L)

On-Line

9303	TBA	TBA	T.Smith	NET
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## Library Science

### LIBSC 1 Basic Research Skills 1 unit

*Transferable to CSU*

This course will help students acquire beginning information literacy skills necessary to conduct academic or personal research. It provides a step-by-step guide to the research process that is applicable to term papers, course work, and life-long learning. It emphasizes developing effective search strategies, selecting information tools, locating and retrieving information sources, analyzing and critically evaluating information, and using information. (L)

On-Line

9715	TBA	TBA	J.Wagner	NET
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## Mass Communications

### MCOMM 2 Introduction to Mass Communications 3 units

*Transferable to CSU/UC*

Survey of the principles, functions, and services of media in an information and communication oriented society; emphasis on history, economics, technologies, and the process of communication, as well as the social impact of print media, broadcasting, and motion pictures. (L)

On-Line

9355	TBA	TBA	S.Cato	NET
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CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Mass Communications

### MCOMM 40 Introduction to Online Learning 1 unit

*Transferable to CSU*

Prepares student to successfully complete an online course through introduction to the technology and the online environment; how to use the software tools that manage an online course; and how to problem-solve online issues. Not open for credit to student with credit in EDUC 40. Grades are P/NP.

On-Line

9301	TBA	TBA	D.Welton	NET
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## Mathematics

### MATH 50 Elementary Algebra 4 units

Introductory algebra. Topics include signed numbers, graphing, linear equations, quadratic equations, and systems of linear equations in two variables. Prerequisite: MATH 111 with a grade of "C" or better or qualify score on Placement Examination. (L)

On-Line

9804	TBA	TBA	K.Stemmann	NET
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### MATH 52 Intermediate Algebra 4 units

Fundamental operations of algebra; linear and quadratic equations and inequalities; exponents and polynomials; rational expressions; radicals and fractional exponents; graph of a straight line; linear and quadratic system of equations; conic sections; exponential and logarithmic functions. (L) Prerequisite: MATH 50 with a grade of "C" or better. (L,M)

On-Line

9365	TBA	TBA	J.Steverson	NET
9561	TBA	TBA	J.Steverson	NET

## Nursing

### NURS 26 Basic Pharmacology 3 units

*Transferable to CSU*

Basic principles of pharmacology with focus on pharmacokinetics, pharmacodynamics, and related therapeutic implications for major drug categories; for Nursing and non-Nursing students. Prerequisite: None; Anatomy and Physiology highly recommended. (LM)

On-Line

9373	TBA	TBA	C.Smith	NET
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CODE DAYS TIMES INSTRUCTOR ROOM

CODE DAYS TIMES INSTRUCTOR ROOM

## Nursing

### NURS 36 Pathophysiology: Understanding Disease 4 units

*Transferable to CSU*  
The study of disease pathology in the human body with focus on the study of abnormal physiological function of body systems at the cellular level. Correlation to disease etiology and biological and physical manifestations produced by abnormal physiology. Core course content for NURS 1 through NURS 4B, nursing courses. The content of this course is content required for licensure with the California Board of Registered Nursing. Course is required to be completed prior to formal admission to the Yuba College Nursing Program. Prerequisite: BIOL 4 and BIOL 5. Computer Literacy skills are recommended. (L)

On-Line  
9721 TBA TBA C.Monahan NET

### NURS 51 Medical Terminology 3 units

Intended to assist those studying in the fields of medicine and health care by learning a word-building system for defining, using, spelling and pronouncing medical words. It is designed for those preparing for a health career such as nursing, medical secretary, ward secretary, emergency medical technician, medical technologist, respiratory therapist, or other fields that require medical vocabulary. Not open for credit to student with credit in RADT 51. (L)

On-Line  
9722 TBA TBA C.Monahan NET

## Physical Education

### PE 20 Introduction to Kinesiology 3 units

*Transferable to CSU/UC*  
This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions. (L)

On-Line  
9738 TBA TBA E.Burns NET

## Political Science

### POLSC 1 Introduction to American Government 3 units

*Transferable to CSU/UC*  
Survey of American government and politics, covering three parts: the foundations, politics and institutions. First, it will explore the foundations of American democracy, such as: political culture, the Constitution, civil liberties, and civil rights. Second, it will analyze American politics in the aspects of the media, political parties, elections, and interest groups. Finally, political institutions will be examined, such as Congress, the presidency, the courts, and the federal bureaucracy. State and local governments are included. Satisfies Governments(s) Constitution(s) portion of California State University Title 5, Section 40404. (L)

Television  
4273 MTWTH 1:00PM-3:05PM S.Identino TV

## Psychology

### PSYCH 22 Social Psychology 3 units

*Transferable to CSU/UC*  
This course will examine the emotion, behavior, and cognition of individuals in social situations. Topics can include: social psychology methods, social perception, social cognition, attitudes, persuasion, social identity, gender identity, prejudice and discrimination, interpersonal attraction, close relationships, conformity, compliance, obedience to authority, helping behavior, aggression, group processes and social psychology applications. Multiple perspectives discussed. (L)

On-Line  
9363 TBA TBA H.Morgan NET

### PSYCH 41 Lifespan Development 3 units

*Transferable to CSU/UC*  
Introduction to the scientific study of human development from conception to death. Examines the interplay of the biological, psychological, social and cultural influences on the developing human being. (L)

On-Line  
9233 TBA TBA A.Buckley WNET  
9329 TBA TBA H.Morgan NET

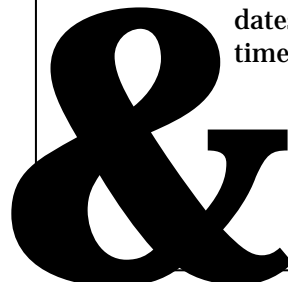
## Sociology

### SOCIL 1 Introduction to Sociology 3 units

*Transferable to CSU/UC*  
Basic principles and concepts of sociology including culture, socialization, organizations, institutions, stratification, collective behavior, and social change. (L)

On-Line  
9805 TBA TBA E.Davis NET  
06/09/14 to 08/01/14

If there is an "and" sign (&) after the class time, be sure to look at the line below for all the class meeting dates and times.



CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Veterinary Technology

### VETT 5B Veterinary Technology Internship B v1-4 units

*Transferable to CSU*

Formal, structured off-campus clinical experience in licensed veterinary facilities, which serve as a means of instructing the student in practical, hands-on, clinical skills in all aspects of veterinary assisting. The student is under the direct supervision of one or more licensed veterinarians and/or credentialed veterinary technicians. The site of the preceptorship is approved by the veterinary technology program in consultation with the student and the veterinary professionals. Integration into a veterinary health care team and exposure to varied methodologies and practice philosophies in a variety of clinical settings. Practical application of knowledge, skills, and attitudes acquired in the concurrent course work. Rotation through various facilities is required. Obtain competency in essential nursing tasks. Increase knowledge and ability to operate hospital lab equipment and develop skills to perform basic veterinary laboratory procedures. Prerequisite: VETT 91 or Consent of the instructor. (L,M)

#### On-Line

9979	TBA	TBA	M.Kratochvil	NET
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### VETT 11 Veterinary Emergency and Critical Care 3 units

*Transferable to CSU*

Emphasizes the theoretical and practical aspects of assisting the veterinarian in the management of medical and traumatic emergencies. Recognition and assessment of cardiovascular shock, respiratory crisis, gastrointestinal emergency and musculoskeletal trauma. (LM)

#### On-Line

9656	TBA	TBA	S.Haskell	NET
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### VETT 12 Intro to Veterinary Medical Math 2 units

*Transferable to CSU*

Essential mathematical concepts and calculations, conversions, and proper articulation of fractions/decimals in healthcare applications, measurements, drug orders, and dose calculations. (L,M)

#### On-Line

9657	TBA	TBA	B.Loghry	NET
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### VETT 14 Vet Management Equine Reproduction 3 units

*Transferable to CSU*

Veterinary medical management of equine reproduction; includes anatomy and physiology of the mare and stallion, control of the estrous cycle, gestation and foaling, feeding the broodmare and young hours, and estrous cycle manipulation of the mare. (L)

#### On-Line

9712	TBA	TBA	J.Glynn	NET
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### VETT 55 Veterinary Medical Terminology 3 units

The study and application of medical terms used in veterinary medicine. (L)

#### On-Line

9768	TBA	TBA	M.Kratochvil	NET
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CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Veterinary Technology

### VETT 91 Veterinary Assisting 3 units

Concepts of veterinary medicine needed to function effectively as a veterinary assistant, veterinary receptionist, kennel staff or animal shelter worker. This course does not lead to the AS Degree in Veterinary Technology but can be used as a step towards entry into that program. Not open for credit to students with credit in VETT 101.

#### On-Line

9659	TBA	TBA	B.Loghry	NET
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# Yuba College Clear Lake Campus

Classes taught  
at CLC and  
the  
Lake County  
Area

Area Classes

On-line and  
interactive  
televised  
courses

Distributive Ed.

## Schedule of Classes

### *Fall 2014*

#### Class Definitions

- Day Courses (8 a.m. to 4:30 p.m.)
- Evening Courses: 4:30 p.m. to 10 p.m.  
Weekends: Saturdays & Sundays

(v) Variable Unit  
(L,M) College level language or  
math skills advised

Use the  
*side tab index* to  
find class locations.

CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Administration of Justice

### AJ 11 Criminal Law 3 units

*Transferable to CSU/UC*

History, philosophy, and constitutional provisions of criminal law; study of penal code statutes and other statutory and case law applicable to law enforcement, including exploration of crimes against persons and property, public peace, narcotics, and dangerous weapons. (L)

#### Lake Campus

1556	MW	4:30PM-5:45PM	J.Markham	L905A
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## Anthropology

### ANTHR 1 Introduction to Physical Anthropology 3 units

*Transferable to CSU/UC*

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

#### Lake Campus

6398	F	8:30AM-11:20AM	D.Prather	L715C
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### ANTHR 2 Cultural Anthropology 3 units

*Transferable to CSU/UC*

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

#### Lake Campus

1174	T	8:30AM-11:20AM	D.Prather	L715C
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## Art

### ART 5 Art Appreciation 3 units

*Transferable to CSU/UC*

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

#### Lake Campus

4033	TH	6:30PM-9:20PM	C.Rudd	L906A
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CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Automotive Technology

### AUTO 62A Auto Transmission/Transaxle Exp 1 unit

Individualized activities intended to meet the specific needs of advanced students through specialized training in automatic transmissions and transaxles. Activities include in-depth operations not normally covered in the basic course. Intended primarily for students with prior practical experience in automotive automatic transmissions and transaxles. Corequisite: AUTO 31.

#### Lower Lake

1612	MW	5:00PM-6:15PM	W.Gabe	L-LL29
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### AUTO 62B Manual Drive Train/Axles Experience 1 unit

Individualized activities intended to meet the specific needs of advanced students through specialized training in automotive manual drivetrains and axles. Activities include in-depth operations not normally covered in the basic course. Intended primarily for student with prior practical experience in automotive manual drivetrains and axles. Corequisite: AUTO 30.

#### Lower Lake

1613	MW	6:30PM-7:45PM	W.Gabe	L-LL29
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### AUTO 62C Suspension and Steering Experience 1 unit

Individualized activities intended to meet the specific needs of advanced students through specialized training in automotive suspension and steering, including in-depth operations not normally covered in the basic course. Intended primarily for student with prior practical experience in automotive suspension and steering. Corequisite: Concurrent enrollment in AUTO 41.

#### Lower Lake

1614	MW	8:00PM-9:15PM	W.Gabe	L-LL29
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## Biology

### BIOL 4 Human Anatomy 4 units

*Transferable to CSU/UC*

An introduction to the gross and microscopic structure of the human body with an emphasis on the anatomy and the interrelationship between structure and function of the tissues, organs, and organ systems. Prerequisite: BIOL 1 or 15.(L,C)

#### Lake Campus

5248	MW	4:30PM-5:30PM & G.Bains		L705C
	MW	5:30PM-8:20PM		

CODE DAYS TIMES INSTRUCTOR ROOM

## Biology

**BIOL 5 Human Physiology** 4 units  
*Transferable to CSU/UC*

An introduction to the physiological principles, function, integration and homeostasis of the human body at the cellular, tissue, organ, organ system and organismic levels. Includes physiological topics within the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Introduction to the physiological mechanisms of the human body that lead to homeostasis; emphasis on the interrelationship of the cells, tissues, organs, and systems. Prerequisite: BIOL 1 or 15. (L,M,C)

**Lake Campus**

4043 TTH 3:30PM-4:30PM & H.Lyons L705C  
TTH 4:30PM-7:20PM

**BIOL 15 Bioscience** 4 units  
*Transferable to CSU/UC-Unit limit*

Introduction to the unifying principles of biology, including the chemistry of life, cell structure and function, energy, genetics, evolution, and organizational structure. (L,C)

**Lake Campus**

4044 MW 12:00PM-1:25PM & H.Lyons L705C  
MW 1:25PM-2:50PM

## Business Accounting

**ACCT 1L Principles of Accounting-Financial** 4.5 units  
*Transferable to CSU/UC*

Accounting for business activities, general ledger, special journals, accounts receivable, cash control, depreciation, inventories, and other aspects. Same as ACCT 1, but includes computer applications for accounting partnerships and corporations. Not open for credit to students with credit in ACCT 1. Prerequisite: ACCT 10A or qualifying score on mathematics part of Placement Examination or BCA 15 or BCA 33A or equivalent.(L,M)

**Lake Campus**

8970 TTH 8:30AM-10:20AM & J.Hanson L904A  
TTH 10:20AM-10:55AM

**ACCT 3 Computerized Accounting** 3 units  
*Transferable to CSU*

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

**Lake Campus**

5891 TH 4:30PM-6:55PM & D.Plante L902A  
TH 6:55PM-8:20PM

CODE DAYS TIMES INSTRUCTOR ROOM

## Accounting

**ACCT 9 Business Payroll Procedures** 3 units  
*Transferable to CSU*

Introduction to payroll terminology, procedures, calculations, record keeping, timelines, percentages, limitations, and laws that relate to maintaining payroll for business firms in California; computerized payroll procedures will also be presented. Prior accounting knowledge is not necessary. (L,M)

**Lake Campus**

1550 T 1:00PM-3:25PM & J.Hanson L907A  
T 3:25PM-4:20PM

**On-Line**

9814 TBA TBA J.Hanson NET

**ACCT 10A General Accounting** 4 units  
*Transferable to CSU*

Introductory accounting course covering accounting principles and practices, the complete accounting cycle and creation of financial reports. Use of proper procedures in the General Journal and Special Journals, General Ledger and subsidiary ledgers, Payroll processes, and proper Financial Reporting. (L,M)

**Lake Campus**

6298 F 8:30AM-12:20PM J.Hanson L904A

## Business Business Computer Applications

**BCA 15 Business Computer Applications-Beginning** 3 units  
*Transferable to CSU*

Develop beginning to intermediate skills using the Microsoft Office Suite. Basic features of Word, Excel, Access and PowerPoint are covered. Hands-on activities will focus on creating simple, integrated documents for business, personal and academic purposes. Typing skills are advised. (L,M)

**Lake Campus**

1567 TH 8:00AM-10:20AM & M.Main L400A  
TH 10:20AM-11:50AM

**BCA 26 Microsoft PowerPoint** 1 unit  
*Transferable to CSU*

Learn the basics of PowerPoint and more: create presentations, add visuals, include elements and data from other sources, modify master slides and timings. Customize, prepare for distribution and deliver presentations. Familiarity with keyboard recommended. Grades are P/NP.

**Lake Campus**

8090 T 8:00AM-9:20AM & T.Marquette L902A  
T 9:20AM-11:25AM  
10/14/14 to 12/10/14



CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Business Computer Applications

### BCA 33A Introduction to Microsoft Excel 1 unit

*Transferable to CSU*

Learn basic features of Microsoft Excel. Including: using the interface, working with text labels, values, formulas, functions, editing and formatting. Spreadsheets designed for decision-making, creating charts, list and data management. Hands-on coursework that focuses on business, academic and personal applications. Grades are P/NP. (L,M,C)

#### Lake Campus

8423	W	1:30PM-2:45PM & M.Main	L400A
	W	2:45PM-4:35PM	

08/11/14 to 10/08/14

### BCA 34 Advanced Microsoft Excel 1 unit

*Transferable to CSU*

Covers advanced features of Microsoft Excel spreadsheet software. These features include: Advanced formatting options, financial functions, 3-D formulas, and other advanced data functions. Hands-on exercises emphasizing business applications. Prerequisite: BCA 33A. Grades are P/NP. (L,M,C)

#### Lake Campus

7040	W	1:30PM-2:50PM & M.Main	L400A
	W	2:50PM-4:55PM	

10/15/14 to 12/10/14

### BCA 41A Windows 7 1 unit

*Transferable to CSU*

Gain a comprehensive understanding of Microsoft Windows 7, including the new features of the software. Students are challenged to apply what they learn to real-life tasks, preparing them to easily transfer skills to new situations. (L,M) Corequisite: BCA 13A or 13B for Option #1.

#### Lake Campus

1450	T	8:00AM-8:55AM & T.Marquette	L902A
	T	8:55AM-10:50AM	

08/11/14 to 10/07/14

### BCA 42A Internet Literacy and Safety 3 units

*Transferable to CSU*

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

#### Lake Campus

6884	F	8:30AM-11:20AM M.Main	L400A
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CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Business Computer Applications

### BCA 42B Web Page Management and Design 3 units

*Transferable to CSU*

Fundamentals of Web publishing utilizing web design and imaging software. The course will focus on HTML: design, coding, editing, and maintenance of web pages; emphasis on web page elements such as CSS, image editing, ADA design, and project management. Real-life informational and interactive presentations to include testing and maintenance of web sites on the World Wide Web. (L,C)

#### Lake Campus

8974	TTH	6:00PM-6:55PM & T.Marquette	L400A
	TTH	6:55PM-8:15PM	

### BCA 44D Digital Imaging 2 units

*Transferable to CSU*

An introduction to digital photography that explores the composition and aesthetics of photography. Emphasis is on concepts and techniques of image manipulation software. The course addresses printing and displaying photographic portfolios. Demonstrates the use of digital images in webpage and graphic publications.(L,C)

#### Lake Campus

2104	T	1:30PM-2:55PM & T.Marquette	L902A
	T	2:55PM-4:20PM	

## Business General Business

### GNBUS 10 Introduction to Global Business 3 units

*Transferable to CSU/UC*

Survey of the diverse activities of businesses operating in a changing global environment. Examines how culture and customs, global economic systems, technology, legal factors, global business strategies, trade barriers, finance, and human relations interact to affect U.S. business policies and practices. Covers factors that affect a business' ability to achieve its organizational goals and competitive advantage including entrepreneurship, organizational design and structure, leadership, human resource management and practices, communications, leadership and innovation, marketing and consumer behavior, e-business, legal issues, accounting, financial management and investing options.(L)

#### Lake Campus

5892	M	3:30PM-6:20PM	A.Lee	L907A
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### GNBUS 25 Career Planning and Development 3 units

*Transferable to CSU*

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

#### On-Line

9268	TBA	TBA	H.Morgan	NET
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(v) Variable Unit

(R) Repeatable

(L,M) - College level language or math skills advised

CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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### General Business

**GNBUS 52 Business English** **3 units**  
 A review of English grammar with applications for written and oral business communications. Not open for credit to student with credit in OA 52. (L)

Lake Campus  
 7094 M 12:30PM-3:20PM A.Lee L907A

### Business Management

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

Lake Campus  
 8973 W 5:30PM-8:20PM K.Thompson L906A

### Business Office Administration

**OA 15A Beginning Keyboarding** **3 units**  
*Transferable to CSU*  
 Acquire basic beginning level of keyboarding skills and basic document formatting. Not open for credit to students with credit in OA 15A1, OA 15A2 and OA 15A3.

Lake Campus  
 2400 MW 8:00AM-8:55AM & M.Main L400A  
 MW 8:55AM-10:15AM

**OA 15A2 Beginning Keyboarding 2** **1 unit**  
*Transferable to CSU*  
 Further development of keyboarding skills using an alphanumeric keyboard and begin to learn basic formatting skills. Students must be able to pass two 5-minute timings and a final for credit in the class. Students must pass this class before going on to higher levels of typing. This is the second course in a series of three modules to improve student typing skills, acquire a basic beginning level of keyboarding, and basic document formatting. Not open to students with credit in OA 15A, 15B, 15C or two or two or more units of OA 15O. Prerequisite: OA 15A1. (L)

Lake Campus  
 2374 MW 5:55PM-6:25PM & T.Williams L400A  
 MW 6:25PM-7:20PM  
 08/11/14 to 10/08/14

*For proper placement, see Typing information box listed in the next column. 1 unit of typing requires 30 hours of course work.*

CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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### Office Administration

**OA 15A3 Beginning Keyboarding 3** **1 unit**  
*Transferable to CSU*  
 Mastery of keyboarding skills using an alphanumeric keyboard while enhancing basic formatting skills. Students must be able to pass two 5-minute timings and a final for credit in the class. Students must pass this class before going on to higher levels of typing. This is the third course in a series of three modules to improve student typing skills, to acquire a basic beginning level of keyboarding, and basic document formatting. Not open to students with credit in OA 15A, 15B, 15C or three or more units in OA 15O. Prerequisite: OA 15A2. (L)

Lake Campus  
 6269 MW 7:45PM-8:15PM & T.Williams L400A  
 MW 8:15PM-9:10PM  
 10/13/14 to 12/10/14  
*For proper placement, see Typing Information box listed below. 1 unit of typing requires 30 course hours.*

**OA 15B Intermediate Keyboarding** **3 units**  
*Transferable to CSU*  
 Refinement of basic keyboarding and document formatting skills to more advanced speed and accuracy levels. Pre-requisite: OA 15A or ability to key at 30 net words a minute. Not open for credit to students with credit in OA 15B1, OA 15B2, and OA 15B3. (L)

Lake Campus  
 5799 TTH 1:00PM-1:55PM & M.Main L400A  
 TTH 1:55PM-3:15PM

### Fall Semester Typing Information

If you completed any typing units prior to August 2011, you will need to register as follows:

- Unit OA 15A-1 completed, register for OA 15A-2*
- Unit OA 15A-2 completed, register for OA 15A-3*
- Unit OA 15A-3 completed, register for OA 15B*
- Unit OA 15B-1 completed, register for OA 15B-2*
- Unit OA 15B-2 completed, register for OA 15B-3*

**OA 17A Word Processing I** **3 units**  
*Transferable to CSU*  
 Introduction to basic word processing operations such as document formatting, editing, saving and retrieving, printing; creating tables and charts; inserting images, shapes, and WordArt. Keyboarding speed of 20 words a minute or faster is recommended. (L)

Lake Campus  
 3163 MW 10:30AM-11:25AM & M.Main L400A  
 MW 11:25AM-12:45PM

Area Classes

CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Office Administration

### OA 22 Machine Calculation 1.5 units

*Transferable to CSU*

Skill development in the operation of the electronic display and printing calculators. Functions include: addition, subtraction, multiplication, division, memory, percentages, and interest calculations to solve typical business problems. Speed and accuracy by touch method emphasized. (L,M)

#### Lake Campus

8406	MW	5:00PM-5:30PM & T.Williams	L400A
	MW	5:30PM-5:50PM	

36 hours of course work are required for 1.5 unit credit.

### OA 51 Keyboarding 1 unit

Develop basic keyboarding skills necessary for efficient data entry through a traditional alphanumeric keyboard. Designed for non-secretarial, non-clerical students: Instruction will be on the personal computer. Not open for credit to students with credit in OA 15A, 15B, or 15C. Grades are P/NP. (L)

#### Lake Campus

1173	TH	1:55PM-2:25PM & M.Main	L400A
	TH	2:25PM-3:15PM	

### OA 53 Filing 1 unit

Introduction to the methods in coding and filing business correspondence for manual storage and retrieval. Filing systems covered include alphabetic, serial numeric, terminal digit numeric, subject, and geographic. (L)

#### Lake Campus

8978	MW	5:55PM-6:20PM & T.Williams	L400A
	MW	6:20PM-7:45PM	

10/13/14 to 12/10/14

36 hours of course work are required for 1 unit credit.

### OA 54A Beginning Medical Terminology 2 units

Familiarization with medical terminology from programmed text outlining word structure, definitions, and usage. Primarily intended for those who are preparing for a career in health or business, with an emphasis on clerical support staff responsibilities. Not open for credit to students with credit in SEC 54F or OA 54. (L)

#### Lake Campus

8387	TTH	4:00PM-4:30PM & M.Main	L400A
	TTH	4:30PM-5:50PM	

72 hours of course work are required for 2 unit credit.

### OA 54B Advanced Medical Terminology 2 units

Continuation of OA 54A; further development and refinement of medical terminology skills; primarily intended for those who are preparing for a career in health or business with an emphasis on clerical support staff responsibilities. Prerequisite: OA 54A.

#### Lake Campus

8384	TTH	3:30PM-4:00PM & M.Main	L400A
	TTH	4:00PM-5:20PM	

72 hours of course work are required for 2 unit credit.

CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Office Administration

### OA 60 General Office Procedures 3 units

Skills and procedures necessary in an automated office. Office information systems - technology and procedures; telecommunications; information processing; mail and phone systems; time management; public relations and human relations skills; and ethics. Not open for credit to students with credit in OA 60L. (L,M)

#### Lake Campus

7282	TTH	8:30AM-9:45AM	M.Benson	L906A
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## Counseling

### COUNS 10 College Success 3 units

*Transferable to CSU/UC*

Study skills and knowledge necessary for college success, including time management, memory techniques, note taking, reading skills, test taking skills, critical thinking, writing, learning styles, diversity, communication skills, career planning, assessment, use of technology and other resources. (L)

#### Lake Campus

4144	F	9:00AM-11:50AM	H.Morgan	L906A
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### COUNS 25 Career Planning and Development 3 units

*Transferable to CSU*

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

#### On-Line

9266	TBA	TBA	H.Morgan	NET
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## Culinary Arts

### CUL 3A Basic Food Preparation 3 units

*Transferable to CSU*

Basic modern restaurant cooking techniques such as sauce making, meat cutting, lunch and dinner entree preparation. Use and operation of food service machines and equipment. (L)

#### Lake Campus

4096	M	9:00AM-9:50AM &	R.Cabrerros	L209B
	TWTH	9:00AM-10:50AM		

(v) Variable Unit

(R) Repeatable

(L,M) - College level language or math skills advised

CODE DAYS TIMES INSTRUCTOR ROOM

## Culinary Arts

### CUL 3B Advanced Food Preparation 3 units

*Transferable to CSU*

Advanced modern restaurant cooking methods, such as Grade Manager, French stock and sauce making, advanced principles of meat cookery, advanced meat & seafood fabrication and identification, and advanced vegetable and starch identification and cookery. Prerequisite: CUL 3A. (L,M)

Lake Campus

1879 M 11:00AM-11:50AM & R.Cabreros L209B  
TWTH 9:00AM-10:50AM

### CUL 4A Beginning Baking 3 units

*Transferable to CSU*

Modern basic baking techniques that include bread making, modern basic desserts, and pastries techniques. Preparation takes place in the student-operated restaurant kitchen. (L)

Lake Campus

1062 M 4:00PM-4:50PM & R.Cabreros L209B  
MW 5:00PM-7:50PM

### CUL 54 Sanitation, Safety, and Storage .5 unit

Preparation for the ServSafe Certification course and examination. The ServSafe program trains both managers and employees to guard against food borne illnesses. Meets the State of California (Cambell Bill) requirement for Certified Food Handler. Grades are P/NP. (L)

Lake Campus

4158 F 10:00AM-10:50AM R.Cabreros L209B  
08/11/14 to 10/10/14

### CUL 59A Basic Restaurant Operations 4 units

Set-up and operations of the campus restaurant, including planning, preparing, cooking, and serving food in the student-operated restaurant.(L)

Lake Campus

1203 M 10:00AM-10:50AM & R.Cabreros L209B  
TWTH 11:00AM-1:50PM

### CUL 59B Advanced Restaurant Operations 4 units

Set-up and management of the campus restaurant, including scheduling, marketing, inventory menu planning and costing. Prerequisite: CUL 59A. (L)

Lake Campus

1204 M 12:00PM-12:50PM & R.Cabreros L209B  
TWTH 11:00AM-1:50PM

### CUL 60 Advanced Foods and Catering 2 units

Plan, prepare, and serve several large and small catered events during the semester. (L,M)

Lake Campus

2469 F 1:00PM-1:50PM & R.Cabreros L209B  
F TBA

PLUS: 3 hours per week to be arranged with instructor.

CODE DAYS TIMES INSTRUCTOR ROOM

## Culinary Arts

### CUL 65 Food Service Operation and Management 2 units

Nature and importance of food service management, including planning, organizing, controlling, and developing a realistic and dynamic personnel program. (L)

Lake Campus

2147 F 11:00AM-12:50PM R.Cabreros L209B

## Early Childhood Education

### ECE 1A Principles/Practices of Teaching Young 3 units

*Transferable to CSU*

An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity. (L)

Lake Campus

8366 T 6:30PM-9:20PM L.Daly L715C

### ECE 3 Child Growth and Development 3 units

*Transferable to CSU/UC*

This course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual difference and analyze characteristics of development at various stages. Designed as a foundation course for careers in ECE, Education, Human Services, Health and related fields. (L)

Lake Campus

4153 M 6:30PM-9:20PM L.Daly L715C

### ECE 7A Creative Materials 3 units

*Transferable to CSU*

Creative activities for young children (2-8 years old), including planning and implementing painting, drawing, print-making, weaving, stitchery, batik, collage, sculpture, puppet-making, and modeling materials. Not open for credit to student with credit in ART 7 or ART 7A.(L)

Lake Campus

8268 TH 5:30PM-7:55PM & L.Daly L715C  
TH 7:55PM-9:20PM

CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Early Childhood Education

### ECE 11 Observation and Assessment 3 units

*Transferable to CSU*

This course focuses on the appropriate use of assessment and observation strategies to document development, growth, play, and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored. Child observations will be conducted and analyzed. (L)

#### Lake Campus

5251	W	6:30PM-9:20PM	L.Daly	L715C
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### ECE 31 Child, Family, Community 3 units

*Transferable to CSU/UC*

An examination of the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. Not open for credit to student with credit in FCS 31. (L)

#### On-Line

9762	TBA	TBA	L.Daly	NET
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## Economics

### ECON 1A Elementary Economics-Macro 3 units

*Transferable to CSU/UC*

Economic principles, problems, and policies. Theories related to various economic problems and policies, i.e., inflation, recession, taxation, poverty, agriculture, economic development, the environment. Includes possible solutions to these problems. Emphasizes macro-economics. (L)

#### Lake Campus

3315	M	12:30PM-3:20PM	J.Hanson	L905A
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#### On-Line

9249	TBA	TBA	J.Hanson	NET
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## English

### ENGL 1A College Composition and Reading 4 units

*Transferable to CSU/UC*

Development of analytical reading and the writing of college-level essays, including critical analysis, rhetorical forms, and collegiate research. Prerequisite: Satisfactory score on Placement Examination OR a grade of "C" or better in ENGL 51. (L)

#### Lake Campus

1063	TTH	9:30AM-11:20AM	P.Alexander	L905A
5235	TTH	1:00PM-2:50PM	P.Alexander	L905A
5236	MW	6:30PM-8:20PM	M.Friel	L905A

CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## English

### ENGL 1C Critical Thinking/Advanced Composition 3 units

*Transferable to CSU/UC*

Principles of critical thinking, reading, and writing beyond freshman composition; focuses on the principles of, and the development of, logical and analytical reasoning, argumentative writing, and on the principles of rhetoric (invention, arrangement, style, memory, delivery, modes of discourse, audience). Not open for credit to student with credit in ENGL 41. Prerequisite: ENGL 1A with a grade of "C" or better.

#### Lake Campus

5250	M	12:30PM-3:20PM	C.Blyth	L908A
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### ENGL 36 American Ethnic Voices 3 units

*Transferable to CSU/UC*

Survey of selected American ethnic writers of African, European, Native American, Central/South American, Mexican-American, Asian, and Middle Eastern descent, focusing on how these writings contribute to the dialogue of American voices and how the writings both reflect and shape a definition of American culture. (L)

#### Lake Campus

4792	W	12:30PM-3:20PM	P.Alexander	L905A
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### ENGL 51 Preparatory Composition and Reading 4 units

Improving reading skills and writing pre-college level essays; includes basic writing elements, rhetorical modes, and a review of sentence structure and mechanics. Prerequisite: ESL 105 or ENGL 105 or Placement Exam Score.(L)

#### Lake Campus

6443	MW	8:30AM-10:20AM	P.Alexander	L907A
5275	MW	6:30PM-8:20PM	C.Blyth	L908A

### ENGL 105 Pre-Collegiate Composition and Reading 4 units

Stresses the development of students' reading and writing skills by practicing/refining writing at the sentence, paragraph, and essays levels and by reading and analyzing short essays that serve as models and as topics for writing. (L)

#### Lake Campus

6444	TTH	9:30AM-11:20AM	J.Strik	L150B
6624	MW	3:30PM-5:20PM	J.Strik	L150B

(v) Variable Unit

(R) Repeatable

(L,M) - College level language or math skills advised

CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Environmental Technology

### ENVTC 20 Water Distribution System O & M 3 units

*Transferable to CSU*

Topics covered will include drinking water sources with an emphasis on groundwater wells, pumps, water pipes, valves, hydrants, groundwater quality, chemicals used for water disinfection, state and federal regulations for distribution systems and water sampling techniques for distribution systems. This course will prepare students to take a state certification examination for water distribution systems, which is the first step in working for a public entity that delivers safe drinking water to the public. This class will also count for Continuing Education Credits (contact hours) for existing operators. (Repeatable: May be taken two times only). (L,M)

#### Lake Campus

5279	M	6:30PM-9:20PM	J.Hamner	L603A
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### ENVTC 25 Wastewater Treatment Plant Op Lvl II 3 units

*Transferable to CSU*

Covers advanced wastewater treatment techniques, including effluent disposal methods, activated sludge treatment, sludge digestion and disposal, effluent discharge, plant safety, plant maintenance, laboratory procedures, and treatment plant administration. Helps prepare students to take a state certification examination for wastewater treatment. First step in working for a public wastewater utility. Pre-requisite: ENVTC 24.

#### Lake Campus

4098	T	6:30PM-9:20PM	J.Hamner	L603A
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## Health Education

### HLTH 1 Health and Life Style Choices 3 units

*Transferable to CSU/UC*

Issues include wellness, functioning optimally, and promoting healthy behavior changes. Topics explore diet, exercise, stress, CVD, cancer, substance abuse, sexually transmitted diseases, mental health, aging, and analysis of available health information. (L)

#### Lake Campus

7905	T	1:00PM-3:50PM	E.Weiss	L904A
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CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## History

### HIST 17A United States History 3 units

*Transferable to CSU/UC-Unit limit*

Survey of U.S. history tracing the political, social, economic, and cultural development of American ideals and actions from the Pre-Revolutionary Period through the Civil War Era. Satisfies U.S. history portion of California State University Title 5-40404 requirement. (Also satisfies Government(s) Constitution(s) portion when both HIST 17A and 17B are completed.) (L)

#### Lake Campus

4222	TH	1:00PM-3:50PM	W.Cornelison	L907A
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### HIST 17B United States History 3 units

*Transferable to CSU/UC-Unit limit*

Political, social, economic, and cultural history of the United States from the Industrial Revolution to the present. Focuses on the ideals, decisions, forces, institutions, individuals, events, and processes that affected the continuity and change during this time. Satisfies CSU Title V, Section 40404, U.S. History, Constitution, and American Ideals requirement when both HIST 17B and POLSC 1 or HIST 17A are completed. (L)

#### Lake Campus

3804	W	6:30PM-9:20PM	W.Cornelison	L907A
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## Humanities

### HUMAN 5 Art Appreciation 3 units

*Transferable to CSU/UC*

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

#### Lake Campus

4224	TH	6:30PM-9:20PM	C.Rudd	L906A
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## Human Services

### HUSEV 10 Introduction to Human Services 3 units

*Transferable to CSU*

Survey of human services and social work; an exploration of helping skills as applied to such human problems as poverty, parenting, education, substance abuse, illness, and mental health. (L)

#### Lake Campus

6646	W	6:30PM-9:20PM	S.Harris	L901A
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CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Human Services

### HUSEV 20 Intro to Chemical Dependency Studies 3 units

*Transferable to CSU*

Overview of major topics in the study of drug abuse and dependency, i.e. history, drugs of abuse, models of prevention, addiction and treatment, and local and national policy. Not open for credit to student with credit in HUSEV 50. (L)

#### Lake Campus

7906	M	6:30PM-9:20PM	D.Johnson	L901A
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### HUSEV 24 Introduction to Case Management 3 units

*Transferable to CSU*

Introduction and overview to mental health problems which affect substance abuse. Focus on the techniques of interviewing, case conceptualization, treatment planning, case management, and relapse control in chemical dependency counseling; familiarization with DSM IV-R and system of diagnosis approved by the American Psychiatric Association, including differential diagnosis, prognosis, and associated features. Not open for credit to student credit in HUSEV 54. (L)

#### Lake Campus

5506	T	6:30PM-9:20PM	D.Harris	L901A
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### HUSEV 26A Supervised Field Work Practicum 2 units

*Transferable to CSU*

Supervised field work practice in a variety of settings that will introduce students to the various aspects of the field, and will afford students the opportunity to develop and refine their knowledge and skills in chemical dependency counseling. Meets California Association of Alcoholism and Drug Abuse Counselors requirements. Prerequisite: HUSEV 23 and 24 or 53 and 54. Not open for credit to student with credit in HUSEV 56A.

#### Lake Campus

5547	TH	5:00PM-5:50PM	D.Harris		L901A
	TBA	TBA			

+Plus additional hours to be arranged with instructor.

### HUSEV 30 Adult Children of Alcoholics 1 unit

*Transferable to CSU*

Exploration of techniques, concepts, and behavioral guidelines for identifying the consequences of parental alcoholism/addiction; principles of modeling, shaping, reinforcement, and extinction of dysfunctional behavioral patterns learned in childhood will be described. (L)

#### Lake Campus

4105	M	4:00PM-5:50PM	D.Johnson	L901A
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08/11/14 to 10/07/14

CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Learning Assistance

### LEARN 102 Directed Study 1 unit

Counseling, study skills, and individualized assistance to help in all areas of study; required of all EOPS students. Grades are P/NP.

#### Lake Campus

2096	TTH	TBA	J.Strik	L142A
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A minimum of 3hrs/week are required beginning the first day of class for a total of 54 hours.

4192	TTH	TBA	J.Strik	L142A
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A minimum of 1.5 hrs/week are required beginning the first day of class for a total of 27 hours.

### LEARN 120C Beginning Basic Studies 3 units

General review of basic concepts of reading, writing, and math based on skills learned in 120A and B. Grades are P/NP.

#### Lake Campus

1531	WF	8:30AM-9:25AM &	J.Strik	L142A
	WF	9:25AM-10:45AM		

### LEARN 122 Basic Studies 1 unit

Reviews of basic concepts in arithmetic, grammar, and reading, as well as strategies for preparing for the GED exam. Not open for credit to students with credit in LEARN 120. Grades are P/NP.

#### Lake Campus

4100	WF	11:00AM-11:55AM &	J.Strik	L142A
	WF	11:55AM-12:25PM		

10/10/14 to 12/10/14

27 hours of course work is required for 1.0 unit.

### LEARN 172 Real Life Math 1 unit

Developmental sequence of increasing difficulty in mathematical computations as they apply to real life situations focusing on addition, subtraction, multiplication, division, fractions, percentages, and decimals. Grades are P/NP.

#### Lake Campus

4208	M	8:30AM-8:40AM &	J.Strik	L142A
	M	8:40AM-10:50AM		

48 hours of course work is required for 1.0 unit

### LEARN 251 Academic Evaluation .5 unit

Designed for students who wish to better understand their individual spectrum of learning aptitudes including current achievement levels. Eligibility for academic accommodations may be considered based on testing information using step-by-step guidelines mandated by the California Community College System. Grades are P/NP.

#### Lake Campus

4213	TBA	TBA	Lake-Staff	L142A
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Enrollment in this class by instructor approval only.

(v) Variable Unit

(R) Repeatable

(L,M) - College level language or math skills advised

CODE DAYS TIMES INSTRUCTOR ROOM

## Mathematics

### MATH 50 Elementary Algebra 4 units

Introductory algebra. Topics include signed numbers, graphing, linear equations, quadratic equations, and systems of linear equations in two variables. Prerequisite: MATH 111 with a grade of "C" or better or qualifying score on Placement Examination. (L)

Lake Campus

4238	TTH	1:00PM-2:50PM	H.Lyons	L906A
5277	TTH	4:30PM-6:20PM	M.Papin	L603A

### MATH 52 Intermediate Algebra 4 units

Fundamental operations of algebra; linear and quadratic equations and inequalities; exponents and polynomials; rational expressions; radicals and fractional exponents; graph of a straight line; linear and quadratic system of equations; conic sections; exponential and logarithmic functions. (L) Prerequisite: MATH 50 with a grade of "C" or better. (L,M)

Lake Campus

4240	MW	10:30AM-12:20PM	M.Papin	L603A
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### MATH 110 Arithmetic for College Students 3 units

Whole numbers, fractions, mixed numbers, and decimals. Concepts of prime and composite numbers and prime factorization; ratio, proportion, percent; rounding and estimating sums, differences, products and quotients. Applications and the reasonableness of answers are stressed. Concepts, language usage, and reasoning skills are emphasized. (L)

Lake Campus

4241	MW	1:00PM-2:15PM	M.Papin	L603A
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### MATH 111 Prealgebra 4 units

Seeks to develop algebraic thinking. Topics include: operations on the rational numbers; exponents; the order of operations; the real numbers and their decimal number representation; the field axioms; introduction to algebra; graphing in two dimensions; percent, ratio, proportion; basic geometry; conversion of units and problem solving using equations. (L)

Lake Campus

7156	TTH	1:00PM-2:50PM	M.Papin	L603A
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## Philosophy

### PHIL 1 Introduction to Philosophy 3 units

*Transferable to CSU/UC*

To introduce students to the nature and practice of philosophic inquiry by focusing on traditional philosophic issues from a multicultural perspective. Particular emphasis will be given to classic Western philosophers as well as classic Eastern sources. (L)

Lake Campus

4256	M	9:00AM-11:50AM	B.Gear	L905A
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CODE DAYS TIMES INSTRUCTOR ROOM

## Psychology

### PSYCH 1A General Psychology 3 units

*Transferable to CSU/UC*

General introduction to psychology as a science. Topics include, perception, learning, development, motivation, personality, abnormal behavior, and biological and social basis of behavior. (L)

Lake Campus

1601	W	12:30PM-3:20PM	H.Morgan	L906A
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### PSYCH 22 Social Psychology 3 units

*Transferable to CSU/UC*

This course will examine the emotion, behavior, and cognition of individuals in social situations. Topics can include: social psychology methods, social perception, social cognition, attitudes, persuasion, social identity, gender identity, prejudice and discrimination, interpersonal attraction, close relationships, conformity, compliance, obedience to authority, helping behavior, aggression, group processes and social psychology applications. Multiple perspectives discussed. (L)

On-Line

9239	TBA	TBA	H.Morgan	NET
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### PSYCH 33 Personal and Social Adjustment 3 units

*Transferable to CSU/UC*

Principles of personality development with emphasis on self-theories and social interaction theories. (L)

Lake Campus

6323	M	3:30PM-6:20PM	H.Morgan	L906A
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### PSYCH 41 Lifespan Development 3 units

*Transferable to CSU/UC*

Introduction to the scientific study of human development from conception to death. Examines the interplay of the biological, psychological, social, and cultural influences on the developing human being. (L)

On-Line

9315	TBA	TBA	H.Morgan	NET
9344	TBA	TBA	H.Morgan	NET

### PSYCH 95J Stress Management .5 unit

Cause-and-effect factors of stress, and the skills and strategies supervisors can use to help cope with stress; stress as both enemy and ally. Grades are P/NP. (L)

Lake Campus

5333	T	11:00AM-11:50AM	H.Morgan	L601A
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10/07/14 to 12/10/14

*Class includes movement. Wear comfortable clothing.*



CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Reading

### READ 105 Pre-Collegiate Reading Skills 3 units

Emphasis on paragraph and passage comprehension, vocabulary development, and basic study reading techniques. Concurrent enrollment in ENGL 105 recommended. Not open for credit to student with credit in READ 105L. Prerequisite READ 110B with a passing grade, or satisfactory score on Placement Examination and appropriate skills and knowledge.

#### Lake Campus

5252	TTH	1:00PM-2:15PM	J.Strik	L150B
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## Sociology

### SOCIL 5 Sociology of Race and Ethnicity 3 units

*Transferable to CSU/UC*

Examines the social construction of categories of race and ethnicity in society. Focus on inequality and the impact of racial categorization on everyday life through institutions such as the labor market, schools, residential segregation, healthcare, media, and the criminal justice system. (L)

#### Lake Campus

3067	TH	6:30PM-9:20PM	D.Harris	L907A
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## Spanish

### SPAN 1 Elementary Spanish Part 1 4 units

*Transferable to CSU/UC-Unit limit*

Introduction to the language and culture of the Spanish-speaking world. Includes the development of listening, speaking, reading, and writing Spanish with an emphasis on the communicative skills as well as the fundamentals of Spanish grammar. Equivalent to one year of high school Spanish. (L)

#### Lake Campus

7255	TTH	4:30PM-6:20PM	M.Carpenter	L906A
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### SPAN 10 Introduction to Spanish 3 units

*Transferable to CSU*

Study of elementary Spanish with an emphasis in proficiency, including grammar, vocabulary, pronunciation, and communication. (L)

#### Lake Campus

7903	T	6:30PM-9:20PM	M.Carpenter	L906A
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CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Speech

### SPECH 7 Interpersonal Communication 3 units

*Transferable to CSU/UC*

Study of communication skills associated with establishing and maintaining satisfying interpersonal relationships. Various approaches to effective communication in multiple interpersonal contexts will be discussed. Factors influencing interpersonal communication are analyzed, such as: language, perception, non-verbal and communication climate. (L)

#### Lake Campus

5304	F	9:00AM-11:50AM	P.Alexander	L905A
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## Statistics

### STAT 1 Introduction to Statistical Methods 4 units

*Transferable to CSU/UC*

The use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social sciences, psychology, life science, health science, and education. Prerequisite: MATH 52. (L)

#### Lake Campus

6379	MW	3:30PM-4:55PM &	M.Papin	L904A
	MW	4:55PM-5:45PM		L902A

## Welding Technologies

### WELD 30 Gas Welding 2 units

*Transferable to CSU*

Gas welding processes: background, safety, applications and methods of operation; welding, burning, brazing and soldering.

#### Lake Campus

2244	TTH	5:00PM-5:30PM &	D.Hubbard	L500A
	TTH	5:30PM-6:50PM		

### WELD 85 Structural Design and Fabrication 4 units

Structural weld design and fabrication of weldments. Operation of mechanized iron workers, tubular benders, and press brake operations. Blueprint reading, welding symbols, cost estimation, layout techniques, and use of metal fabrication equipment will be used to complete projects. Prerequisite: WELD 10 or 20. (M)

#### Lake Campus

4244	T	7:00PM-9:50PM &	D.Hubbard	L500A
	TH	7:00PM-9:50PM		

(v) Variable Unit

(R) Repeatable

(L,M) - College level language or math skills advised



# Distributive Education Schedule of Classes *Fall 2014*

## Class Definitions

- Day Courses (8 a.m. to 4:30 p.m.)
- Evening Courses: 4:30 p.m. to 10 p.m.  
Weekends: Saturdays & Sundays

(v) Variable Unit  
(R) Repeatable  
(L,M) College level language or  
math skills advised

## YCCD eLearning – Fall 2014

Orientation & User Guides for **Canvas** are available online: <http://de.yccd.edu>

ITV courses are streamed live and archived or broadcast on the following cable channels:  
Yuba/Sutter – Ch. 18, Woodland – Ch. 19, Esparto – Ch. 96,  
Maxwell, Arbuckle, Williams – Ch. 37, Clearlake – Ch. 8,  
Colusa – Ch. 43

If you need an ITV course captioned, contact DSPTS prior to the start of classes. 530-741-6795 or 530-661-5797

### Instructional Television - ITV

ANTHR 2: Cultural Anthropology  
ECE 32: Parenting  
ENGL 30A: Intro to American Literature I  
ENGL 36: American Ethnic Voices  
ENGL 46A: Intro to English Literature I  
HLTH 1: Health & Life Style Choices  
HLTH 4: Psychosocial Health  
MATH 21: Plane Trigonometry  
MATH 50: Elementary Algebra  
MCOMM 2: Intro to Mass Communications  
POLSC 1: Intro to American Government  
SOCIL 1: Intro to Sociology

### Instructor email

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ITV courses include an YCCD eLearning component - Canvas. Course syllabi and archived lectures will be posted in Canvas. Archived lectures will also be posted in the Portal.

### YCCD eLearning – Online Courses

ACCT 3: Computer Accounting  
ACCT 9: Business Payroll Procedures  
AG 13: Marketing  
AG/MGMT 14: Entrepreneurship  
AG 45: Principles of Animal Science  
AG 45: Principles of Animal Science  
BCA 15: Business Computer Appl.-Beg.  
BCA 17: Business Computer Appl.-Adv.  
BCA 22A: Introduction to Word  
BCA 22B: Advanced Word  
BCA 26: Microsoft PowerPoint  
BCA 33A: Introduction to Excel  
BCA 34: Advanced Excel  
BCA 37A: Introduction to Access  
BCA 37B: Advanced Access  
BCA 41A: Windows 7  
BCA 41B: Windows XP  
BCA 42A: Internet Literacy & Safety  
BIOL 10: General Biology  
BIOL 11: General Biology Lab  
BIOL 24: Human Biology  
BIOL 25: Human Genetics  
BIOL 25: Human Genetics  
CHEM 10: Concepts of Chemistry  
COMSC 6: Basic Language Programming

### Instructor email

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[cmyers@yccd.edu](mailto:cmyers@yccd.edu)  
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### YCCD eLearning – Online Courses

COMSC 12: JAVA Programming  
COMSC 20: Beg Web Publishing w/HTML  
COUNS 10: College Success  
COUNS/GNBUS 25: Career Plan/Develop  
ECE 3: Child Growth & Development  
ECE 31: Child, Family & Community  
ECOL 10: Environment-Concepts & Issues  
ECOL 12: Marine Ecology  
ECON 1A: Elementary Economics-Macro  
ECON 1B: Elementary Economics-Micro  
ENGL 1A: College Composition & Reading  
ENGL 1A: College Composition & Reading  
FCS 10/HLTH 10: Principles of Nutrition  
GNBUS 10: Intro to Global Business  
GNBUS 10: Intro to Global Business  
HIST 5A: World Civilizations  
HIST 5B: World Civilizations  
HIST 17A: U.S. History  
HIST 17B: U.S. History  
HLTH 1: Health & Life Style Choices  
HLTH 1: Health & Life Style Choices  
HLTH 1: Health & Life Style Choices  
HUMAN 10: Intro to Western Humanities  
HUSEV 32: Relationship Addiction/Codependency  
HUSEV 33: Self Awareness  
LEARN 20: Tutor Training  
LIBSC 1: Basic Research  
MATH 50: Elementary Algebra  
MATH 52: Intermediate Algebra  
MATH 52: Intermediate Algebra  
MCOMM 2: Intro to Mass Communications  
MCOMM 8: Media Writing  
MCOMM/EDUC 40: Intro to Online Learning  
MGMT 35: Management Psychology  
NURS 18: Comp Review for NCLEX Exam  
NURS 26: Basic Pharmacology  
NURS 26: Basic Pharmacology  
NURS 36: Pathophysiology  
NURS 36: Pathophysiology  
NURS 51: Medical Terminology  
OA 17A: Word Processing I  
OA 17B: Word Processing II  
OA/GNBUS 52: Business English  
PE 20: Intro to Kinesiology  
PHIL 12: Critical Thinking  
PLSCI 30: Pest Management Principles  
PLSCI 30: Pest Management Principles  
POLSC 1: Intro to American Government  
PSYCH 22: Social Psychology  
PSYCH 41: Lifespan Development  
PSYCH 46: Abnormal Psychology  
SOCIL 1: Introduction to Sociology  
VETT 5C: Veterinary Tech Internship C  
VETT 6: Veterinary Workplace Safety  
VETT 7: Veterinary Business Management  
VETT 8: Large Animal Nurse  
VETT 15: Adv. Lab Animal Medicine  
VETT 52: Human Animal Bond  
VETT 55: Veterinary Medical Terminology  
VETT 57: Animals & Society  
VETT 91: Veterinary Assisting

### Instructor email

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[bloghry@yccd.edu](mailto:bloghry@yccd.edu)

To avoid being dropped, students in fully online & ITV courses must log into Canvas & participate during the first week of class.

CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Agriculture and Plant Science

### AG 13 Marketing 3 units

*Transferable to CSU*

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

#### On-Line

9769	TBA	TBA	J.Fairchild	NET
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### AG 14 Entrepreneurship 3 units

*Transferable to CSU*

Principles of establishing and managing a small business, including the preparation of a business plan; emphasis on goal-setting, types of business organizations, obtaining licenses and permits, financing options, accounting aspects, legal requirements, managing the enterprise, and other aspects in business entrepreneurship. Not open for credit to student with credit in MGMT 14. (L,M)

#### On-Line

9954	TBA	TBA	C.Peterson	NET
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### AG 45 Principles of Animal Science 3 units

*Transferable to CSU/UC*

An overview of the principles of animal science and the interrelationships of domestic animals and humankind. This course will investigate animal anatomy, physiology, reproduction, nutrition, health, products and by-products, as well as behavior and genetics from a scientific perspective. Current topics on influences of humans on genetic potential and productivity will be addressed. Experimental design and reporting, animal dissections, basic animal handling and husbandry practices, recognition of animal health, and use of biotechnology in animal science. Not open for credit to students with credit in AG 45L. (L)

#### On-Line

9262	TBA	TBA	B.Asmus	WNET
9550	TBA	TBA	B.Strong	NET

## Plant Science

### PLSCI 30 Principles of Pest Management 3 units

*Transferable to CSU*

Principles of pesticide management including: pesticide laws and regulations; identification and symptoms of plant pests; modes of pesticide action; principles of integrated pest management; non-pesticide pest control; effective and safe use of herbicides, insecticides, fungicides, and other crop protection chemicals; and pesticide record-keeping. This course will assist students in preparation for the State applicator certification test. (L,M)

#### On-Line

9288	TBA	TBA	M.Howard	WNET
9342	TBA	TBA	S.Haskell	NET

CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Anthropology

### ANTHR 2 Cultural Anthropology 3 units

*Transferable to CSU/UC*

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

#### Television

1320	MW	4:00PM-5:15PM	J.Green	TV
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## Biology

### BIOL 10 General Biology 3 units

*Transferable to CSU/UC-Unit limit*

The science of life for non-science majors. Provides an overview of the world of living organisms including their classification and unifying characteristics. Introduces basic biological processes such as homeostasis, photosynthesis, cellular respiration, DNA function, cellular reproduction, evolution, and ecosystem interactions with an emphasis on the relationship of structure to function and the interrelationships of living organisms. Lecture only. Not open for credit to student with credit in BIOL 10L. (L)

#### On-Line

9326	TBA	TBA	MS-Staff	NET
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### BIOL 11 General Biology Laboratory 1 unit

*Transferable to CSU*

Hands-on laboratory study of biology for non-science majors; exploration of origin, characteristics, regulation, energy utilization, respiration, and interrelationships of living organisms. Not open for credit to student with credit in BIOL 10L. (L)

#### On-Line

9256	TBA	TBA	MS-Staff	NET
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### BIOL 24 Human Biology 3 units

*Transferable to CSU/UC*

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

#### On-Line

9735	TBA	TBA	MS-Staff	NET
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CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Biology

### BIOL 25 Human Genetics 3 units

*Transferable to CSU/UC*

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

#### On-Line

9191	TBA	TBA	R.Robinson	WNET
9335	TBA	TBA	MS-Staff	NET

## Business Accounting

### ACCT 3 Computerized Accounting 3 units

*Transferable to CSU*

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

#### On-Line

9162	TBA	TBA	S.Spina	WNET
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### ACCT 9 Business Payroll Procedures 3 units

*Transferable to CSU*

Introduction to payroll terminology, procedures, calculations, record keeping, timelines, percentages, limitations, and laws that relate to maintaining payroll for business firms in California; computerized payroll procedures will also be presented. Prior accounting knowledge is not necessary. (L,M)

#### On-Line

9814	TBA	TBA	J.Hanson	NET
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## Business Business Computer Applications

### BCA 15 Business Computer Applications-Beginning 3 units

*Transferable to CSU*

Develop beginning to intermediate skills using the Microsoft Office Suite. Basic features of Word, Excel, Access and PowerPoint are covered. Hands-on activities will focus on creating simple, integrated documents for business, personal and academic purposes. Typing skills are advised. (L,M)

#### On-Line

9628	TBA	TBA	S.Cox	NET
9629	TBA	TBA	S.Cox	NET

08/11/14 to 10/08/14

CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Business Computer Applications

### BCA 17 Business Computer Applications-Advanced 3 units

*Transferable to CSU*

Develop an intermediate/advanced level of skills using the Microsoft Office Professional Edition Program. Advanced features of Word, Excel, Access, and PowerPoint are covered along with how to use Object Linking and Embedding (OLE) to create integrated Office documents. Prior experience using Windows, Internet, and the Office Suite is assumed. Student is required to have some type of storage device to save assignments. Corequisite: BCA 13C with Option 2. Prerequisite: BCA 15. (L,M)

#### On-Line

9627	TBA	TBA	T.Paras	NET
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10/09/14 to 12/10/14

### BCA 22A Introduction to Microsoft Word 1 unit

*Transferable to CSU*

Overview of the basic features of Microsoft Word. Creating, editing, and saving documents; file management; basic text, paragraph, page and document formatting; page numbering; printing options; tables and columns. Grades are P/NP. (L)

#### On-Line

9272	TBA	TBA	D.McGill-Cameron	WNET
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08/11/14 to 10/10/14

9324	TBA	TBA	D.McGill-Cameron	WNET
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10/13/14 to 12/10/14

### BCA 22B Advanced Microsoft Word 1 unit

*Transferable to CSU*

Overview of advanced features of Microsoft's Word. Topics include advanced formatting, graphics, charts, forms, styles, graphics, borders, shading, drawing, macros, sort, and merging files. Grades are P/NP. (L)

#### On-Line

9250	TBA	TBA	D.McGill-Cameron	WNET
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10/13/14 to 12/10/14

### BCA 26 Microsoft PowerPoint 1 unit

*Transferable to CSU*

Learn the basics of Power-Point and more: create presentations, add visuals, include elements and data from other sources, modify master slides and timings. Customize, prepare for distribution and deliver presentations. Familiarity with keyboard recommended. Grades are P/NP.

#### On-Line

9274	TBA	TBA	D.McGill-Cameron	WNET
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08/11/14 to 10/10/14

CODE DAYS TIMES INSTRUCTOR ROOM

CODE DAYS TIMES INSTRUCTOR ROOM

### ***Business Computer Applications***

**BCA 33A Introduction to Microsoft Excel 1 unit**

*Transferable to CSU*

Learn basic features of Microsoft Excel. Including: using the interface, working with text labels, values, formulas, functions, editing and formatting. Spreadsheets designed for decision-making, creating charts, list and data management. Hands-on coursework that focuses on business, academic and personal applications. Grades are P/NP. (L,M,C)

**On-Line**

9776 TBA TBA C.Myers NET  
08/11/14 to 10/08/14

**BCA 34 Advanced Microsoft Excel 1 unit**

*Transferable to CSU*

Covers advanced features of Microsoft Excel spreadsheet software. These features include: Advanced formatting options, financial functions, 3-D formulas, and other advanced data functions. Hands-on exercises emphasizing business applications. Prerequisite: BCA 33A. Grades are P/NP. (L,M,C)

**On-Line**

9730 TBA TBA C.Myers NET  
10/09/14 to 12/10/14

**BCA 37A Introduction to Microsoft Access 1 unit**

*Transferable to CSU*

Use Microsoft Access to develop simple to complex databases in a Windows environment. Design databases, sort and filter records, create input forms and custom-formatted reports. Grades are P/NP. (L,M,C)

**On-Line**

9815 TBA TBA K.Jones NET  
08/11/14 to 10/08/14

**BCA 37B Advanced Microsoft Access 1 unit**

*Transferable to CSU*

Explore advanced capabilities of Access and build comprehensive knowledge of relational databases. Includes: creating multiple database tables; design and use forms and subforms to input data; use Query by Example (QBE) to extract data; create reports from related tables; and use macros to manipulate files. Prerequisite: BCA 37A. Grades are P/NP. (L,M,C)

**On-Line**

9604 TBA TBA K.Jones NET  
10/09/14 to 12/10/14

### ***Business Computer Applications***

**BCA 41A Windows 7 1 unit**

*Transferable to CSU*

Gain a comprehensive understanding of Microsoft Windows 7, including the new features of the software. Students are challenged to apply what they learn to real-life tasks, preparing them to easily transfer skills to new situations. (L,M) Corequisite: BCA 13A or 13B for Option #1.

**On-Line**

9623 TBA TBA P.Ellis NET  
08/11/14 to 10/08/14

**BCA 41B Windows XP 1 unit**

*Transferable to CSU*

Introduction to Windows XP environment and its capabilities. Use of Windows XP and its graphical user interface to communicate with personal computers. Apply Windows XP features, concepts, applications, and procedures. Grades are P/NP. Co-requisite: BCA-13A or BCA-13B with Option 1 units.(L,M)

**On-Line**

9624 TBA TBA P.Ellis NET  
10/09/14 to 12/10/14

**BCA 42A Internet Literacy and Safety 3 units**

*Transferable to CSU*

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

**On-Line**

9831 TBA TBA S.Cox NET  
10/09/14 to 12/10/14

If there is an "and" sign (&) after the class time, be sure to look at the line below for all the class meeting dates and times.



CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Business General Business

### GNBUS 10 Introduction to Global Business 3 units

*Transferable to CSU/UC*

Survey of the diverse activities of businesses operating in a changing global environment. Examines how culture and customs, global economic systems, technology, legal factors, global business strategies, trade barriers, finance, and human relations interact to affect U.S. business policies and practices. Covers factors that affect a business' ability to achieve its organizational goals and competitive advantage including entrepreneurship, organizational design and structure, leadership, human resource management and practices, communications, leadership and innovation, marketing and consumer behavior, e-business, legal issues, accounting, financial management and investing options. (L)

#### On-Line

9325	TBA	TBA	D.McGill-Cameron	WNET
9720	TBA	TBA	BU-Staff	NET
08/11/14 to 10/08/14				
9269	TBA	TBA	BU-Staff	NET
10/09/14 to 12/10/14				

### GNBUS 25 Career Planning and Development 3 units

*Transferable to CSU*

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

#### On-Line

9268	TBA	TBA	H.Morgan	NET
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### GNBUS 52 Business English 3 units

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

#### On-Line

9284	TBA	TBA	M.Stranix	NET
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## Business Management

### MGMT 14 Entrepreneurship 3 units

*Transferable to CSU*

Principles of establishing and managing a small business, including the preparation of a business plan; emphasis on goal-setting, types of business organizations, obtaining licenses and permits, financing options, accounting aspects, legal requirements, managing the enterprise, and other aspects in business entrepreneurship. Not open for credit to student with credit in AG 14. (L,M)

#### On-Line

9155	TBA	TBA	C.Peterson	NET
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CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Management

### MGMT 35 Management Psychology 3 units

*Transferable to CSU*

Assists students in understanding and applying theories of management and psychology to human behavior in the workplace; increases awareness of individual and group behaviors, conflict resolution, and organizational dynamics. (L)

#### On-Line

9741	TBA	TBA	A.Willson	NET
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## Business Office Administration

### OA 17A Word Processing I 3 units

*Transferable to CSU*

Introduction to basic word processing operations such as document formatting, editing, saving and retrieving, printing; creating tables and charts; inserting images, shapes, and WordArt. Keyboarding speed of 20 words a minute or faster is recommended. (L)

#### On-Line

9625	TBA	TBA	T.Paras	NET
08/11/14 to 10/08/14				

### OA 17B Word Processing II 3 units

*Transferable to CSU*

Advanced word processing operations involving long and multiple-part documents, mail merge, forms, styles and themes, and work group features. Co-requisite: OA 13C, OA 17A. (L)

#### On-Line

9626	TBA	TBA	M.Stranix	NET
10/09/14 to 12/10/14				

### OA 52 Business English 3 units

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

#### On-Line

9277	TBA	TBA	M.Stranix	NET
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CODE DAYS TIMES INSTRUCTOR ROOM

## Chemistry

**CHEM 10 Concepts of Chemistry 3 units**

*Transferable to CSU/UC-Unit limit*

A survey of basic concepts and practices of chemistry. Designed for non-science majors desiring an introduction to fundamental chemistry concepts and skills. Not intended for students who will enroll in subsequent chemistry coursework. (L)

On-Line

9265 TBA TBA J.Brown WNET

## Computer Science

**COMSC 6 Basic Language Programming 3 units**

*Transferable to CSU/UC*

Introduction to programming using object-orientated programming techniques, including problem solving, algorithm development, coding solutions, program life cycle, and source code maintenance. (L,M)

On-Line

9816 TBA TBA S.Shepard NET

**COMSC 12 Java Programming 3 units**

*Transferable to CSU/UC*

Introduction to Java Programming. Intended for those with prior experience or coursework in at least one formal programming language, preferably C or C++. Topics include: Java and HTML, Applet user interfaces, graphics and multimedia, objects, classes and methods, input and output and output streaming, networking, threads, packages, and the Java AWT and API. (L,M)

On-Line

9817 TBA TBA D.Joksch NET

**COMSC 20 Beginning Web Publishing With Html 3 units**

*Transferable to CSU*

Fundamentals of web publishing using HTML, covering design, writing, and maintenance of webpages. Emphasis on real-life informational and interactive presentations to include testing, revising, and maintenance of web presentations on the World Wide Web.

On-Line

9818 TBA TBA S.Shepard NET

CODE DAYS TIMES INSTRUCTOR ROOM

## Counseling

**COUNS 10 College Success 3 units**

*Transferable to CSU/UC*

Study skills and knowledge necessary for college success, including time management, memory techniques, note taking, reading skills, test taking skills, critical thinking, writing, learning styles, diversity, communication skills, career planning, assessment, use of technology and other resources. (L)

On-Line

9806 TBA TBA G.Brown NET

## Counseling

**COUNS 25 Career Planning and Development 3 units**

*Transferable to CSU*

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

On-Line

9266 TBA TBA H.Morgan NET

## Early Childhood Education

**ECE 3 Child Growth and Development 3 units**

*Transferable to CSU/UC*

This course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual difference and analyze characteristics of development at various stages. Designed as a foundation course for careers in ECE, Education, Human Services, Health and related fields. (L)

On-Line

9734 TBA TBA M.Wagener NET

**ECE 31 Child, Family, Community 3 units**

*Transferable to CSU/UC*

An examination of the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. Not open for credit to student with credit in FCS 31. (L)

On-Line

9762 TBA TBA L.Daly NET



CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Early Childhood Education

### ECE 32 Parenting 3 units

*Transferable to CSU*

Techniques and advice encouraging a positive parenting style and effective child-rearing procedures, interaction patterns and levels of communication between family members and care givers. (L)

#### Television

1321	TTH	3:00PM-4:15PM	M.Salluzzo	TV
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## Ecology

### ECOL 10 Environment-Concepts and Issues 3 units

*Transferable to CSU/UC*

Ecology studies the interaction and interdependence among living organisms in their environment. The course presents fundamental scientific principles in examining how natural ecosystems function and how human actions affect natural ecosystems. Emphasis is placed on the role of science in determining causes and in contributing solutions to local and global environmental problems. (L)

#### On-Line

9346	TBA	TBA	B.Nemeth	WNET
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### ECOL 12 Marine Ecology 3 units

*Transferable to CSU/UC*

An introduction to the physical marine environment, marine life, and the interactions between the two. Course also includes a study of human impact upon the the marine environment. (L)

#### On-Line

9507	TBA	TBA	MS-Staff	NET
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## Economics

### ECON 1A Elementary Economics-Macro 3 units

*Transferable to CSU/UC*

Economic principles, problems, and policies. Theories related to various economic problems and policies, i.e., inflation, recession, taxation, poverty, agriculture, economic development, the environment. Includes possible solutions to these problems. Emphasizes macro-economics. (L)

#### On-Line

9249	TBA	TBA	J.Hanson	NET
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### ECON 1B Elementary Economics-Micro 3 units

*Transferable to CSU/UC*

Economic principles, problems, and policies. Theories include: price theory or theory of the firm, labor economics, foreign trade, and comparative economic systems. Emphasizes micro- economics. (L)

#### On-Line

9571	TBA	TBA	D.McGill-Cameron	WNET
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CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Education

### EDUC 40 Introduction to Online Learning 1 unit

*Transferable to CSU*

Prepares student to successfully complete an online course through introduction to the technology and the online environment; how to use the software tools that manage an online course; and how to problem-solve online issues. Not open for credit to student with credit in MCOMM 40. Grades are P/NP.

#### On-Line

9773	TBA	TBA	LA-Staff	NET
10/09/14 to 12/10/14				

## English

### ENGL 1A College Composition and Reading 4 units

*Transferable to CSU/UC*

Development of analytical reading and the writing of college-level essays, including critical analysis, rhetorical forms, and collegiate research. Prerequisite: Satisfactory score on Placement Examination OR a grade of "C" or better in ENGL 51. (L)

#### On-Line

9390	TBA	TBA	G.Kemble	NET
9392	TBA	TBA	T.Ramsey	NET

### ENGL 30A Introduction to American Literature, I 3 units

*Transferable to CSU/UC*

Survey of American Literature from its beginning in 1620 to 1865. Writers include, among others, Bradstreet, Taylor, Franklin, Emerson, Thoreau, Hawthorne, Melville, Poe, Whitman, Dickinson. Special attention will be paid to major literature genres, themes, and historical backgrounds. (L)

#### Television

2320	MW	1:00PM-2:15PM	B.Condrey	TV
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### ENGL 36 American Ethnic Voices 3 units

*Transferable to CSU/UC*

Survey of selected American ethnic writers of African, European, Native American, Central/South American, Mexican-American, Asian, and Middle Eastern descent, focusing on how these writings contribute to the dialogue of American voices and how the writings both reflect and shape a definition of American culture. (L)

#### Television

5255	MW	10:30AM-11:45AM	B.Condrey	TV
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(v) Variable Unit

(R) Repeatable

(L,M) - College level language or math skills advised

CODE DAYS TIMES INSTRUCTOR ROOM

## English

### ENGL 46A Introduction to English Literature, I 3 units

*Transferable to CSU/UC*

Survey of English Literature from its beginnings to the end of the 18th Century; writers include, among others, Chaucer, Shakespeare, Donne, Milton, and Pope; special attention paid to major literary genres. (L)

**Television**

5418 TTH 10:30AM-11:45AM B.Jukes TV

## Family and Consumer Science

### FCS 10 Principles of Nutrition 3 units

*Transferable to CSU/UC*

Functions of nutrients in the human body. Nutritional needs of individuals through their life cycle, food choice determinants, effects of cooking and processing, role and safety of food additives, and meal planning guidelines. Not open for credit to student with credit in HLTH 10. (L)

**On-Line**

9509 TBA TBA M.Ramos NET

9393 TBA TBA M.Ramos NET

10/09/14 to 12/10/14

## Health Education

### HLTH 1 Health and Life Style Choices 3 units

*Transferable to CSU/UC*

Issues include wellness, functioning optimally, and promoting healthy behavior changes. Topics explore diet, exercise, stress, CVD, cancer, substance abuse, sexually transmitted diseases, mental health, aging, and analysis of available health information. (L)

**On-Line**

9292 TBA TBA E.Fremd NET

08/11/14 to 10/08/14

9321 TBA TBA T.Post NET

08/11/14 to 10/08/14

9259 TBA TBA J.Rodriguez NET

10/09/14 to 12/10/14

9343 TBA TBA T.Post NET

10/09/14 to 12/10/14

**Television**

1323 T 5:00PM-7:50PM A.Willson TV

CODE DAYS TIMES INSTRUCTOR ROOM

## Health Education

### HLTH 4 Psychosocial Health 3 units

*Transferable to CSU*

Explores how attitudes and emotions affect physical health along with emotional health. Additionally how psychosocial health can play a role in prevention of disease. This class presents current research on the link between the mind and the body. (L)

**Television**

7047 MW 5:30PM-6:45PM J.Kreft TV

### HLTH 10 Principles of Nutrition 3 units

*Transferable to CSU*

Functions of nutrients in the human body. Nutritional needs of individuals through their life cycle, food choice determinants, effects of cooking and processing, role and safety of food additives, and meal planning guidelines. Not open for credit to student with credit in FCS 10. (L)

**On-Line**

9739 TBA TBA M.Ramos NET

9740 TBA TBA M.Ramos NET

10/09/14 to 12/10/14

## History

### HIST 5A World Civilizations 3 units

*Transferable to CSU/UC*

Survey of the experience of all peoples with vastly different cultures inhabiting a single globe. Emphasizes the interaction of humans with the environment based on experience, knowledge, and technology. Systems: economic, social, religious, and political to c. 1500. (L)

**On-Line**

9812 TBA TBA S.Frazier NET

### HIST 5B World Civilizations 3 units

*Transferable to CSU/UC*

The experience of all the world's people from the early modern era to the present. Emphasis is upon the interaction of people with the environment based upon the development of technology. Conflict with traditional systems and new(er) orders. (L)

**On-Line**

9813 TBA TBA S.Frazier NET

CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## History

### HIST 17A United States History 3 units

*Transferable to CSU/UC-Unit limit*

Survey of U.S. history tracing the political, social, economic, and cultural development of American ideals and actions from the Pre-Revolutionary Period through the Civil War Era. Satisfies U.S. history portion of California State University Title 5-40404 requirement. (Also satisfies Government(s) Constitution(s) portion when both HIST 17A and 17B are completed.) (L)

**On-Line**

9719	TBA	TBA	T.Smith	NET
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### HIST 17B United States History 3 units

*Transferable to CSU/UC-Unit limit*

Political, social, economic, and cultural history of the United States from the Industrial Revolution to the present. Focuses on the ideals, decisions, forces, institutions, individuals, events, and processes that affected the continuity and change during this time. Satisfies CSU Title V, Section 40404, U.S. History, Constitution, and American Ideals requirement when both HIST 17B and POLSC 1 or HIST 17A are completed. (L)

**On-Line**

9793	TBA	TBA	T.Smith	NET
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## Humanities

### HUMAN 10 Introduction to Western Humanities 3 units

*Transferable to CSU/UC*

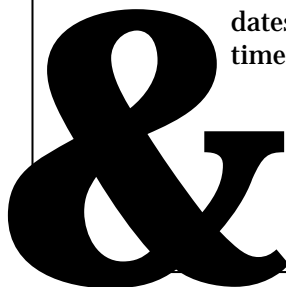
Learning the habit of making connections through thinking, feeling, sensing, and intuition, integration of the arts, architecture, music, philosophy, and history from pre-history through Renaissance. (L)

**On-Line**

9088	TBA	TBA	SS-Staff	NET
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If there is an "and" sign (&) after the class time, be sure to look at the line below for all the class

meeting dates and times.



CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Human Services

### HUSEV 32 Relationship Addiction/Codependency 1 unit

*Transferable to CSU*

Identification of codependent behavior and the effects of these behaviors on relationships; assessment of healthy vs. unhealthy relationships on a continuum. (L)

**On-Line**

9808	TBA	TBA	S.Ng	NET
10/09/14 to 12/10/14				

### HUSEV 33 Self Awareness: Key to Non-Addictive Behavior 1 unit

*Transferable to CSU*

Emphasis on techniques to build a healthy relationship with oneself as fundamental for releasing addictive behavior patterns. Not open for credit to student with credit in HUSEV 63. Grades are P/NP. (L)

**On-Line**

9809	TBA	TBA	S.Ng	NET
10/09/14 to 12/10/14				

## Learning Assistance

### LEARN 20 Tutor Training 2 units

*Transferable to CSU*

Methods of tutoring to include the role of the tutor, effective communication skills, tutoring a diverse multicultural population, utilization of learning resources, learning styles, study strategies, and evaluation of effectiveness of tutoring. Focus will be on psychological and social factors fundamental to learning.

**On-Line**

9667	TBA	TBA	L.Richard	WNET
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## Library Science

### LIBSC 1 Basic Research Skills 1 unit

*Transferable to CSU*

This course will help students acquire beginning information literacy skills necessary to conduct academic or personal research. It provides a step-by-step guide to the research process that is applicable to term papers, course work, and life-long learning. It emphasizes developing effective search strategies, selecting information tools, locating and retrieving information sources, analyzing and critically evaluating information, and using information. (L)

**On-Line**

9764	TBA	TBA	J.Wagner	NET
10/09/14 to 12/10/14				

CODE DAYS TIMES INSTRUCTOR ROOM

## Mass Communications

### MCOMM 2 Introduction to Mass Communications 3 units

*Transferable to CSU/UC*

Survey of the principles, functions, and services of media in an information and communication oriented society; emphasis on history, economics, technologies, and the process of communication, as well as the social impact of print media, broadcasting, and motion pictures. (L)

On-Line

9723 TBA TBA LA-Staff NET

08/11/14 to 10/08/14

9724 TBA TBA LA-Staff NET

10/09/14 to 12/10/14

Television

4037 F 9:00AM-11:50AM LA-Staff TV

### MCOMM 8 Introduction to Media Writing 3 units

*Transferable to CSU*

An introduction to the styles and script formats used in writing for the media. Practice is provided in writing proposals, treatments, storyboards, and scripts for radio, film making, and television programs. Prerequisite: ENGL 51 or eligibility for ENGL 1A. (L)

On-Line

9766 TBA TBA LA-Staff NET

### MCOMM 40 Introduction to Online Learning 1 unit

*Transferable to CSU*

Prepares student to successfully complete an online course through introduction to the technology and the online environment; how to use the software tools that manage an online course; and how to problem-solve online issues. Not open for credit to student with credit in EDUC 40. Grades are P/NP.

On-Line

9772 TBA TBA LA-Staff NET

10/09/14 to 12/11/14

## Mathematics

### MATH 21 Plane Trigonometry 3 units

*Transferable to CSU*

Trigonometric functions, fundamental formulas, identities, solution of triangles, and complex numbers. Prerequisite: MATH 52 with a grade of "C" or better. (L,M)

Television

7398 MW 9:00AM-10:15AM K.Boyes TV

CODE DAYS TIMES INSTRUCTOR ROOM

## Mathematics

### MATH 50 Elementary Algebra 4 units

Introductory algebra. Topics include signed numbers, graphing, linear equations, quadratic equations, and systems of linear equations in two variables. Prerequisite: MATH 111 with a grade of "C" or better or qualifying score on Placement Examination. (L)

On-Line

9729 TBA TBA K.Stemmann NET

Television

7401 TTH 1:00PM-2:50PM J.Thoo TV

### MATH 52 Intermediate Algebra 4 units

Fundamental operations of algebra; linear and quadratic equations and inequalities; exponents and polynomials; rational expressions; radicals and fractional exponents; graph of a straight line; linear and quadratic system of equations; conic sections; exponential and logarithmic functions. (L) Prerequisite: MATH 50 with a grade of "C" or better. (L,M)

On-Line

9512 TBA TBA J.Steverson NET

9608 TBA TBA S.Kovacs NET

## Nursing

### NURS 18 Comprehensive Review for the NCLEX Exam 1 unit

*Transferable to CSU*

Comprehensive review and test taking strategies for the Registered Nurse (RN) student in Nursing Science, Pharmacology, and Nursing content area's related to the RN NCLEX examination. Grades are P/NP.

On-Line

9633 TBA TBA R.Snyder NET

11/04/14 to 12/06/14

If there is an "and" sign (&) after the class time, be sure to look at the line below for all the class

meeting dates and times.



CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Nursing

### NURS 26 Basic Pharmacology 3 units

*Transferable to CSU*

Basic principles of pharmacology with focus on pharmacokinetics, pharmacodynamics, and related therapeutic implications for major drug categories; for Nursing and non-Nursing students. Prerequisite: None; Anatomy and Physiology highly recommended. (LM)

#### On-Line

9685	TBA	TBA	E.Vincent	NET
9758	TBA	TBA	C.Smith	NET

### NURS 36 Pathophysiology: Understanding Disease 4 units

*Transferable to CSU*

The study of disease pathology in the human body with focus on the study of abnormal physiological function of body systems at the cellular level. Correlation to disease etiology and biological and physical manifestations produced by abnormal physiology. Core course content for NURS 1 through NURS 4B, nursing courses. The content of this course is content required for licensure with the California Board of Registered Nursing. Course is required to be completed prior to formal admission to the Yuba College Nursing Program. Prerequisite: BIOL 4 and BIOL 5. Computer Literacy skills are recommended. (L)

#### On-Line

9681	TBA	TBA	C.Monahan	NET
9700	TBA	TBA	MS-Staff	NET

### NURS 51 Medical Terminology 3 units

Intended to assist those studying in the fields of medicine and health care by learning a word-building system for defining, using, spelling and pronouncing medical words. It is designed for those preparing for a health career such as nursing, medical secretary, ward secretary, emergency medical technician, medical technologist, respiratory therapist, or other fields that require medical vocabulary. Not open for credit to student with credit in RADT 51. (L)

#### On-Line

9722	TBA	TBA	C.Monahan	NET
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CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Philosophy

### PHIL 12 Critical Thinking 3 units

*Transferable to CSU/UC*

A basic introduction to critical thinking skills emphasizing their application to everyday decision-making. Topics include: definitions of critical thinking, language and meaning, claims and reasons, argument and inference, argument identification and reconstruction, inductive reasoning, deductive reasoning, underlying assumptions, evaluating assumptions, assumptions and evidence, worldviews as a context for critical thought, evaluating arguments, sound and fallacious reasoning, informal fallacies, casual inference, and scientific method. (L)

#### On-Line

9221	TBA	TBA	D.Sorensen	NET
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## Physical Education

### PE 20 Introduction to Kinesiology 3 units

*Transferable to CSU/UC*

This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions. (L)

#### On-Line

9619	TBA	TBA	E.Burns	NET
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10/09/14 to 12/10/14

## Political Science

### POLSC 1 Introduction to American Government 3 units

*Transferable to CSU/UC*

Survey of American government and politics, covering three parts: the foundations, politics and institutions. First, it will explore the foundations of American democracy, such as: political culture, the Constitution, civil liberties, and civil rights. Second, it will analyze American politics in the aspects of the media, political parties, elections, and interest groups. Finally, political institutions will be examined, such as Congress, the presidency, the courts, and the federal bureaucracy. State and local governments are included. Satisfies Government(s) Constitution(s) portion of California State University Title 5, Section 40404. (L)

#### On-Line

9718	TBA	TBA	L.Hsieh	NET
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#### Television

7029	TH	5:00PM-7:50PM	S.Tolentino	M-TV
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CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Psychology

### PSYCH 22 Social Psychology 3 units

*Transferable to CSU/UC*

This course will examine the emotion, behavior, and cognition of individuals in social situations. Topics can include: social psychology methods, social perception, social cognition, attitudes, persuasion, social identity, gender identity, prejudice and discrimination, interpersonal attraction, close relationships, conformity, compliance, obedience to authority, helping behavior, aggression, group processes and social psychology applications. Multiple perspectives discussed. (L)

#### On-Line

9239	TBA	TBA	H.Morgan	NET
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### PSYCH 41 Lifespan Development 3 units

*Transferable to CSU/UC*

Introduction to the scientific study of human development from conception to death. Examines the interplay of the biological, psychological, social, and cultural influences on the developing human being. (L)

#### On-Line

9315	TBA	TBA	H.Morgan	NET
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9344	TBA	TBA	H.Morgan	NET
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### PSYCH 46 Abnormal Psychology 3 units

*Transferable to CSU/UC*

This course introduces the scientific study of psychopathology and aberrant behaviors, broadly defined. Students will investigate abnormal behavior from a variety of perspectives such as biological, social, and cultural approaches. An integrative view of research in abnormal behavior and intervention and prevention strategies for psychological disorders will also be introduced. (L)

#### On-Line

9388	TBA	TBA	A.Buckley	WNET
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## Sociology

### SOCIL 1 Introduction to Sociology 3 units

*Transferable to CSU/UC*

Basic principles and concepts of sociology including culture, socialization, organizations, institutions, stratification, collective behavior, and social change. (L)

#### On-Line

9282	TBA	TBA	E.Davis	NET
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9803	TBA	TBA	E.Davis	NET
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#### Television

7415	MW	2:30PM-3:45PM	M.Flacks	TV
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CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Veterinary Technology

### VETT 5C Veterinary Technology Internship C v1-4 units

*Transferable to CSU*

Formal, structured off-campus clinical experience in licensed veterinary facilities, which serve as a means of instructing the student in practical, hands-on, clinical skills in all aspects of veterinary assisting. The student is under the direct supervision of one or more licensed veterinarians and/or credentialed veterinary technicians. The site of the preceptorship is approved by the veterinary technology program in consultation with the student and the veterinary professionals. Integration into a veterinary health care team and exposure to varied methodologies and practice philosophies in a variety of clinical settings. Practical application of knowledge, skills, and attitudes acquired in the concurrent course work. Rotation through various facilities is required. Follow directions from doctors and staff with increasing independence and exhibit good judgment and critical thinking skills. Apply practical application of knowledge, skills, and attitudes acquired in radiology, anesthesiology and surgery. Prerequisite: VETT 91 or Consent of the instructor. (L,M)

#### On-Line

9013	TBA	TBA	M.Kratochvil	NET
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### VETT 6 Veterinary Workplace Safety 3 units

*Transferable to CSU*

Introduces veterinary hospital staff to occupational health and safety unique to veterinary medicine. Topics include: risk assessment, protective safety measures, current OSHA standards, safe use of hazardous materials, and preventive medicine for personnel engaged in the care of and use of animals. (L)

#### On-Line

9677	TBA	TBA	B.Loghry	NET
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### VETT 7 Veterinary Business Management 3 units

*Transferable to CSU*

Introduction for the first year Veterinary Technology student to veterinary practice management. Standard office procedures with an emphasis in client relations, education, practice management and computer skills. Ethics in veterinary medicine as well as state and federal regulations governing veterinary practice. (LM)

#### On-Line

9664	TBA	TBA	S.Haskell	NET
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### VETT 8 Large Animal Care and Nursing 3 units

*Transferable to CSU*

Emphasis on the physical exam, restraint, sample collection, bandaging, emergency treatment, surgical and obstetrical procedures and instruments, herd health, and lameness topics for farm animals. (L)

#### On-Line

9556	TBA	TBA	J.Glynn	NET
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CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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CODE	DAYS	TIMES	INSTRUCTOR	ROOM
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## Veterinary Technology

### VETT 15 Advanced Laboratory Animal Medicine 3 units

*Transferable to CSU*

Advanced course includes clinical medicine, surgical nursing, regulatory compliance, biosecurity, IACUC, occupational health and safety, facilities and personnel management, management of fiscal resources and research topics associated with laboratory animals. Students will become familiar with local, state and federal regulations governing research animal care and use. This course will provide information and materials to help the student prepare for AALAS certification, LATg and CMAR exams.

#### On-Line

9770	TBA	TBA	M.Kratochvil	NET
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### VETT 52 Human Animal Bond 3 units

Special focus on human-companion animal interactions. Students will relate to animal-assisted therapy/activity, service animal and humane education programs. Students explore sociological, historical, economic, philosophical, and public policy issues regarding animals in world societies. (L)

#### On-Line

9666	TBA	TBA	B.Loghry	NET
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### VETT 55 Veterinary Medical Terminology 3 units

The study and application of medical terms used in veterinary medicine. (L)

#### On-Line

9285	TBA	TBA	M.Kratochvil	NET
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### VETT 57 Animals and Society 3 units

An interdisciplinary approach to examining the diverse roles of animals in society, the evolution of human attitudes toward animals, and animal responses to humans. Emphasis will be placed in the role of animals in human society (anthrozoology), animal social construction, and the moral relationship of animals in human society. Directed independent work will provide the student with individual experiences in animal societal issues. Students will design and complete an independent study project. (L)

#### On-Line

9742	TBA	TBA	N.Rochin	NET
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### VETT 91 Veterinary Assisting 3 units

Concepts of veterinary medicine needed to function effectively as a veterinary assistant, veterinary receptionist, kennel staff or animal shelter worker. This course does not lead to the AS Degree in Veterinary Technology but can be used as a step towards entry into that program. Not open for credit to students with credit in VETT 101.

#### On-Line

9731	TBA	TBA	B.Loghry	NET
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## Matriculation

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

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

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

- Have completed an Associate or higher degree, *provide verification of degree*;
- Concurrently enrolled in high school *need* permission form signed by parents and high school official
- Enrolled in only classes for which they have approved previous training (e.g., firefighters taking a fire science class);
- Enrolled in fewer than 6 units;
- Do not plan to earn a degree or certificate;
- Completed at least 24 units at another college within the past three years and were in good standing-verification required;
- Enrolled in only performance classes (e.g., acting, drawing) or activity classes (e.g. physical education);
- Enrolled in only job-skill upgrade, self-improvement, or general interest courses.

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

**Matriculation – Students’ Rights, Challenge, and Complaint process:** Students may challenge any matriculation component. To do so, consult with a college counselor. Challenges and/or complaints may be filed with the Office of Student Support Services, who is responsible for investigation and resolution.

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

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

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

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

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

## Public Law 101-542 and 102-26: Student Right to Know

In compliance with the Student Right to Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the District to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2009, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed above. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period. Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became ‘transfer prepared’ during a three year period, from Fall 2009 to Spring 2012. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered ‘transfer-prepared’. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming ‘transfer-prepared’ during a five semester period, from Spring 2010 to Spring 2012, are transfer students.

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

### 2009-10

Associate in Arts	107
Associate in Science	405
Certificate of Achievement	231
Certificate of Training	37
<b>Total</b>	<b>780</b>

### 2010-11

Associate in Arts	117
Associate in Science	427
Certificate of Achievement	255
Certificate of Training	18
<b>Total</b>	<b>817</b>

### 2011-12

Associate in Arts	89
Associate in Science	450
Certificate of Achievement	232
Certificate of Training	3
<b>Total</b>	<b>774</b>



# Academic and General Information

## **Address Changes**

It is the student's responsibility to notify the college of an address change.

## **Adds and Drops**

It is the Student's Responsibility (not the instructor's) to submit all adds and drops. Drop classes throughout the semester through WebAdvisor

## **ASSIST**

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

The ASSIST database includes the most current official articulation agreements that every CSU and UC campus has established with any of the 112 California Community Colleges. ASSIST also includes the following complete and historical information for all 112 California Community Colleges — CSU Transferable Courses; CSU GE-Breadth Certification Courses; IGETC Course Lists; UC Transferable Courses; UC Transfer Admission Eligibility Courses.

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

## **Attendance**

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

## **Audit Policy**

An audit fee will be charged for audited classes. The BOGW fee waiver does NOT cover the audit fee. There are restrictions on auditing a class. Please check with the Admissions and Records Office for more information.

## **C.S.U. General Education - Breadth Requirements**

Students planning to transfer to the CSU system should consult a counselor to obtain the General Education Breadth transfer requirements. Requirements vary at different campuses. Students are also encouraged to contact the Counseling Office.

## **Computer/Network Use Policy**

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

## **Pass/No Pass Option**

A student may elect to take ONE graded class, not in his/her major, each semester on a P/NP grading basis. The P grade will be awarded for work completed at "C" or higher level. "D" or "F" work will result in a NP grade. Dates vary for short-term classes for electing/removing this grading option. Consult a counselor if you are planning to transfer since this option may affect transferability of the class.

## **District Grading Policy**

Awarding grades to students is the responsibility of the course instructor. Grades and grade points are:

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

The following grades are not used in computing grade point averages. The W, I, and NP grades are used for progress probation purposes.

Grade	Definition
P	Pass ("C" or better)
NP	No Pass ("D" or "F")
W	Withdrawal
I	Incomplete
IP	In Progress
RD	Report Delayed

***Drug-Free School Policy***

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

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

***Graduation***

Students who plan to graduate must file a PETITION for graduation. Yuba College has a formal graduation ceremony once a year (at the end of the spring semester), but the student may petition to graduate at the end of Fall (November 15), Spring (April 15), or Summer (July 1) terms. Students must apply to graduate prior to the deadline in order to be considered. It is the student's responsibility to meet all requirements. Students are encouraged to meet with a counselor, obtain a college catalog, and obtain a graduation requirements check list in order to determine if all requirements have been completed. Final graduation evaluations are done by the Admission and Records Office technicians.

***I.G.E.T.C. - Intersegmental General Education Transfer Core***

IGETC is a program which transfer students may use to fulfill lower division general education requirements in either the C.S.U. or U.C. system.

Completion of the IGETC does not improve eligibility for admission to the C.S.U. or U.C. system, or admission to a specific campus or program. See a counselor for segmental and campus-specific admission requirements and lower division major requirements. All courses must be completed with a grade of “C” or better. Contact a counselor to discuss transfer plans and to obtain information concerning the IGETC requirements.

***Other Information***

This class schedule contains academic information in a condensed form. For more detailed explanations, refer to the college catalog or consult a counselor.

***Parking Regulations***

Parking decals are REQUIRED and must be affixed to the inside right corner of the windshield.

Decals are not transferable and do not guarantee that parking space will be available. Parking is permitted only in the student sections of the Parking lots (not in reserved spaces).

Citations will be issued to vehicles without the decal properly displayed or those parked in staff spaces. Parking regulation information can be obtained from the Campus Police Department.

***Prerequisites, Corequisites, Advisories (Recommendations)***

It is the intent of the Yuba Community College District to guide students into courses in which they will have the greatest chance for academic success. Some courses have prerequisites, corequisites, or advisories (recommended preparation) in their description. Following are the definitions for prerequisites, corequisites, and advisories on recommended preparation:

- A) “Prerequisite” is a course requirement that a student must meet in order to demonstrate current readiness for enrollment in a course or educational program.
- B) “Corequisite” means a course that a student is required to take in the same semester with another course, i.e., Biology 15 requires a Biology 15 lab.
- C) “Advisory or Recommended Preparation” means a condition of enrollment that a student is advised, but not required, to meet before, or in conjunction with, enrollment in a course or educational program.

State regulations mandate that students have met the prerequisite for any class in which they are enrolled. The student must have documentation on file (placement exam, college/high school transcripts, etc.) verifying completion of English and math prerequisites. Students should consult a counselor.

Students who wish to challenge a prerequisite may file a challenge at the location where the student registers for the majority of her/his classes. Challenges at Yuba College should be filed with the Office of Student Support Services. Challenges at other locations should be filed with the executive dean or site administrator if the student can show that grounds exist for one of the following conditions:

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

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

Students wishing to challenge a prerequisite should consult a counselor to discuss the procedures.

### ***Probation Status***

There are several types of probation: Academic, Progress, and Financial Aid. Students should consult with a counselor to discuss how they may affect a student's educational goals. Students who are receiving financial aid or veterans' benefits, or who are participating in athletics, etc., should meet with a counselor to discuss progress in classes.

### ***Release of Student Information***

In order to help protect your privacy, a PICTURE I.D. will be required to obtain a copy of your transcript, class schedule, or test scores. Generally, no information concerning a student will be released without a written release from the student. Directory information is given out only when it is necessary or appropriate to do so in the opinion of a member of the Student Personnel Services professional staff. Directory information may include your name, address, telephone listing, student class schedule, date of birth, other institutions attended, major, participation in activities and sports, weight and height of athletes, dates of attendance, degrees and awards received, etc. If you do not wish this information released, you must file a request at the Admissions and Records Office within seven calendar days of registration. (See catalog for further details.)

### ***Repeated Courses***

#### **Course Repetition**

State legislation has recently changed the law regarding the amount of times a student may repeat a course at a community college. The law has also changed to include a

withdrawal ("W") to be calculated in as a repeat. If a student receives a "W" or substandard grade, the student is only able to attempt the course for a "W" or passing grade a total of three times. Once the student passes the course, they are not permitted to take the course again.

Upon completion of the repeated course, the best grade earned will be computed in the cumulative grade point average. The lower grade will remain on the permanent academic record, but will be coded with a symbol indicating the course has been repeated and will be disregarded in the computation of the grade point average. The student's academic record will be notated so that all work reflects a true and complete academic history.

Students may file a petition for extenuating circumstances regardless of the grade received if there is a verified case of accident, illness, or other circumstances beyond the control of the student. The student's academic record will be notated and previous grade and credit may be excluded in the computation of the grade point average.

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

### ***Selective Service Registration***

#### **Selective Service Registration**

The United States (U.S.) Federal government requires male U.S. citizens, and male aliens living in the U.S., who are 18 through 25, to register for the military draft. However, men who currently register are not automatically inducted into military service. Presently, the United States operates its military through volunteer enlistment. The last time men were inducted into the military was during the Vietnam War. Registration for a possible future draft is required to ensure America's preparedness in the event of a military crisis. In the event of a crisis that necessitates a draft to be invoked, men would be called in sequence determined by random lottery number and year of birth. They would then be exam-

ined for mental, physical and moral fitness by the military before being deferred or exempted from military service or inducted into the Armed Forces. You may register as soon as you reach the age of 17 years and 3 months but must register within 30 days of turning 18.

Failure to register could result in prosecution with a fine up to \$250,000 and/or be put in jail for up to five years. Registration is also required to qualify for Federal student financial aid, job training benefits, and most Federal employment. The Selective Service Registration Form may be obtained from the Yuba College Registration Office or from your local post office.

### **Short-term Courses**

Classes that do not meet for the full semester are called short-term courses. These courses have their own deadlines to add, drop, withdraw, receive a refund, and petition for Pass/No Pass grading option. Contact the Admissions and Records Office for deadline dates.

### **Smoking Policy**

Smoking, or other use of tobacco, is prohibited within all Yuba College buildings, including restrooms, dining areas, classrooms, laboratories, library, gymnasium, offices, and the theatre, along with any other interior building area, including quads. Smoking is only permitted on the Yuba College, Clear Lake Campus and Sutter County Center in outside open areas. Smokers are encouraged to deposit cigarettes, ashes, and matches in receptacles to maintain a refuse-free campus.

### **Student Learning Outcomes**

Student Learning Outcomes (SLO's) are the intended knowledge, skills, or abilities a student should gain or develop as the result of attending class, participating in a program, or earning a degree or certificate from Yuba College. SLO's differ from traditional measures of student success—letter grades—in that they measure specific skills within a course and program that prepares students for roles outside of Yuba College transfer, workforce and citizenship—and separate them from other factors that affect student success.

1. Communication: effectively use language and non-verbal communication consistent with and appropriate for the audience and purpose.
2. Computation: use appropriate mathematical concepts and methods to understand, analyze, and communicate issues in quantitative terms.
3. Critical Thinking: analyze data/information in addressing and evaluating problems and issues in making decisions.

4. Global Awareness: articulate similarities and difference among cultures, times, and environments, demonstrating an understanding of cultural pluralism and knowledge of global issues.

5. Information Competency: conduct, present and use research necessary to achieve educational, professional and personal objectives.

6. Personal and Social Responsibility: interact with others by demonstrating respect for opinions, feelings, and values.

7. Technological Awareness: select and use appropriate tools for personal, academic, and career tasks.

8. Scientific Awareness: understand the purpose of scientific inquiry and the implications and application of basic scientific principles.

### **Student Probation**

There are several types of probation: Academic, Progress, and Financial Aid. Students should consult with a counselor to discuss how these types of probation may affect a student's educational goals. Students who are receiving financial aid or veterans' benefits, or who are participating in athletics, etc., should meet with a counselor to discuss progress in classes.

#### **Academic Probation:**

Full-time students are placed on Academic Probation when their cumulative grade point average is less than 2.0, including grades earned in the Yuba Community College District. Part-time students are subject to these regulations after enrollment in an accumulated total of 12 semester units in the Yuba Community College District.

#### **Progress Probation:**

Full-time students are placed on Progress Probation when 50% or more of the accumulated Yuba Community College District units of enrollment are entries of W, I, and NP. Part-time students are subject to these regulations after enrollment in an accumulated total of 12 semester units in the Yuba Community College District.

#### **Removal from Probation:**

Students are removed from Academic probation when their cumulative GPA reaches 2.00 or higher. Students are removed from Progress probation when the units of W, I, and NP grades drop below 50% of the accumulated units of enrollment as showing on their official academic record.

**Dismissal:**

Students who have been on Academic or Progress probation during three consecutive semesters (even though there may have been a break in attendance) are subject to dismissal from college. Dismissal may be postponed by the Academic Integrity Committee when evidence of academic improvement or extenuating circumstances exists.

**Readmission:**

A dismissed student may petition for readmission after consultation with a counselor. The Academic Integrity Committee will then consider the petition.

**Financial Aid Probation:**

Students who are receiving financial aid should consult the Financial Aid Office regarding the Satisfactory Academic Progress (SAP) requirements. *Financial Aid Probation is NOT the same as Academic or Progress Probation.*

**Student Responsibility**

It is each student's responsibility to be aware of all rules, regulations, and deadlines relating to attendance at Yuba College. See the catalog for more detailed information.

**Transcripts**

A student may apply for an official transcript of college courses at the Admissions and Records Office. A student in good standing may receive a transcript at any time. Two copies are furnished free by the College; additional copies are \$5 each. Transcripts requested "over the counter" or a "48-hour rush mail" will require a \$10.00 "rush" fee.

Signatures are required for release of a transcript to a student or employer. Transcripts that are to be sent to another college may be requested by FAX or in person. Contact the Admissions and Records Office for more information. In order to protect student records, a PICTURE I.D. will be required for a student to pick up a copy of his/her transcript or schedule.

**Unit Limitation**

You may not take more than 19 units without approval by a counselor.

**Wait Lists**

Some classes use a wait list. The wait list is limited to 7 students. If an opening occurs in the class, the first student on the wait list will be "added" and notified through an announcement in the college portal. If the student no longer wishes to be in the class, the student must drop the class.

On the first day of class, the instructor will receive a roster indicating the students who are on the wait list (in the order they signed up for the wait list). If there are students who do not show up for the first class meeting, the instructor will drop those students and admit students from the wait list to fill the class. The instructor will sign the add form and the student must bring the add form to the Admission and Records Office to officially register and pay fees. After the wait list is exhausted, the instructor may then add students who were not on the wait list.

## Student Services

### **Associated Students - Government**

Clear Lake Associated Students (CLAS) controls student affairs, under the guidance of the Campus Life supervisor. The Student Senate is the governing body and provides services and social activities for students. They also represent students' views to the administration through participation in the college site council. For more information, call 995-7914.

### **Bookstore**

The Bookstore is located in the 701 building. The bookstore is the place to go to purchase your school needs for the upcoming semester. When it comes to textbooks, whether it's a new copy, or one of the various affordable options: used, rental, or digital, the bookstore has what you need. Phone: (707) 995-7924

### **CalWORKs**

The CalWORKs program at CLC offers services for eligible students in the following areas: Counseling, Job Placement, and Child Care. Please contact the CalWORKs office at 995-7313 or (530) 634-7734 for more information.

### **C.A.R.E. Program**

The Cooperative Agencies Resources for Education (C.A.R.E.) is a state-funded program to provide educational opportunities for persons receiving TANF benefits; to provide support for their retention and academic success; to assist them in their academic or vocational objectives; and to assist them in breaking away from welfare rolls. The program provides academic, vocational, and personal counseling; financial assistance, assistance with books, child care, transportation, and group support; tutoring, peer counseling; seminars on career awareness, decision-making skills, job-seeking techniques, and parenting skills; and referral services. For further information, contact the C.A.R.E. office at (707) 995-7912.

### **Career Center**

The Career Center offers services to assist students in selecting suitable career goals and securing employment. In addition, assessment, career decision making, career explorations, and job placement are available, plus:

- career assessment;
- occupational, career, and college information;
- local/regional labor market information;
- job announcements and classified ads;
- interviewing techniques and resume writing;
- directory of local/regional job lines;

### **Career Technical Education Transitions**

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

For more information about the CTE Transitions Program, contact the YCCD Career Technical Education Transitions Office at (530) 634-7785, visit the Admissions and Records Office at any of the campuses, or see your counselor. Also visit the CTE Transitions website at <http://www.yccd.edu/educational-services/cte/default.aspx>.

### **Child Development Center – Toddler and Preschool Services**

Child Development Center –

The Clear Lake Campus Child Development Center offers no or low cost child care weekdays from 7:30 a.m. to 5:30 p.m. for children ages 2 to 5 years old. Enrollment eligibility is based on income with priority given to parents enrolled at Yuba College. The center offers planned age appropriate learning experiences and curriculum, indoor/outdoor play, meals, and napping in an Early Childhood Education lab school environment. Pre-registration is required. For more information, please call (707) 995-7909.

### **College Success Center**

The College Success Center, located in the Library, is the place to come for one-on-one help that focuses on test preparation. Peer tutors help explain classroom materials that are giving you trouble. Services are available to all students free of charge. Call (530) 741-6759 for more information.

***Counseling Services***

Evening appointments are available. Call (707) 995-7900 to schedule an appointment.

The District provides counseling services designed to assist students in educational planning, career assessment, and personal development. Counselors are available by appointment. *Appointments are strongly recommended for developing an educational plan to assure you are taking the right courses to transfer or to meet your educational goals.* Counselors are ready to assist you with any concerns that may affect your successful participation in the college experience.

Student Peer Advisors are available to assist students with college information, filling in forms, and learning about the opportunities available. Both counselors and peer advisors are trained to make referrals to other agencies as needed.

***Disabled Student Program & Services***

DSP&S Resource Center is designed to equalize educational opportunities for students with disabilities that impact their academic participation such as vision, hearing, psychological, mobility, and learning. Lake Campus has computers equipped with assistive software programs as well as SmartView and Aladdin Pro for text enlarging. A host of other accommodations are available according to disability. DSPS is located in the Learning Center (142A) where study aids and tutors are available. Special parking is provided for those students who have a DMV placard or special DMV license plates. DSPS students should register early, as the coordination of services does take extra time. Interested potential students should contact the program at (707) 995-7910.

***Extended Opportunity Programs and Services (EOPS)***

E.O.P.&S. is a state-funded program that provides financial assistance and educational support services to eligible financially and educationally disadvantaged, non-traditional students. E.O.P.&S. includes intensive supportive services which enhance the potential for student retention, successful completion of academic and vocational programs, and transfer to other educational institutions. For further qualification information, please call (707) 995-7912.

***Financial Aid***

Yuba College has a financial aid program that includes scholarships, grants, and other aid, designed to help students who need financial assistance to further their educational goals. Students need to complete a Free Application for Federal Student Aid (FAFSA) on-line located in the Student Services Building, 100, or in the library.

After you submit your FAFSA, you'll receive your Student Aid Report (SAR). You will receive an electronic SAR if you provided an e-mail address on your FAFSA. If you did not provide an e-mail address you will receive a paper SAR. The SAR contains the information you provided on your FAFSA. Review your SAR and follow the instructions if you need to make corrections. For additional information or assistance contact Financial Aid at (707) 995-7923.

***Health Information***

Students are covered by an accident insurance policy up to a maximum of \$20,000 liability for any on-campus activity or school-related activity off campus. This is secondary accident insurance coverage, which means that if students have their own accident policy, it will provide the primary coverage and the District's accident insurance policy provides secondary coverage up to the maximum limit. However, the policy does not provide 100% coverage.

***Learning Center***

The Learning Center is located in Room 142A. This is the place to come for one-on-one help that focuses on test preparation.

Peer tutors help explain classroom materials that are giving you trouble. These services are available to all students free of charge. Call (707) 995-7911 for more information.

***Library/Learning Resource Center***

The library offers a collection of books, magazines, newspapers, pamphlets, tutorial cassettes, videotapes, and internet access. The District is also a member of the Mountain Valley Library System. This system is a cooperative network designed to provide answers or materials not available in the Library. For information on library services, call(707)995-7915.

***Student Publication Notice/  
Academic Accommodations***

In accordance with guidelines set forth by the Equal Employment Opportunity Commission (EEOC) and the Office of Civil Rights (OCR), the YCCD Board adopted BP/AP 5141-Academic Accommodations. Both documents are posted to the District website: [www.yccd.edu](http://www.yccd.edu)

The Yuba Community College District Board of Trustees (Board) recognizes that no qualified student, on the basis of a disability, who may be reasonably accommodated, be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under, any academic, research, occupational training, housing, health insurance, counseling, financial aid, athletics, recreations, transportation, other extracurricular or education program or activity provided by the District. The Board hereby directs that appropriate Administrative Regulations be formulated to allow qualified students with disabilities, who may be reasonably accommodated, to fully participate and benefit in the educational programs and services of the District.

***Veterans Service Office***

The Yuba College's Veterans Service Office (VSO) is approved for the training of veterans and veteran's dependents relating to veteran's education benefits which are administered under various laws of the United States and California. Services available at the Yuba College VSO include: veterans education benefit advising, step-by-step instructions to begin benefits, assistance with on-line applications for education benefit processing, certification of benefits for pay, counselor referral, financial aid information, fee waiver and deferral assistance, work study opportunities and other services to help students achieve their educational goals. Veteran's services are offered at the main Yuba College campus, its centers and outreach facilities. For more information on veteran's benefits, call (530) 741-6822.



# Yuba College - Clear Lake Campus

15880 Dam Road Extension - Clearlake, CA 95422

Located behind Walmart - next to Oak Hill Middle School

