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PRESIDENT'S MESSAGE

Dr. Chui L. Tsang, President

It’s a great time to come to San José City College, where Silicon Valley’s oldest community college campus is getting the newest look. This year City College proudly opens two educationally cutting edge buildings: the Cesar E. Chavez Library/Learning Resource Center and the Technology Center. These buildings will hold the latest equipment and learning technologies with Smart Boards, WI-FI wireless technology, video-conferencing, and plenty of computers for student use. In Spring, we will open a brand-new 59,000 square foot Student Center, and we will also be on our way to a new Math and Science Building.

What do these changes mean for our students? They mean that we will finally have facilities to match the excellent caliber of teaching that goes on at SJCC. As these changes take place, we will continue to strive to find new ways to help our students learn.

For example, along with our traditional courses, we have established four innovative learning initiatives: project based learning, service learning, peer-led team learning, and learning communities. These programs offer choices that allow students to learn within their best learning style.

But not everything will change. San José City College will still remain one of Silicon Valley’s best and most affordable educational resources. As a college with great diversity, we bring a global, cosmopolitan worldview to our students. We are exposed to and cherish different languages and different cultures, and that exposure helps our students succeed when they enter Silicon Valley’s multi-cultural workplaces. We have connections to high tech companies, universities, and science related organizations such as NASA and Lawrence Livermore Lab. These connections help keep us up to date and provide great opportunities for advancement for our students.

Best of all, San José City College is a place where people are very friendly, where a nurturing environment is promoted, and students experience the intimacy of small classes. It is a place where people feel safe to express their opinions, to ask questions, and to learn from others.

Whether you want to take a full-time load with the intent to transfer to a baccalaureate institution, want to take one night course to upgrade your technical skills, want to improve your communication skills, I invite you to be part of the exciting change. Our counselors will help you select the programs that best meet your needs, and you will be able to study using new technologies, learn in an environment of pristine walls, and experience the historic tradition of warmth and support provided by our faculty and staff.

Sincerely,

Chui L. Tsang
President
I would like to be among the first to welcome you to San José City College. Through the programs offered at City College, you will add a new and valuable dimension to your future. As you know, education is a critical component in securing a competitive edge in today’s world. It can increase your skills, your knowledge base, as well as your earning power.

Whether you are coming to San José City College for your two-year college degree, for career preparation, a career change, a specialized certificate, personal improvement or to transfer to a four-year college, City College can help turn that dream into an exciting reality.

In the past two years, San José City College has opened a brand-new Library/Learning Resource Center, several classroom buildings, a new four-level parking structure, and our Student Center and state-of-the-art Technology Center are both nearing completion. A new science complex and an applied sciences center are also scheduled for construction. In addition to taking your classes in some of the Silicon Valley’s most modern classrooms in the state of California, you can also benefit by learning from many award-winning faculty members at City College. Our diverse campus community includes students and faculty members representing every continent and over 70 different countries from around the world.

At City College we have created alternative course schedules and we’ve added the latest tools of advanced technology for learning. The most innovative approaches to instructional delivery are available to all of our students.

Over the past few years, the San José City College’s faculty, staff and administrators have paid very close attention to the needs of our students in every discipline to make certain that all of our courses are meaningful, relevant and of the highest quality. We have aligned our instructional programs to meet the academic goals that have been expressed by our students.

At San José City College, we are...

- Upgrading the quality of courses and the quantity of student life activities on our campus with a wealth of interesting, stimulating and fun activities for students of all ages and backgrounds.
- Investing close to $90 million in campus improvements and new construction projects.
- Transferring record numbers of students to the University of California and the California State University systems.
- Utilizing state-of-the-art technologies in all aspects of our instruction and services.
- Guaranteeing success to all City College students!

Again, we are delighted that you have chosen San José City College to advance your education and career opportunities. No one is more committed to your college success than we are. We are excited to have you here with us at City College!
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CHAPTER 1 — GENERAL INFORMATION

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at the discretion of the District and the College. The District and the College further reserve the right to add, amend, or repeal

The San Jose/Evergreen Community College District and San José City College have made every reasonable effort to
determine that all information in this catalog is accurate. Courses and programs offered, together with other matters
contained herein, are subject to change without notice by the Administration of the San Jose/Evergreen Community College
District or San José City College for reasons related to student enrollment, level of financial support, or for any other reason,
at the discretion of the District and the College. The District and the College further reserve the right to add, amend, or repeal
any of the Rules, Regulations, Policies and Procedures, consistent with applicable laws.
CHAPTER 1 — GENERAL INFORMATION

OUR COMMITMENT TO YOUR EDUCATION

San José City College offers an educational experience that is challenging, informative, useful, and relevant. The College views learning as more than just acquiring information. Learning is an active process that occurs through many different styles and methods. San José City College promotes quality in learning by providing learning environments that stress the acquisition of skills to obtain and synthesize knowledge as well as to apply that knowledge both wisely and successfully.

Valuable learning experiences occur in the classroom and the laboratory. However, learning is not limited to classroom or to laboratory settings. Learning can occur in a variety of settings. For example, the interaction with a counselor, a tutor, or other staff member may also result in a learning experience that is critical for academic success. Consequently, San José City College supports learning through both quality academic programs and quality student support services. The College continues to be a leader in the development of innovative and effective learning programs.

At a minimum, all students at San José City College are expected to demonstrate proficiency in reading, writing, and mathematics. The successful completion of college level reading, writing, and mathematics courses is required of all degree candidates. Special courses and assistance are provided to students through the various learning skills centers at the College. Additionally, faculty and staff are always ready to provide help, encouragement, and direction to students. Each course in the degree programs offered by the College provides students with opportunities to develop critical thinking and other skills demanded by the universities and by most employers. By the time students have completed their associate degree objectives at San José City College, they will have a firm foundation of knowledge and skills that will lead to success in future pursuits.

IN THIS CHAPTER:

• Our Commitment to Your Education
• College Mission Statement
• Accreditation
• Academic Senate
• Organization of the College
• History of the College
• College Philosophy
• Granting of Degrees
• Classified Council
• Divisions and Programs

HISTORY OF THE COLLEGE

Celebrating an existence, which spans three-quarters of a century, San José City College provides San Jose and Milpitas residents with community college education of the highest quality. From its modest beginnings in 1921, San José City College has delivered its educational mission with integrity and vitality.

For many years, San José City College operated in downtown San Jose. San Jose Unified School District took over the College’s operation in 1953, moving it to its present Moorpark Avenue location. A decade later, an independent San Jose Junior College District was created. In 1958, the name was changed to San José City College.

Today, the San Jose/Evergreen Community College District (formed in 1963) serves more than seven hundred thousand residents within its 303 square mile boundaries, including the San Jose and Milpitas Unified School Districts and East Side Union High School District.
As a result of a 1965 Citizen’s Advisory Committee Study, a long-range plan resulted in the acquisition of two campus sites on the district’s east side. Evergreen Valley College opened its doors to students in 1975 at its 155-acre campus in southeast San Jose.

Currently, San José City College enrolls more than 10,000 day and evening students, contrasted with 86 in 1921. The number of graduates has also increased. In 2002-2003, over 500 students received Associate in Arts or Science degrees; in 1923, the number was 10. The student body is diverse, reflecting the changing demographics of California’s major racial/ethnic groups: 30% Asian, 7% African American, 29% Hispanic, 3% other, and 17% Caucasian. Comprehensive programs targeting the following student populations further reflect diversity: disabled, re-entry, socioeconomically disadvantaged, and immigrant and international students from over 70 countries.

San José City College offers a two-year lower division college program paralleling four-year colleges and universities. For students who plan to pursue a baccalaureate degree, the College provides a strong core of general education and majors’ courses required for transfer. The College also offers a variety of one- and two-year technical, occupational, and pre-professional courses of study, leading to employment.

**COLLEGE MISSION STATEMENT**

"The mission of San José City College is to prepare and empower students for success in a global multicultural society. With the fostering of student learning as its primary focus, the College provides continuous access to a wide range of comprehensive and flexible post secondary academic and occupational programs that prepare Silicon Valley residents of all ages and backgrounds for balanced and productive lives and successful careers. To reach these educational goals, the College provides the appropriate support services to meet the needs of an increasingly diverse student population.

In fulfilling this mission, the College assists students in achieving their education, employment, and life long learning goals. These include but are not limited to:

- Two-year college degrees
- Lower-division transfer and general education courses
- Certificates
- Basic skills instruction
- English as a Second Language courses
- Distance learning opportunities
- Technology and career training
- Economic development
- Community services courses
- Adult non-credit courses

This mission is, and shall remain, in accordance with all legislation enacted by the State of California."

Adopted by the College Planning Council February 7, 2003
Approved by the Board March 11, 2003

**COLLEGE PHILOSOPHY**

We believe our student body reflects a wide range of individual interests, achievements and potential we further believe that growth toward full recognition and use of individual abilities is the right of every citizen and is enhanced by the professional counseling and guidance of the faculty and staff.

We believe that learning occurs in many ways and in many places and that it is not limited to the classroom; that a broad range of experiences can be related to learning and may be used to gain knowledge and appreciation.

We believe that high quality instruction must be offered in all courses and programs and that a faculty guarantees such standards, continuously critical of its personal teaching standards and of its instructional programs, imbued with intellectual tolerance and a respect for learning.

We believe a wide variety of curricula must be available to provide students with different interests and the opportunity and motivation to succeed at a high scholarship level.

We believe that we must stimulate students to think critically and creatively, to recognize and accept personal capabilities, and to participate effectively in a dynamic society.

We believe that we have an obligation to respond to the academic and cultural needs of our community; to maintain a leadership role in defining and clarifying the needs and aspirations of the community; to provide for their realization through services within the functions of this college as an educational institution; and to warrant community support through dedication to excellence in learning.

**ACCREDITATION**

San José City College is accredited by the Accrediting Commission for Community and Junior Colleges — Western Association of Schools and Colleges, and operates by authority of the Board of Governors of the California Community Colleges, and the Board of Trustees of the San Jose/Evergreen Community College District. Accreditation information may be found in the Library, Deans’ offices and the President’s Office.

**GRANTING OF DEGREES**

San José City College is authorized by the Board of Governors of the California Community Colleges to grant the Associate in Arts degree and the Associate in Science degree.

**ACADEMIC SENATE**

The Administrative Code of the State of California provides for the establishment of academic senates in community colleges.

On July 7, 1964, the Board of Trustees of the San Jose/ Evergreen Community College District authorized the establishment of a senate at San José City College, which became operative during the Fall of 1964.
The Senate represents the faculty in the development of instructional policy, curriculum development, and other academic matters.

The Senate shares responsibility for the development of District policy with the Associated Students, the administration, and classified staff through the implementation of the Quadripartite Policy (1520).

The Senate appoints members of the faculty to the District Professional Recognition Committee and to all college committees, including the Instructional Policies/Curriculum Committee. A Professional Rights and Responsibilities Committee functions as a hearing body for the faculty at San José City College.

**CLASSIFIED SENATE**

The purpose of the Classified Senate is to participate in the quadripartite system by representing the needs of the classified staff on the San José City College campus. All classified staff and classified supervisors are eligible to serve as members of the Senate. The Senate appoints members to college committees.

**ORGANIZATION OF THE COLLEGE**

The administrative head of the District is the Chancellor who serves as Secretary of the Board of Trustees. The College President is the Chief Administrative Officer of the campus.

The Director of Administrative Services functions as the Chief Financial Officer of the college. He/she directs the development and administration of the college’s budgeting process and is designated as the Campus Safety Officer. The Director also manages the hourly personnel function and coordinates the administrative operation of the evening, weekend, and off-campus programs.

Instruction is divided into academic divisions, each under the supervision of a Dean who is responsible for coordinating the various departments within the particular division. Career programs are coordinated with cooperation from advisory committees, consisting of representatives from organized labor, the professions, industry, business and where appropriate, State of California licensing agencies. Advisory committees make both course and program recommendations to the staff.

Instructional Technology and Learning Resources provide instructional support to faculty, staff, and students at San José City College. Some of the areas of responsibility are the Library, Campus Technology Support, Staff Development, Instructional Technology, Online Education, Education Technology courses, and the SJCC Web site.

Student Services is divided into two divisions: Counseling and Matriculation and Special Programs. The division of Counseling and Matriculation is primarily responsible for Counseling, the Career/Transfer Center, guidance courses, Financial Aid, Assessment, and International Students. The division of Special Programs has the responsibility for EOP&S, DSP&S, Middle College, CHALUI follow-up, and College Information and Recruitment.

Appropriate committees of the faculty, student body, and administration review all new course and program proposals, as well as recommendations for modifications. If found feasible and in accordance with the philosophy of the College, they are recommended to the Chancellor and the Board of Trustees for adoption.

**DIVISIONS AND PROGRAMS**

**APPLIED SCIENCE AND TECHNOLOGY**
- Advanced Manufacturing Technology
- Air Conditioning/Refrigeration (HVACR)
- Computer Aided Design and Drafting (CADD)
- Computer Technology
- Construction Technology
- Electronics Technology
- Facilities Maintenance Technology
- Glazing Apprenticeship
- Laser Technology
- Law Enforcement
- Machine Technology
- Microwave Technology
- Telecommunications
- Work Experience

**ATHLETICS AND PHYSICAL EDUCATION**
- Physical Education
- Intercollegiate Athletics
  - Baseball (Men's)
  - Basketball (Men's & Women's)
  - Cross Country (Men's & Women's)
  - Football (Men's)
  - Golf (Men's)
  - Softball (Women's)
  - Track & Field (Men's & Women's)
  - Volleyball (Women's)

**BUSINESS AND SERVICE CAREERS**
- Business Education
- Accounting
- Business
- Computer Applications
- Computer Information Systems
- Marketing
- Real Estate
- Service Careers
- Cosmetology
- Dental Assisting
- Health Education
- Health Sciences (Emergency Medical Technician & Emergency Clinical Technician)

**COUNSELING AND MATRICULATION**
- Assessment
- Career/Transfer Center
- Counseling
- Financial Aid
- Guidance courses
- Health Services
- Honors Program
- International Students
- Veterans
- Student Life
  - Student Government
  - Student Activities
  - Student Conduct
  - Student Grievances
  - Student Government course
### INSTRUCTIONAL TECHNOLOGY AND LEARNING RESOURCES
- Campus Technology Support & Services
- Educational Technology courses
- Faculty and staff technology training
- Instructional Technology
- SJCC Library
- Library Studies
- Online Education
- Staff Development
- Technology planning on campus
- SJCC Web Page – Internet and Intranet

### HUMANITIES AND SOCIAL SCIENCES
- Administration of Justice
- Alcohol and Drug Studies
- Anthropology
- Art
- Communication Studies
- Dance
- Drama
- Early Childhood Education
- Economics
- Education
- Ethnic Studies
- Family and Consumer Studies
- Foreign Languages
- Geography
- History
- Humanities
- Labor Studies
- Multimedia/Digital Arts
- Music
- Philosophy
- Photography
- Political Science
- Psychology
- Sign Language
- Social Sciences
- Sociology

### LANGUAGE ARTS
- English
- English as a Second Language
- Journalism
- Learning Skills
- Puente Program
- Reading
- Writing

### MATHEMATICS AND SCIENCE
- Anatomy
- Astronomy
- Biology
- Botany
- Chemistry
- Computer Science
- Environmental Science
- Geology
- Mathematics
- Meteorology
- Microbiology
- Oceanography
- Physics
- Physiology

### SPECIAL PROGRAMS
- Adaptive Physical Education
- EOP&S/CARE
- Disabled Students Program & Services (DSP&S)
- CHALUI
- Middle College
- College Information and Recruitment

### WORKFORCE INITIATIVE NETWORK (WIN) PROGRAM
- AmeriCorps
- CalWORKS
- Job Placement
- Service Learning
CHAPTER 2 — ADMISSIONS AND REGISTRATION PROCEDURES

INTRODUCTION

To be eligible for admission, the applicant shall be a high school graduate or be 18 years of age or older. High school students who wish to attend San José City College must be attending high school at least part-time and have an Attendance Approval for Special Part-time High School Students form (R-40) completed and determined the Office of Admissions and Records. High school students must be in the 9th through 12th grade to attend.

A parent or legal guardian of a student who is under 18 and not attending high school or of a student who has not completed the 8th grade may directly petition San José City College for special admissions as a part-time student. Special Part-Time Student forms (R-42) for this purpose are available in the Office of Admissions and Records.

"...unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets prerequisites" established in accordance with state regulations.

Per Title 5 Section 51006

RESIDENCE REQUIREMENTS

At the time of registration, all students are required to complete a statement of legal residence. They are qualified to attend San José City College according to the following standards:

1. Anyone who is a legal resident of the State of California (see Legal Residence) may attend classes in the San Jose/Evergreen Community College District. See exceptions in #3.

2. Students who have completed three (3) or more years in a California high school and have received a high school diploma, or its equivalent, may be exempt from non-resident tuition. Please check with the Office of Admissions and Records.

3. Non-residents and undocumented students may attend, but must pay full tuition, enrollment, and health fees at time of registration. No personal checks are accepted in payment of tuition.

"Enrollment to the College is open to all admitted students who meet applicable valid prerequisites."

Per Chancellor’s Office Legal Advisory and United States District Court for the Central District of California March 17, 1998 ruling

4. An international student who has met the special admission procedures and enrollment priorities may attend, but must pay full tuition, enrollment, and health fees at time of registration. No personal checks are accepted in payment of tuition.

5. Tuition for non-California residents is set annually by the District Board of Trustees. For the 2003-2004 academic year, tuition will be $149 per unit.

LEGAL RESIDENCE

Individuals are legal residents of California if they fulfill one of the following requirements:

1. They are at least 19 and have been a legal resident of California for more than one year immediately preceding the day before the first day of instruction (residency determination date) for the semester/session they propose to attend San José City College.*
2. Unmarried persons who are between 18 and 19 years of age shall have their residency classification determined by considering (a) the residency status of their parent or legal guardian while they are under 18 and (b) their own residency after they become 18. The total time (a plus b) must be more than one year as in number 1 above. (See Item # 16 for exception).

3. Unmarried persons who are under 19 years of age and can prove they have been entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date, with the intention of acquiring a residence therein, shall be entitled to resident classification until the student has resided in California the minimum time necessary to become a resident.*

4. Military Personnel: A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to state-supported institutions of higher education, shall be entitled to resident classification until the student has resided in California the minimum time necessary to become a resident.*

5. Dependent of Military Personnel: A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in California on active duty and not assigned for educational purposes to state-supported institutions of higher education shall be entitled to resident classification.

"An undergraduate student who is a natural or adopted child, stepchild or spouse who is a dependent of a member of the armed forces of the United States stationed in California on active duty and not assigned for educational purposes to state-supported institutions of higher education shall be entitled to resident classification for purposes of determining the amount of tuition and fees so long as the member remains stationed in California with the armed forces, and thereafter, for no longer than a one year period."

Per Chancellor's Office recommendation related to Ed Code Section 68074

6. Parent was California Domiciliary Who Left: A student who remains in this state after his or her parent, who was theretofore domiciled in California for at least one year immediately prior to leaving and has, during the student’s minority and within one year immediately prior to the residency determination date established residence elsewhere, shall be entitled to resident classification until the student has attained the age of majority and has resided in the state the minimum time necessary to become a resident, so long as, once enrolled, the student maintains continuous full-time attendance at an institution.*

7. Two-Year Care and Control: A student shall be entitled to resident classification if, immediately prior to enrolling at an institution, he or she has lived with and been under the continuous direct care and control of any adult or adults, other than a parent, for a period of not less than two years, provided that the adult or adults having such control have been domiciled in California during the year immediately prior to the residence determination date. This exception shall continue until the student has attained the age of majority and has resided in California the minimum time necessary to become a resident, so long as continuous full-time attendance is maintained at an institution.*

8. Non-resident Employees and/or Their Dependents: A student who is a full-time employee of an institution or of any state agency (see definitions below), or a student who is a spouse or child of a full-time employee of an institution or of any state agency, may be entitled to resident classification until he or she has resided in the state the minimum time necessary to become a resident.*

9. Employees of Public Schools: A student holding a valid public school credential authorizing service in the public schools of this state and who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution shall be entitled to resident classification.*

10. Students employed by a Public Agency: A student who has been hired by a "public agency" may be classified as a resident for enrollment in and completion of police academy training courses.

"Public agency" as defined by this section means the state or any city, county, district, or other local authority or public body of or within the state of California.*

11. Apprentices: A student claiming resident status as an apprentice shall provide evidence such as a card or certification from the Joint Apprenticeship Committee or the student’s employer, evidencing such apprenticeship status.*

12. Adult Dependent Child of California Resident: A student who has not been an adult resident of California for more than one year and is the dependent child of a California resident shall be entitled to resident classification until the student has resided in California the minimum time necessary to become a resident so long as continuous attendance is maintained at the college. Thereafter, the student must meet the requirements for establishing residency.*

13. Graduate of School Operated by Bureau of Indian Affairs: A student who, prior to enrollment in a community college, graduated from any school located in California that is operated by the United States Bureau of Indian Affairs, is entitled to resident classification, so long as continuous attendance is maintained at the college.*

14. Agricultural Employment: A district may classify a student as a resident if he or she lives with a parent (who is not precluded from establishing residence by Immigration and Naturalization Service) who earns a livelihood primarily by performing agricultural labor for hire in California and other states and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, the parent lives within the district which maintains the community college attended by the student, and the parent claims the student as a dependent on his or her state or federal personal income tax returns if he or she has sufficient income to have a personal income tax liability.*

A district may also classify a student (who is not precluded from establishing residence by Immigration and Naturalization Services) as a district resident if he or she earns a livelihood primarily by performing agricultural labor for hire in California and other states and he or she has performed such labor in California for at least two months per year in each of the two preceding years.*

15. Alien Students: A student who is an alien may establish his or her residence if not precluded by the Immigration and Nationality Act from establishing domicile in the United States; provided that the student has had residence in California on active duty and not assigned for educational purposes to state-supported institutions of higher education shall be entitled to resident classification.

"State Agency" as defined by this section means every office, department, division, bureau, board or commission of the state of California.

"Institution" as defined by this section means any university or college of the California State University, the University of California, or any California Community College.
California for more than one year prior to the residence determination date for the semester, quarter or other session for which attendance at an institution is proposed.*

Aliens—must bring Visas or Alien Registration cards to the Office of Admissions and Records when submitting applications. Persons holding the following visas are precluded from establishing residency: B-1, B-2, C, D-1, D-2, F-1, F-2, H-2, H-3, J-1, J-2, M-1, M-2, O-2, P-1, P-2, P-3, P-4, Q, TD, and TN.*

16. An Unmarried Minor Child of Undocumented Parents: who is a United States citizen, is eligible to establish residency.*

17. All others shall be classified as nonresident students and will be required to pay the nonresident tuition at the time of registration.

18. Classifications are to be based on evidence presented in residence questionnaires and further evidence deemed necessary by the College. The student may be required to certify these residency statements under penalty of perjury or certify them under oath to an employee of the College who is authorized to receive oaths by the governing board.

* Please consult with the Admissions Clerk in the Office of Admissions and Records for specific residency requirements.

**APPLICATION FOR ADMISSION**

The first step for all persons desiring to enroll in classes at San José City College is to complete an Application for Admission. This application is available on our website, www.sjcc.edu, or in the Office of Admissions and Records and in the Schedule of Classes. If you wish an application and related information be mailed to you, call our Outreach Department at (408) 288-3708.

**SUPPLEMENTAL APPLICATION - COSMETOLOGY**

Because of special department requirements or enrollment limitations for Cosmetology, this department has established screening procedures and supplemental applications for their candidates. Information regarding these applications is available in the Office of Admissions and Records, the Counseling Office, and the Cosmetology Department.

**INTERNATIONAL STUDENTS**

It is the policy of San José City College to select a representative number of international students for admission each year.

International Student Application forms may be obtained year-round; however, the application, application fees, TOEFL scores, transcripts of secondary work, previous college work, and required documentation must be filed by April 15 for the fall semester and by October 15 for the spring semester.

International students are required to pay the non-resident tuition, enrollment fees, and health fees at time of registration. It is highly recommended that students purchase health insurance to cover their medical needs. Information about various health insurance plans can be obtained through the Student Health Services Office. Failure to pay the tuition charge results in a denial of registration.

All international students must follow United States Immigration Services guidelines.

Prospective students interested in attending San José City College should request an International Student Application form from the Counseling Office at San José City College. For more information, call (408) 288-3750 or visit the Web site, www.sjcc.edu.

**TRANSCRIPTS FROM OTHER COLLEGES**

Transfer credit may be allowed for work done at other accredited post-secondary education institutions. To receive such credit at San José City College, the student must have official transcripts of the prior work sent directly to the Office of Admissions and Records, and must be on file six weeks prior to registration. These transcripts will be evaluated and acceptable credit included in the student’s permanent records. Credit is granted in accordance with the recommendations in “Transfer Credit Practices” published by the American Association of Collegiate Registrars and Admission Officers (AACRAO). Students whose transfer Grade Point Average is less than 2.0 on a 4.0 point scale will be admitted on probation.

All persons who plan to be candidates for the Associate in Arts or Science degree must file official transcripts from all colleges attended with the Office of Admissions and Records a minimum of eight weeks prior to graduation. These transcripts are to be sent directly from the former institutions to the Office of Admissions and Records and cannot be accepted directly from the student. All transcripts become the permanent property of San José City College.

At the time of graduation, the grade point average of all work attempted at all other accredited institutions of higher education is calculated into the grade point average at San José City College to determine eligibility for graduation.

**ASSESSMENT**

All students are required to take the Assessment in English and Math unless they submit official college transcripts showing completion of equivalent English and Math courses. See the above section on transcripts from other colleges.

The Assessment is given several times a week throughout the year. However, it is necessary for students to obtain an admissions appointment to the examination from the Office of Admissions and Records at the time they submit an Application for Admission. Students will be given a choice of dates and times. Results of the Assessment are to assist in the proper placement of students in courses according to the level of course difficulty and student objectives. Success in initial college courses is a very important first step in mastering college.

After taking the Assessment, students may discuss the results with a counselor. If the student thinks their test results do not reflect their true ability, they may decide to retake the test, or make an appropriate course selection based on a discussion with the counselor.

Students who do not receive approval for the course level in which they would like to be placed, may challenge the prerequisites for that placement. Documentation of experience or other comparable coursework may be needed.
CHAPTER 2 — ADMISSIONS AND REGISTRATION PROCEDURES

CREDIT BY EXAMINATION

Department/Discipline Subject Examinations shall be comprehensive. Projects, term papers, reading reports, laboratory exercises and/or written examinations may be required as evidence that the student has performed to the extent and level of students regularly enrolled in the class.

Credit by Examination shall be granted to a maximum of 12 units.

Credit by Examination "may be granted only to a student who is registered at the college and in good standing and only for a course listed in the catalog of the community college." Per Title 5 Section 55753

An application to be examined for Credit by Examination must be approved both by the student’s counselor and by the appropriate Dean.

A student is permitted only one attempt to challenge each course.

A full description of the regulations and procedures for Credit by Examination is available in the Counseling Office.

COLLEGE ENTRANCE EXAMINATION BOARD ADVANCED PLACEMENT PROGRAM (CEEB) AND COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

College credit will be granted to students who provide the college with official test results showing minimum passing scores for either CEEB or CLEP examinations. Credit shall be posted on the college transcript when a student has completed 12 units of study in the San Jose/Evergreen Community College District.

NON-COLLEGIATE COURSES

Upon presentation of certificates from non-collegiate agencies, credit may be granted. Credit will be granted according to the recommendation approved or listed in the Instructional Guide for Non-Credit Courses published by the American Council on Education. The total number of units that can be earned through Credit for Military Service, Credit by Examination, CEEB, CLEP, and non-collegiate courses shall not exceed 30 units.

LIMITS ON PRE-COLLEGIATE BASIC SKILLS UNITS

"No student shall receive more than 30 semester units (or 45 quarter units) of credit for remedial coursework. Students having exhausted the unit limitation shall be referred to appropriate adult noncredit education services provided by college, adult school, community-based organization, or other appropriate local provider with which the district has an established referral agreement."

"The following students are exempted from the limitation on remedial coursework described in subsection of the section:

(1) Students enrolled in one or more courses of English as a Second Language (ESL);

(2) Students identified by the district as having a learning disability..."

CREDIT FOR MILITARY SERVICE

Upon submission of a copy of the DD-214 (Discharge), persons who have completed a minimum of 185 days of active duty in the United States Armed Forces may receive two units of credit for Physical Education, two units for Health Education, and two units for Military Service. Additional units, for certain military technical schools, may be granted upon evaluation of the DD-214. Veterans receiving V.A. benefits must file the DD-214 with the Office of Veterans’ Affairs within the first eight weeks of the semester. Credit granted for military schools is based upon recommendation of the American Council on Education.

ADMISSION GUIDE

New, First-Time College Student (reached 18 years of age or high school graduate):

1. Complete and submit an Application for Admission to the Office of Admissions and Records.
2. Schedule and take the Assessment.
3. After you complete the Assessment, you will be directed to the Counseling Office for advisement.
4. Register for class(es) by calling (408) 223-0300.
5. Obtain a basic ID card (free) or a photo ID card for a small fee in the Learning Resource Center. You will need this card to check out books and for other services.

Returning Student – Not on Probation or Dismissal:

1. Complete and submit an Application for Admission to the Office of Admissions and Records.
2. Obtain a registration date.
3. Clear any holds you may have before registering.
4. Register for class(es) by calling (408) 223-0300.
5. Obtain a basic ID card (free) or a photo ID card for a small fee in the Learning Resource Center. You will need this card to check out books and for other services.

Returning Student – On Probation and/or Dismissal:

1. Complete and submit an Application for Admission to the Office of Admissions and Records.
2. Schedule a required counseling appointment by calling (408) 288-3750.
3. Obtain a registration date.
4. Clear any holds you may have before registering.
5. Register for class(es) by calling (408) 223-0300.
6. Obtain a basic ID card (free) or a photo ID card for a small fee in the Learning Resource Center. You will need this card to check out books and for other services.
New Transfer College Student (student who has attended another college):
1. Complete and submit an Application for Admission to the Office of Admissions and Records.
2. Submit official transcripts to the Office of Admissions and Records.
3. Obtain a registration date.
4. Register for class(es) by calling (408) 223-0300.

Academic counseling is not required for transfer students. However, to avoid delay in registering for classes (especially if you have taken the prerequisites at other colleges) and the possibility of taking unnecessary classes, we strongly recommend that you make a counseling appointment. It is important that you bring unofficial transcripts to the counseling appointment. The counselor will determine if the required course prerequisites have been met and enter them in the computer system.

High School Student (R-40):
1. Complete and submit an Application for Admission to the Office of Admissions and Records.
2. Complete and submit an Attendance Approval for Special Part-Time High School Students form (R-40).
3. Schedule and take the Assessment.
4. After you complete the Assessment, you will be directed to the Counseling Office for advisement.
5. Register for class(es) by calling (408) 223-0300.
6. Obtain a basic ID card (free) or a photo ID card for a small fee in the Learning Resource Center. You will need this card to check out books and for other services.
7. High school students are required to complete and submit a new Application for Admission for every term/semester of enrollment and an Attendance Approval for Special Part-Time High School Students form (R-40). This information applies to new, returning, and continuing students.

Students under 18 and Not in High School (R-42) and Have Not passed the California Proficiency Exam or G.E.D.:
1. Complete and submit an Application for Admission to the Office of Admissions and Records.
2. Complete and submit the Special Part-Time Student Admission form (R-42). This form will require a letter of recommendation from the principal of the school of attendance indicating your maturity and ability to benefit from advanced scholastic or vocational work.
3. Schedule an Assessment prior to your submitting your application and the R-42 form.
4. Upon completion of the Assessment, you will meet with a counselor for advisement.
5. If approved by the counselor, return to the Office of Admissions and Records to submit your application and R-42 and for a registration date and time.
6. Register for class(es) by calling 408-223-0300.
7. Get a basic ID card (free) or a photo ID card for a small fee in the Learning Resource Center. The card will be needed for checking out books from the library and for other services.
8. Students wishing to register for the next semester/session are required to complete a new Application for Admission and a R-42 form.

Open Curriculum Class(es) only for students over 18 years of age or High School Graduates*:
1. Complete and submit an Application for Admission in the Office of Admissions and Records.
2. Obtain a registration date.
3. Clear any holds you may have before registering.
4. Register for class(es) by calling (408) 223-0300.
5. Obtain a basic ID card (free) or a photo ID card for a small fee in the Learning Resource Center. You will need this card to check out books and for other services.

How a High School Student (R-40) Registers for Open Curriculum Classes*:
1. Complete and submit an Application for Admission in the Office of Admissions and Records.
2. Complete and submit an Attendance Approval for Special Part-Time High School Students form (R-40) in the Office of Admissions and Records.
3. Obtain a registration date.
4. Clear any holds you may have before registering.
5. Register for class(es) by calling (408) 223-0300.
6. Obtain a basic ID card (free) or a photo ID card for a small fee in the Learning Resource Center. You will need this card to check out books and for other services.

*An open curriculum class is one that has no prerequisites of any kind. However, some courses such as Reading 350 and Math 310 may require that Assessment results be on file prior to the first day of class.

If you need assistance, call:
College Information and Recruitment at (408) 288-3708

Assessment and Advisement Information

1. New, first time college students are required to take the Assessment prior to their registering for class(es). This will ensure that they will be able to register, in most cases, after their advisement sessions.
2. Students who wish assistance in choosing their classes may contact the Counseling Office.
3. Students who enroll in Open Curriculum classes ONLY or EMT classes ONLY are exempted from the Assessment and advisement. All high school students (R-40), junior high and special admit students (R-42) are required to take the Assessment and attend an advisement session.
4. A student may be exempted from the Assessment if the student has one of the following:
   • A transcript indicating an A.A./A.S., B.A./B.S., M.A./M.S. or a higher degree.
   • A transcript indicating completion of college-level English or Math needed as prerequisites.
   • Life experience that requires basic skills, e.g., a journalist would not have to take a writing exam.
   • Occupational experience that would substitute for a course prerequisite, e.g., several years of tune-up experience might exempt you from certain automotive classes.

Classification of Students

While the minimum full-time program that will qualify a student for graduation in two years is 15 units each semester, the following classifications have been established:

Freshman: Fewer than 30 units completed.
Sophomore: 30 or more units completed.

Fall and Spring Semesters:
- Full-time student — registered for 12 or more units.
- Part-time student — registered for fewer than 12 units.
- Half-time student — registered for 6 units or more but fewer than 12 units.

Summer Session:
- Full-time Student — registered for 4 or more units.
- Part-time Student — registered for fewer than 4 units.
- Half-time Student — registered for 2 units or more but fewer than 4 units.
CHAPTER 2 — ADMISSIONS AND REGISTRATION PROCEDURES

MINIMUM UNIT REQUIREMENTS

To maintain eligible status in the categories listed below, students must carry a minimum program of new work as shown below:

1. International students — 12 units per semester.
2. Social Security, California State Disability, and P.L. 674 — 12 units per semester.
4. Associated Students Officers — 9 units per semester.
5. Varsity athletes — 12 units per semester.

There is no minimum unit requirement for enrollment in the college; it exists only to qualify for benefits or special eligibility.

MAXIMUM UNIT LOAD

Students are restricted to a maximum load of 18 units during the regular registration period for Fall and Spring semesters. The maximum number of units a student can carry during the Summer session is 7 units. The limit is applied to provide all students an opportunity to register for a full program and be successful as students. When space remains in classes during the drop and add periods, the Dean of Counseling and Matriculation may approve additional units.

Students, particularly first time college students, should avoid taking more than 18 units in one semester or 7 units during the summer.

RETENTION OF STUDENT FILES

If a former student does not enroll for three consecutive years, the transcripts from other colleges are destroyed. Transcripts of work at San José City College are kept indefinitely.

Paper Applications for Admission and college transcripts from students who do not enroll are destroyed within 12 months after receipt.

FEES

• Please consult the current Schedule of Classes for the current fees schedule.

ENROLLMENT FEES

All students who meet California residency status will be required to pay enrollment fees of $11-$25 per unit. *

* Note: Legislative proposals are being considered to increase enrollment fees (up to $25 or more). Increases may be approved by the Governor and imposed after the Fall 2003 semester begins or even after the semester ends. These are circumstances, which the District does not control.

STUDENT ID CARD

All students will be issued a basic ID card (without photo) at no cost. If a student wants a photo ID card, a small fee will be assessed. The basic ID card and photo ID card are acceptable for access to the college libraries, Health Services, and other services provided. The small fee for the photo ID card is payable at the time of registration.

Students should retain this card for future semesters. There is a replacement fee for a photo ID card. There are no exceptions to the replacement fee.

STUDENT ACTIVITIES FEE

Associate Student Body (ASB) stickers are required of students who use the Student Accounts Office for loans or scholarships, intercollegiate athletes and all officers of clubs and organizations. This money is used in support of various activities: emergency loans, book loans, athletics, recreation, and community and social welfare. This activity program is a college-wide enterprise. Its operation is not only of direct benefit to each student; it also furnishes an organized representation for all students in various college and community affairs and activities.

All students will be billed a $5 activities fee and issued an ASB sticker to be affixed to their student ID card. Refunds may be requested through the Office of Admissions and Records as described in the class schedule.

HEALTH SERVICES FEE

The District provides a medical doctor and nurse to assist students in health matters. These services include first aid, medical care, health information, health counseling and personal, short-term adjustment counseling. All students will be required to pay a $12 health fee at the time of registration for Fall and Spring classes.

• EXCEPTIONS: Concurrently enrolled high school students with an approved R-40 on file, students taking Friday evening, Saturday or Sunday classes only, students enrolled only for classes meeting off-campus, students taking only short-term classes which meet on-campus seven times or less, with proper documentation, students dependent exclusively upon prayer for healing in accordance with teachings of a bonafide religious sect, denomination or organization, students receiving assistance through the state enrollment fee program (BOGG), and indentured apprentices fulfilling related instruction requirements are not required to pay this fee.

NON-RESIDENT/INTERNATIONAL STUDENT TUITION

Tuition for non-residents and international students for the 2003-2004 fiscal year is $149 per unit. In addition, students must pay enrollment fees and health fees. Personal checks are not accepted for tuition. Payments must be made in cash, certified check, travelers’ checks, or Visa/MasterCard.

MATERIALS FEE

Some classes require a materials fee. Please check the individual course offerings for the amount required. This fee is assessed at registration.

PARKING FEE

Fall and Spring

All students may purchase semester permits from the Campus Store. The cost of permits for automobiles is $40 and $14 for motorcycles. Motorcycle students MUST purchase the semester permit and park only in designated areas on campus. Fees are refundable within District policy. Vehicles without semester permits must pay $2 per day. Paid parking is enforced Monday through Saturday. Purchase of a semester permit does not guarantee a parking space; it merely gives the student the convenience of not having to purchase a daily permit. Students must park in student lots only. Please make sure the vehicle is locked. The College District is not responsible for damage or loss to your vehicle. Students on fee waivers (BOGG) will not be charged more than $20 for a parking permit.
If an auto permit is purchased and students desire to ride a motorcycle some days of the week, they may have the motorcycle permit at no charge, provided they show ownership for BOTH vehicles. However, if students initially purchase a motorcycle permit for $14, they may purchase an auto permit for an additional $26 with proper documentation.

Violations of parking rules can result in citations ranging from $27 to $280.

Summer Session

Parking in student lots will require a daily fee of $2 deposited in any of the yellow ticket dispensers located in these lots. Summer session parking permits may also be purchased for $8 for automobiles. These permits will be sold at the Campus Store on a first come, first serve basis. The fee for all motorcycles is $4. Motorcycles are to be parked in designated areas only.

Students must park in student lots, and staff must park in staff lots or pay the required fee for the student lot.

RECORDS FEES

Transcripts

On request, students are provided with two copies of their official transcript free of charge; thereafter, there is a small fee per copy. Transcript requests normally take 7 to 10 days to process. If the students need a transcript immediately, an emergency/rush transcript may be requested for a set charge. Copies of transcripts from other colleges are not provided.

Student’s Schedule

Students are provided with a free copy of their current semester schedule at the time of registration and when classes are added; thereafter, a fee will be assessed per copy.

General Education Certification or the Intersegmental General Education Transfer Curriculum (IGETC) Certification

Upon request, students are provided with two free copies of their General Education Certification or the Intersegmental General Education Transfer Curriculum (IGETC); thereafter, there will be a fee per copy.

Verification of Enrollment

Upon request, students are provided with two copies of their official verifications of enrollment free of charge; thereafter, there is a small fee per copy.

Checks or money orders should be made payable to San Jose/Evergreen Community College District (SJ/ECCD). The colleges also accept Visa and MasterCard.

PLEASE NOTE

All fees are subject to change according to changes in the California Educational Code and the State Legislature. All information relative to enrollment fees and health fees is subject to change as mandated by the California Community College Board of Governors and California law.

FEE WAIVER

- Students may file a Board of Governors Fee Waiver (BOGW) in the Financial Aid Office. Approval is based on low income and numbers of dependents.
- Board of Governors Fee Waivers are good for one year. (summer, fall, and spring).

FEE DEFERRAL

- Indentured apprentices fulfilling related instruction are exempt from enrollment, health fees, and nonresident tuition for apprentice-related classes.
- Working students may be eligible to have their college fees reimbursed by their employer. Students are advised to contact a Human Resources representative at their company to determine if a college fee reimbursement plan is offered. If so, students should submit verification of their fee payment to their employer, and follow company procedure for reimbursement. The college will not send a bill to the company and does not accept second party checks.
- California resident high school students taking classes for high school credit and/or college credit will NOT be required to pay enrollment and health fees.
- Non-resident high school students taking courses for college credit are not exempt from the non-resident tuition.

REFUND OF FEES

Any student eligible for and requesting a refund of an enrollment fee, will be refunded any material fee associated with the class. Students who drop classes before a specified deadline (see schedule of classes) are entitled a refund of fees for those courses. Refund of fees is not automatic.

Students must complete and submit the Refund Request form to the Office of Admissions and Records by the appropriate deadlines. Deadlines are published in the Schedule of Classes each semester. Fees may not be transferred or credited from one semester/session to another. Refunds for the ASB sticker require that the sticker be returned with the refund form.

Fees for classes dropped after the refund deadline cannot be applied to any additional classes added to the student’s schedule. Instead, the student will be charged per unit enrollment fee and/or per unit fee for non-resident tuition. Students who officially add a class after the refund deadline date are not entitled to a refund.

No refunds of any type will be granted until all other financial obligations to the District have been satisfied. Refunds normally take 4 to 6 weeks after the deadline to process; they are mailed to the student.

Students may choose to donate refunds to the District Foundation for student scholarships or college support. Such donations are tax deductible.

Refunds will be made in full for the qualifying amount, minus the processing fee. Processing fees “related to refund requests are limited to enrollment fees only.” The fee is $10.

Per Title 5 Section 18805
• Short Term Credit and Irregularly Scheduled Courses (not 16 week, or late-starting courses)

Upon written request, refunds for Short Term Credit courses (those that are scheduled to meet fewer than five days) and Irregularly Scheduled Credit courses (those that generally begin after the official start date of the term), will be granted if the student officially drops AND submits the completed refund request form in the Office of Admissions and Records on or before 10% of the class meeting times has elapsed. Completed refund requests must be received in the Office of Admissions and Records on or before the 2nd meeting of the class.

• Canceled Classes

Students may request in writing a refund for a canceled class any time during the semester/session in which the class was canceled. Monetary credit WILL NOT be transferred to the next semester/session. There is no processing fee for canceled classes.

• Processing Timeline for Refunds

The refund process usually begins the week following the refund deadline and takes approximately 6 to 8 weeks to be processed and mailed to the student.

PARKING PERMIT REFUND

Refunds for Parking Permits will be accepted, provided the student completes and submits the Refund Request form within the first 10 class days of the semester to the Campus Store. The original Parking Permit must be returned at the time the refund is requested. Refund Request forms are available in the Office of Admissions and Records. There is a $3 Parking Permit refund processing fee.

RETURNED CHECKS

A processing fee of $10 is charged for each returned check.
CHAPTER 3 — STUDENT LIFE

INTRODUCTION

Student Services provides a variety of approaches to assist students to meet the demands of college. Through the use of online services such as registration, a Web-based catalog and an online schedule of classes, and activities, students are provided with current information about new programs and course offerings.

Resources are available to help students explore possible career options, develop an individualized educational plan and seek out information regarding financial aid and scholarships. San José City College students are able to develop the necessary skills for successful learning and career choices by enrolling in an orientation to college course, and/or a course that is designed to prepare them for college or career success.

Student Services offers assistance in addressing both transfer and non-transfer degrees, certificates, and programs. Students have access to the process for guaranteed admission to selected CSU, UC and private institutions, and online information for specific major and/or transfer requirements. Our comprehensive program has been developed to prepare our students for the challenges and the opportunities that exist in Silicon Valley. Student Services at San José City College is committed to excellence and to striving to meet the challenges of the 21st century.

IN THIS CHAPTER:

- Puente Program (formerly Adelante)
- Associated Students
- CalWorks (formerly GAIN)
- Career/Transfer Center
- Child Development Center
- Counseling Program
- Educational Plans
- Health Services
- International Student Services
- Library Services
- Transfer Admission Agreement (TAA)
- WIN Program
- AmeriCorps
- Activities and Clubs
- Campus Store
- CARR Program
- College Info. & Recruitment
- DSP&S
- EOP&S/CARE
- Honors Program
- Job Placement
- Service Learning Program
- Veterans Info.
- Financial Aid

Puente Program

(PUENTE PROGRAM)

Puente means “bridge” in Spanish. The mission of Puente is to increase the number of educationally underserved students who enroll in colleges, earn degrees, and return to the community as leaders and mentors to future generations. Puente was founded in 1981 and created to address the low rate of academic achievement among Mexican-American and Latino community college students. Puente is open to all students but is designed to meet the needs of Latino students.

San José City College’s Puente Program provides an academic and supportive environment in which students can achieve their educational and career goals in partnership with a counselor, culturally sensitive instructors, community professionals, and peer mentors. The program integrates writing, counseling, and mentoring components to provide a focused, sustained and engaging learning environment for students. Puente offers two writing classes that students take in conjunction with a guidance class. A trained counselor works with the English instructor and follows the students throughout their course work to graduation at San José City College and assists them in transferring to a four-year institution. An important part of the Puente program is the mentoring element where students are paired with professional mentors from the community who act as role models and guides. Mentors share their educational background and career expertise and help students understand how they can achieve their educational goals.
In addition to the English/Counseling/Mentoring components, Puente offers supplementary courses in reading, math, psychology, and sociology. Faculty teaching these classes work with the Puente counselor to provide additional support and educational experiences for the students.

The Puente Program offers students support and guidance, individualized counseling, tutoring, transfer assistance, scholarships, and campus and community involvement.

The Puente Office is located in Room C-7, in the Counseling Office. For additional information please call (408) 288-3798.

**AmeriCorps**

The AmeriCorps program at San José City College is a one-year training program that includes a combination of course work in Early Childhood Education (ECE) and community service. AmeriCorps students help low income pre-school and elementary school children discover the joy of reading and improve their literacy skills. Upon completion of training, students will be eligible for a mini certificate, ECE Certificate or an A.S. degree in Early Childhood Education. Additionally, students will be eligible for the $2,363 educational stipend from AmeriCorps.

Students may also work as paid tutors under a subsidized grant, earning $8.50 per hour while participating in AmeriCorps. Students who qualify may receive reimbursement of $300 per year to cover expenses for the Junior, Senior, and Credential years at the university.

Support services offered by the AmeriCorps Program include childcare, transportation, books and work-related expenses. In addition, college orientations, assistance with registration, financial aid, academic and personal counseling, referrals to campus and community services, guidance classes, paid work experience, job placement assistance, and employment retention services are provided during training and continue beyond employment.

The AmeriCorps office is located in the Workforce Initiative Network (WIN) program office, located in room 501. Office hours are Monday – Friday, 8 a.m. – 5 p.m., or call (408) 298-2181 ext. 3584.

**Associated Students**

The Associated Students (AS) is the student part of the governance of the college. The Administrative Council, headed by the Associated Student Body President, is the governing body of the AS and appoints students to serve on various campus and district committees. The Administrative Council provides the student body with a direct voice and vote in determining the operation and direction of the college.

All enrolled students are eligible for membership in the San José City College Associated Students. Associated Student Body (ASB) stickers may be purchased for $5 per semester. ASB stickers are required of all students who use the Student Accounts Office (for loans or scholarships), and of all officers of various clubs and organizations. This money is used to support campus events and various educational, academic, cultural, athletic, social, and recreational activities.

**Activities and Clubs**

A wide range of student activities is encouraged and sponsored by the students, faculty and administration of the college. Organized activities include intercollegiate athletics for men and women, student publications, cultural programs, drama, music, social and recreational events.

Numerous student clubs representing a variety of interests and purposes are active throughout the year. All students are invited to explore the many opportunities available and encouraged to select activities in which their participation may be of individual value and interest.

Detailed information about student activity programs and organizations is available in the Office of the Director of Campus Life, Student Union Room 210, or (408) 288-3160.

Current Associated Student Clubs sponsored by the AS are:

- Black Student Union (BSU)
- Broadcasting Club (KJCC)
- International Students
- La Raza Student Alliance
- Pride Alliance
- Psychology Club
- Sigma Eta Beta (Cosmetology)
- Spirit Club
- Students for Social Justice
- Vietnamese Student Association

**CalWORKS Program (formerly GAIN)**

(California Work Opportunities & Responsibility to Kids)

Program Eligibility Requirements: TANF (formerly AFDC) Recipients

Support services offered by the CalWORKS program, in coordination with Santa Clara Social Services CalWORKS Employment Services Program, include childcare, transportation, books, supplies, and other school-related expenses. In conjunction with the Second Harvest Food Bank, a monthly food distribution is provided for our students. In addition, college orientations, assistance with registration, financial aid, academic and personal counseling, referrals to campus and community services, guidance classes, paid work experience, job placement assistance, and employment retention services are provided during training and continue beyond employment.

The CalWORKS support staff at SJCC consists of a CalWORKS liaison, a counselor, a job placement officer, a work experience coordinator, and program assistants who work together to make each student’s school-to-work transition a rewarding experience. Vocational training programs are linked to career ladders, which allow students the opportunity to continue their educational and professional goals while employed.

The CalWORKS office is located in the Workforce Initiative Network (WIN) Program Office, located in room 501. Office hours are Monday – Friday, 8 a.m. – 5 p.m. or call (408) 288-3743.
CHAPTER 3 — STUDENT LIFE

CAMPUS STORE

The Campus Store is proud to serve students, faculty and staff. We carry course materials, school supplies, logo products, backpacks, greeting cards, candy and gifts.

We are committed to keeping the cost of textbooks down by making available as many used books as possible. Our textbook buyback program enables students to recycle their books and to receive cash back on the spot. We pay the highest dollar value during finals week but also offer buyback at national wholesale prices every day. We buy back every college textbook for which there is a resale market. To qualify for buyback, a book must be the correct edition, in good condition with all the original pages and components, and have limited highlighting and writing. Please check the store for details.

The Campus Store is located in the 300 wing adjacent to the College Union. For more information, contact the Campus Store at (408) 288-3737.

CAREER/TRANSFER CENTER

The Career/Transfer Center (CTC) provides students with valuable information on career exploration and college/university requirements. In addition to career exploration resources, the CTC also serves as a center to assist students who are transferring to four-year colleges or universities. The CTC provides transfer reference materials, pamphlets, brochures, college catalogs, and Internet access. Career and transfer workshops are also offered throughout the academic year.

CTC Services include:

- Assistance in exploring majors, colleges/universities and career options
- Access to Admissions Information for Private, State and Independent Colleges and Universities, including CSU and UC Admission Applications
- Extensive resource library with information on careers and four-year institutions
- Scheduled visits from representatives of four-year colleges and universities
- EUREKA- a computer database for researching occupations, majors, colleges and scholarships
- DISCOVER- a computer software program that provides assistance to students in making career choices
- Internet access for educational research
- Information on how to get guaranteed admission to selected four-year colleges and universities
- Current information about transfer-related events at SJCC and at four-year colleges
- Transfer Preparation Workshops which include:
  - UC/CSU admission requirements
  - UC/CSU admission application procedures
  - Writing the UC essay
  - Financial Aid
  - Pathways to teaching
  - Private college admission requirements
- Fall Transfer Day
- Bus tours to selected four-year colleges

The CTC is located in the Counseling Office. Visit our Web site for updated transfer information and links: www.sjcc.edu/StudentServices/TransferCenter/ (408) 298-2181 ext. 3939

CARR PROGRAM

Creative Athletic Retention Response (CARR)

The purpose of the CARR Program is to promote the importance of a college education to student athletes. Athletic coaches counsel students to ensure that they are working successfully toward a degree program or a vocational program that best meets their needs. The program focuses on the student athlete as a whole person so that they may realize their potential as an individual and succeed in college.

The CARR Program amplifies the mission of the college, which is “as a comprehensive community college, San José City College is committed to offering courses and programs designed to provide students with the information, knowledge, attitude, and skills necessary to function effectively and creatively in public, vocational, and personal life situations.”

For more information, call Percy Carr at (408) 288-3739.

CHILD DEVELOPMENT CENTER

The San José City College Child Development Center provides a full-day/part-day Preschool Child Development Program for the children of students. Children must be two years to five years of age. Parents must be enrolled in a minimum of six daytime units of coursework. Tuition fees are based on family income and size, with priority given to low-income families. The Center provides a quality developmental program and serves as a laboratory training program for students in the Early Childhood Education program.

For more information, call (408) 288-3759.

COLLEGE INFORMATION AND RECRUITMENT

The College Information and Recruitment Office is dedicated to providing information to the community regarding San José City College’s academic and vocational programs. The College Information and Recruitment staff recruits prospective students at local high schools, community agencies, and community events. Our staff provides personal assistance with the admission and registration process.

The College Information and Recruitment Office encourages new students to register for Guidance courses in Orientation to College, College Success, Career and Life Planning, and College Study Techniques.

For assistance, contact the College Information and Recruitment Office at (408) 288-3708.
CHAPTER 3 — STUDENT LIFE

COUNSELING PROGRAM

The Counseling Program at San José City College strives to help students identify their strengths and achieve their potential. The counseling staff is available to assist students in planning an academic program that meets the requirements for certificates, graduation, transfer to four-year institutions, or supports personal interest. Students at San José City College are encouraged to define their educational objectives and plan how to achieve those objectives. Counselors are available to assist students by appointment or during specific drop-in hours.

In addition to counseling services, guidance courses are offered to support students personal, academic and career success. For more information, contact the Counseling Office at (408) 288-3750.

DISABLED STUDENTS PROGRAM AND SERVICES (DSP&S)

The Disabled Students Program and Services (DSP&S) provides support services and instructional classes for students with disabilities attending San José City College. The main purpose of our program is to provide those services the student needs to participate in mainstream academic and vocational programs.

Services offered through the DSP&S are in compliance with Section 504 of the Federal Rehabilitation Act of 1973 as amended, Title V of the State of California Education Code and the Americans with Disabilities Act.

The following services are available to the student: academic, personal and vocational counseling, interpreters, mobility assistance, readers, parking, individual assessment, large print books, registration assistance, the loan of adaptive devices, tutoring and assessments.


The DSP&S staff includes a counselor, a Learning Disabilities Specialist, a Certified Corrective Therapist and paraprofessionals who work together to provide quality services for students with a variety of disabilities.

For more information, contact DSP&S in Room 310 or call (408) 288-3746 (Voice), (408) 294-3447 (TTY).

EDUCATIONAL PLANS

Upon admission to the College, all students will be required to express a broad educational goal. A specific educational goal with an Educational Plan must be declared by the time the student has completed 15 semester units. It is the responsibility of the student to schedule an appointment with a counselor to complete an educational plan. Failure to specify the goal, complete the Educational Plan, diligently attend classes, complete assignments and maintain progress towards that goal, may result in denial of further services to the student by the College and the District.

EXTENDED OPPORTUNITY PROGRAM AND SERVICES/COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (EOP&S/CARE)

EOP&S and CARE are comprehensive programs designed to assist low-income students with their educational pursuits. The goals of the programs are to provide eligible students the opportunity and support necessary to undertake and complete their education at San José City College. The EOP&S Program provides support with additional financial assistance, application fee waivers, textbook vouchers, tutoring, transfer services, career and academic counseling. The CARE program provides support with subsidized childcare, textbook vouchers, workshops, assistance with transportation, and transfer planning. Students who qualify for these programs are expected to demonstrate satisfactory academic progress toward their educational goals.

All interested students will need to meet program requirements. Contact the EOP&S/CARE Program (408) 288-3788 or TTY (408) 294-3447 (Hearing Impaired) to obtain additional information. The EOP&S/CARE office is located in Room C-30 in the Counseling Office. The office hours are Monday – Thursday, 9 a.m. – 6 p.m, and Friday, 8 a.m. – 3 p.m.

HEALTH SERVICES

The San Jose/Evergreen Community College District provides access to a medical provider (Medical Doctor, Nurse Practitioner or Physician Assistant), mental health counselor, and a public health nurse to assist students in various health-related matters. The Health Services fee is assessed to cover the cost of the medical services that include health information, health and personal counseling, short-term adjustment counseling, family planning, and TB skin tests. Pregnancy tests, STD testing, pap smears, and other medical care are available for a minimal fee. First aid is also offered to students during Student Health Services office hours.

Not included in the Health Fee are X-rays, laboratory services, hospitalization, ambulance, pharmacy services, off-campus care, family coverage or on-going medical care. These are the responsibility of the student and not included in the basic Health Services fee.

FINANCIAL AND LEGAL LIMITATIONS

Although the College provides health services for enrolled students, it is in no way financially responsible for the total medical care of the student nor is it legally liable for accidents occurring on campus.

Illness or accidents incurred on campus should be reported immediately to the Student Health Services office. Students with serious chronic health problems are advised to inform the Student Health Services office so that in case of an emergency, the best possible medical care can be administered.

The Student Health Services Office is located in room 308A. Office hours are Monday – Friday, 8:30 a.m. – 3 p.m. and Monday – Thursday, 5 p.m. – 8 p.m.
**HONORS PROGRAM**

The San José City College Honors Program is designed to motivate new and continuing students to excel in an intellectually stimulating environment.

New students who placed at the high end of the English Placement Test or were in AP classes in high school are referred to the Honors Program Director for academic planning.

Continuing students with a minimum cumulative GPA of 3.25 and are eligible for English 001A may participate in the Honors Program. Most of the continuing students are referred by the faculty of San José City College. In each case, the students meet with the Honors Program Director to choose honor options in their course work.

San José City College is a chartered member of Phi Theta Kappa International Honor Society. Students who participate in the Honors Program may be eligible to join the chapter. Membership in Phi Theta Kappa expands the student’s knowledge in the four hallmarks of excellence: scholarship, leadership, fellowship, and service. In addition to the bond of membership, scholarships are available at many four-year institutions for Phi Theta Kappa transfer students.

**INTERNATIONAL STUDENT SERVICES**

The International Student Program provides all international students with class scheduling, student status consultation/information, immigration information, and academic, personal, and occupational counseling. San José City College offers many programs, services and opportunities for international students to excel in their academic studies and assists our students to transfer to a college or university of their choice.

For more information, contact the International Student Admissions Clerk, (408) 288-3750. The international counselors are Dr. Suzanne Benninghofen and Dr. Judy Rookstool.

**JOB PLACEMENT**

Job Placement services are available to all students seeking full-time permanent employment in their vocational major or part-time positions to assist financially while attending school. Job opportunities from local employers are posted daily on a job board for student self-referrals.

Job Placement also provides information on job search techniques and will assist students in preparing a resume.

The office is open for referrals Monday – Friday, 9 a.m. – 12 p.m. and 1:30 p.m. – 4 p.m., and is located in the Counseling Office. For 24-hour access, students may also go online to www.monstertrak.com to view daily job listings from MonsterTRAK®. The password is SJCC.

For more information, contact Jeanette D’Anna, Job Placement Officer, (408) 288-3783 or e-mail Jeanette.D’Anna@sjcc.edu.

**LIBRARY SERVICES**

The Library offers a highly useful collection of print, audio-visual and online resources. Printed materials include a book collection of 70,000 volumes, current subscriptions to more than 300 periodicals, and a pamphlet collection of 3,000 items. Other resources include videocassettes, compact discs, CD-ROMs, online databases, and the Internet. Study areas, with tables and individual carrels, are provided, as well as an electronic research area with computers. Audio-visual equipment and coin- or card-operated copying machines are also available.

Reference Librarians are available to provide instruction to students on using Library resources and to assist students in locating information. The SJCC Student ID card serves as a Library card.

Students wishing to learn more about the Library and how to use it effectively are encouraged to enroll in Library Studies 015 (3 units) – Electronic Research and the Internet, which focuses on Information Competency, and Library Studies 022 (1 unit) – Internet Research Strategies, which focuses on using the Internet for academic research.

**SERVICE LEARNING PROGRAM**

The Service Learning Project was established in Fall 1997 to provide opportunities for voluntary services in the community. Partnerships with over 50 community service agencies and local schools have been formed through this program. These agencies are seen as extensions of the classroom. Instructors give students the option to complete a class project exploring course-related issues through participation in reflective tasks (reports, journals, and presentations) in which classroom theory is related to the real world. This activity prepares today’s students for lifelong learning in our rapidly changing world.

Information on the project is available in the Job Placement Office. This includes detailed information on each community agency as well as application forms. The Service Learning Coordinator has scheduled office hours in the center to advise students. In addition, the Job Placement Coordinator, Jeanette D’Anna, can help students throughout the day. Interested students are encouraged to ask their instructors if community service is a project option for a class.

Contact the Service Learning Coordinator, Ronald Levesque, at (408) 298-2181, ext. 3870, or visit the Job Placement Office, located in the Counseling Office. Office hours in the Job Placement Office are Monday – Friday, 9 a.m. – 12 p.m. and 1:30 – 4 p.m. For 24 hour access, go to Web site: www.sjcc.edu (use SELECT pull-down menu and choose Service Learning Program.)

**TRANSFER ADMISSION AGREEMENT (TAA)**

San José City College and selected four-year colleges and universities have joined together to enhance the transfer process for students by developing Transfer Admission
Agreements (TAA). Students are GUARANTEED admission to selected four-year colleges and universities by completing the requirements of the TAA.

The Career/Transfer Center can help explain the TAA process and requirements. Call (408) 298-2181 ext. 3939. Counselors are located in nearby offices to provide further assistance.

**Veterans Information**

Assistance to veterans on campus is provided by the Veterans’ Affairs Office located in the “Y” Building. A Veterans’ Representative is available to aid students in obtaining educational benefits for veterans or their dependents and widows.

**Credit for Military Service**

Upon submission of a copy of the DD-214 (Discharge), persons who have completed a minimum of 185 days of active duty in the United States Armed Forces may receive two units of credit for Physical Education, two units for Health Education, and two units for Military Service. Additional units, for certain military technical schools, may be granted upon evaluation of the DD-214.

Veterans receiving V.A. benefits must file the DD-214 with the Office of Veterans’ Affairs within the first eight weeks of the semester. Credit granted for military schools is based upon recommendation of the American Council on Education.

**Workforce Initiative Network (WIN Program)**

San Jose/Evergreen Community College District’s Workforce Initiative Network (WIN) Program offers work force education programs to students. This innovative program provides students an opportunity to obtain an education and earn a certificate or degree in a variety of high demand occupations.

The WIN Program provides free childcare, transportation, academic and personal counseling, guidance classes, paid work study, job placement assistance, High Tech Career Center, and employment retention services. The WIN support staff at SJCC consists of a WIN liaison, job placement officer, work experience coordinator, and program assistant who work together to make each student’s school-to-work transition a rewarding experience. The WIN Program serves CalWORKs and AmeriCorps students. For more information, call (408) 288-3743 or visit the office in Room 501.

**Financial Aid**

The Financial Aid Program operates under the premise that no student should be denied the opportunity to pursue higher education for lack of funds. This program assists students in applying for and obtaining one or more types of aid to pay for their educational expenses. All applicants are given fair and equal consideration.

The Financial Aid Office (FAO) provides financial assistance, budget guidance, and other finance-related services. Most federal and state aid is based on need. Loans, grants, scholarships and work-study employment are available to full and part-time students who qualify. Students are advised to apply for assistance early.

**WHO CAN APPLY**

Financial aid is awarded when it is established that a student has demonstrated, through an application, that he or she:

- Has financial need
- Is a U.S. citizen or eligible non-citizen
- Has a high school diploma, GED, or has passed an Ability To Benefit test (ATB test)
- Is enrolled in an eligible program leading to a degree or certificate
- Has a valid Social Security Number
- Makes continuous satisfactory academic progress
- Signs a statement of updated information and educational intent
- Registers with Selective Service, if required

Students are referred to the Financial Aid Student Guide, which gives specific program eligibility requirements. It is possible for the eligibility criteria to vary from one program to another. The criteria listed above are meant to give the reader a basic idea of the requirements for financial aid as a whole.

**HOW TO APPLY**

To apply for financial aid an applicant must submit the following forms:

- FAFSA – Free Application for Federal Student Aid
- SAR – Student Aid Report (sent to student upon receipt of completed FAFSA)
- Requested documentation to the financial aid office
- Academic transcripts may be required from all previously attended postsecondary institutions. A transcript may be required even if the student did not receive any aid from the other institutions. Transcripts are evaluated, and prior credits applied through the registrar and counseling offices.

Forms are available in the Financial Aid Office and, except for the FAFSA, must be submitted directly to the same office. The FAFSA must be submitted to the address given on the form or online.

**WHEN TO APPLY**

The priority filing deadline for Fall and Spring is May 31. Applications received after the priority date will be considered subject to the availability of funds.

The Federal Pell Grant deadline is as stated in the FAFSA.

**How Financial Need Is Determined**

One of the criteria for qualifying, which causes the most concern, is to "show financial need". In simple terms, financial need is the difference between the resources a student and his/her family can provide and the cost of the student’s education (tuition, fees, room, food, books, and transportation).

Given the above, it is perhaps easiest to think of "need" as cost minus resources. If educational costs exceed resources, the applicant will be considered for assistance from the college. *

* It is possible to receive a student loan regardless of income or need.
HOW MUCH A STUDENT IS EXPECTED TO PROVIDE

How much a student is expected to contribute, and from what source, is determined through the use of the Free Application for Federal Student Aid (FAFSA). The FAFSA uses a system established by Congress that takes into account such factors as income, assets, liabilities, household size, number in college, and other data to determine “need” (cost of attendance minus resources). See “How to Apply” for further instruction.

HOW EXPENSES ARE ESTABLISHED

In order to treat all students equally, standardized budgets have been established and are applied to all applicants. This means that all students with similar circumstances will receive the same allowances for tuition, fees, room and board, personal expenses, books, supplies, and transportation. Exceptions may be made to the budget on a case-by-case basis. Where the need is shown, the Financial Aid Office will consider adjustments. Usually, exceptions are such things as childcare costs, medical expenses, costs related to a disability, and non-resident tuition. Documentation is required whenever students wish to have additional expenses considered.

COST OF ATTENDING

Below are the expenses included in the budgets that have been approved for the 2003-2004 academic year. The budgets reflect the standardized expenses for a nine-month period.

<table>
<thead>
<tr>
<th>Category</th>
<th>At Home</th>
<th>Away From Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees</td>
<td>$342</td>
<td>$342</td>
</tr>
<tr>
<td>Book/Supplies</td>
<td>$1,206</td>
<td>$1,206</td>
</tr>
<tr>
<td>Personal/Misc.</td>
<td>$2,250</td>
<td>$2,250</td>
</tr>
<tr>
<td>Transportation</td>
<td>$960</td>
<td>$990</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$4,050</td>
<td>$9,000</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$8,808*</td>
<td>$13,788*</td>
</tr>
</tbody>
</table>

Non-Resident Fees: $149 per unit, plus the enrollment fee of $11 per unit. (12 units @ $160 per unit equals $1,920 per semester)

Extenuating circumstances, as documented by the student and approved by the Financial Aid Officer, may result in a Cost of Attendance adjustment. Students attending our summer session will have a prorated budget.

* Amounts subject to change.

PAYMENT PERIOD

San José City College disburses student financial aid checks twice each semester, usually late August or early September, November, January and April. Federal Work Study checks are paid on the 10th of each month. Cal Grant checks are disbursed once per semester, usually October and March. Federal Stafford Loan checks are sent by lenders directly to the school and are disbursed when received.

TYPES OF AID AVAILABLE

1. Bureau of Indian Affairs Grant (BIAG) – Applications available through the tribal regions
2. Board of Governors Enrollment Fee Waiver (BOGW) – Application available in the Financial Aid Office.
3. CAL Grants A,B,&C – Must apply by March 2nd for the following year. Support documents are needed along with the FAFSA.
4. Extended Opportunity Program and Services (EOP&S) – Support documents are needed along with the FAFSA.
5. Federal Work Study (FWS) – Support documents are needed along with the FAFSA.
6. Federal PELL Grant (FPPELL) – For undergraduate students in an eligible program. Support documents are needed along with the FAFSA.
7. Federal Stafford Loan (FSL) – For undergraduate students in an eligible program. Support documents are needed along with the FAFSA.
8. Federal Supplemental Educational Opportunity Grant (FSEOG) – For FPELL recipients with exceptional financial need. Support documents are needed along with the FAFSA.

For detailed program descriptions, please refer to the Financial Aid Student Guide, available in the Financial Aid Office.

All applications, except for the BIAG, are available in the Financial Aid Office.

FINANCIAL AID PACKAGING POLICY

Once a student has demonstrated “financial need” the Financial Aid Office must determine the best way to meet the need through either one form of student financial aid or a combination of various forms of student financial aid.

Because funds are limited in some programs, with the exception of Pell Grants, the following criteria are used in meeting the needs of students:

- All students submitting COMPLETE application packets by the May 31st priority deadline will be packaged in the order received, depending upon the student’s eligibility for each program.
- Packaging may consist of one or more of the following types of aid:
  - FPELL, FSEOG, EOP&S, FWS, and FSL. Whether the student is living at home or not at home an attempt is made to package 40-50% of the unmet need with grants, provided the student meets the eligibility requirements.
  - Some students receive a Cal Grant from the State, and this grant is also included in the attempt to meet the 40-50% of students’ need with grant aid.

Maximum award packaging consideration will be made to the student with the lowest effective family contribution.

WHAT HAPPENS IF AID IS DENIED

Not all students who apply for financial assistance will qualify. A student who is denied assistance or is not satisfied with his/her financial aid award, has the right to request, in writing, that a re-evaluation be made of his/her case. Often, new information will qualify the applicant or cause a revision.

Students who are denied aid due to lack of “satisfactory academic progress” must petition to the Appeals Committee by the end of the third week of the semester. The committee will then determine whether further aid will be offered. See “Satisfactory Academic Progress” for further information.
BOARD OF GOVERNORS ENROLLMENT FEE WAIVER – BOGW

The California Community Colleges Board of Governors Enrollment Fee Waiver Program is designed to help students who need assistance paying enrollment fees. California residents who meet one of the following eligibility criteria may be eligible for a BOGW A, B, or C:

- The student has demonstrated financial need BOGW-C*
- The student or student’s family is receiving AFDC, SSI, or General Assistance BOGW-A
- The student’s household meets the following income standards:

<table>
<thead>
<tr>
<th>Number in Household</th>
<th>Total Family Income the Previous Year (Adjusted Gross Income and/or Untaxed Income)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$ 13,290 or less</td>
</tr>
<tr>
<td>2</td>
<td>$ 17,910 or less</td>
</tr>
<tr>
<td>3</td>
<td>$ 22,530 or less</td>
</tr>
<tr>
<td>4</td>
<td>$ 27,150 or less</td>
</tr>
<tr>
<td></td>
<td>Add $4,620 for each additional dependent.</td>
</tr>
</tbody>
</table>

Dependents of deceased or disabled veterans who are eligible for benefits under the California Veterans Dependents Educational Assistance Program and Dependents of deceased or disabled California National Guard members certified by the Adjutant General’s Office can also get a BOGW.

*Additionally, all students that show “need” using the FAFSA are eligible for BOGW-C

Once qualified for a BOGW, a student’s enrollment fees are waived for the remainder of the academic year.

SATISFACTORY ACADEMIC PROGRESS

Students who receive financial aid are required to make satisfactory academic progress in their course of study. It is the student’s responsibility to inform the Financial Aid Office of any changes in his/her declared program of study. Financial aid progress standards are in addition to the College’s Academic Standards, which apply to all students. Academic progress for financial aid recipients is assessed according to the Satisfactory Academic Progress Policy Standards outlined below:

Students who complete all credits (based on the credit load at the time a balance check is calculated) with at least a current and cumulative 2.0 GPA are considered to be making satisfactory academic progress in their program of study. See Guide to Financial Aid for more detail.

FINANCIAL AID CONSORTIUM AGREEMENT

San José City College and Evergreen Valley College, the two community colleges comprising the San Jose/Evergreen Community College District have agreed that a student enrolled in an eligible program at one of these institutions may take courses at the other institution which apply towards his/her certificate or degree.

The institution in which the student bases his/her course of study will calculate and pay the student’s financial award from the Title IV funds.

The institution, which calculates and pays the student, must take into account courses taken by the student at both institutions in determining the student’s enrollment status and cost of education

The Financial Aid Office is located in the Y Building. For detailed information, contact the Financial Aid Office, (408) 288-3741.
CHAPTER 4 — INSTRUCTIONAL RESOURCES AND SPECIAL PROGRAMS

SPECIAL ACADEMIC PROGRAMS

ACCELERATED DEGREE PROGRAM

The Accelerated Degree Program offers fast-track courses for working adults who want to finish their degrees in a timely manner. Courses are offered evenings in six and eight week blocks. Students concentrate on one course at a time and can finish the program in 2-½ years if they are eligible at the English 001A level. Most courses are offered off-campus in business-like training rooms.

For more information, contact the Counseling Office.

CO-NECT PROGRAM

CO-NECT is a joint program between San José City College (SJCC) and the San Jose Unified School District (SJUSD) in which college level general education courses are offered at various high school sites. The courses follow the SJUSD calendar and not the SJCC calendar, some of the enrollees are high school students. Each section is, however, open to all SJCC students. Further information about the program is available from Claudia Consigny, Dean of Counseling and Matriculation.

For more information, contact the Counseling Office.

HONORS PROGRAM

The San José City College Honors Program is designed to motivate new and continuing students to excel in an intellectually stimulating environment. New students who are placed at the high end of the English Placement Test or were in AP classes in high school are referred to the Honors Program Director for academic planning. Continuing students with a minimum cumulative GPA of 3.25 and eligible for English 001A may participate in the Honors Program. Most of the continuing students are referred by the faculty at San José City College. In each case, the students meet with the Honors Program Director to choose honor options in their course work.

For more information, contact the Counseling Office.

MIDDLE COLLEGE

Middle College is an accelerated program designed to offer a unique option to high school students who are academically capable. It assists students in completing high school while beginning their college careers. Selected junior and senior students take their core subjects, English and Social Studies and two additional courses with high school teachers. Students also must take a minimum of nine college units per semester. Community Service or Service Learning is also an integral part of the program. All classes are held on the San José City College campus.

For more information, contact the Counseling Office.

TEACHER PREPARATION PROGRAM

In response to a shortage of teachers in the state of California and nation-wide, San José City College has placed a stronger institutional emphasis on its Teacher Preparation Program. Specifically, as the recipient of a proposed five year (2000-2005) Teacher and Reading Development Partnership Grant, the College has designed a Transfer Express Program especially to facilitate student transfer to area Teacher Preparation Programs at area institutions such as San Jose State University, California.
State University Monterey Bay, and the College of Notre Dame. Additionally, special student support services via workshops on teaching career goals, scholarship opportunities, and transfer options are also available.

For more information, contact the Humanities and Social Sciences Division.

WILLOW GLEN COLLEGE PROGRAM

The Willow Glen College Program is a special program between San José City College (SJCC) and Willow Glen High School (WGHS) in which college courses are offered at the high school site. The courses follow the WGHS calendar and not the SJCC calendar. Some of the enrollees are high school students. Each section is, however, open to all SJCC students. Further information about the program is available from Claudia Consigny, Dean of Counseling and Matriculation.

For more information, contact the Counseling Office.

SUPPORT SERVICES

ACADEMIC SYSTEMS LAB

The Academic Systems Lab houses courses in Basic Mathematics, Beginning Algebra and Intermediate Algebra. Each class has an instructor, an instructional assistant, and tutors. The material is delivered via Academic Systems computerized instruction so each student can move as quickly or slowly, as needed, through the course material. Students are required to attend all classes, however, they can also access the software from any computer with internet access for additional work outside of class. Many of the courses are offered in a self-paced format so a student can complete the three-unit Basic Mathematics course or a five-unit Beginning or Intermediate Algebra class in multiple semesters, if needed. Students can also complete more than one course per semester in the self-paced format.

For more information, contact the Math Division.

ESL MULTIMEDIA LAB

The ESL Multimedia Lab provides instructional assistance and multimedia materials support for English language development. Students who use this lab are enrolled in variable unit courses at their current level of study: ESL 100L, ESL 310L, ESL 320L, ESL 330L, and ESL 340L. Students can earn 3 to 2 units of credit for each lab level. Assistance with software and computer use is available. Workshops on a variety of language learning points are offered throughout the semester. The lab is located in the Learning Resource Center. For further convenience, students may use our online lab at www.eslstation.net to access learning links for each ESL Skills Development Lab level.

For more information, contact the ESL Department.

HUMANITIES AND SOCIAL SCIENCES LAB

The Humanities and Social Sciences Lab is located in GE 209B. This lab supports students enrolled in Foreign Language, Sign Language, Communication Studies, and any of the other courses in the Humanities and Social Sciences Division that require laboratory work. Students have access to computers, video players, audio cassette players, software programs, and other media and print materials.

Instructors and lab assistants are also available at various hours to provide individual help.

For more information, contact the Humanities and Social Sciences Division.

LIBRARY SERVICES

The Library offers a highly useful collection of print, audio-visual and online resources. Printed materials include a book collection of 70,000 volumes, current subscriptions to more than 300 periodicals, and a pamphlet collection of 3,000 items. Other resources include videocassettes, compact discs, CD-ROMs, online databases, and the Internet. Study areas, with tables and individual carrels, are provided, and microcomputers, audio-visual equipment and coin-operated copying machines are also available. Reference Librarians provide instruction to students on using Library resources and assist students in locating information. The SJCC Student ID card serves as a Library card. Students wishing to learn more about the Library and how to use it effectively are encouraged to enroll in Library Studies 011. The Library also offers a course, Library Studies 022, focused on using the Internet for academic research.

For more information, contact the Library.

READING AND WRITING CENTERS

The Reading and Writing Centers are open on a drop-in basis to all students who need help with their reading and writing assignments in any course. Instructors, instructional assistants and tutors are available to provide individual and group help, and students may use the resources of the center (books, handouts, computer programs, workshops, etc.) as needed. There is no credit and no fee for this service. Students may also enroll in various self-paced credit courses in the Centers at any time during the semester to improve their reading and writing skills. The Centers also provide laboratory instruction for students in English, Reading and Writing courses below the English 001A level. The Reading Center is located in L 102; the Writing Center is in L 103.

For more information, contact the Language Arts Division.

TECHNOLOGY LABS

A variety of technology-rich computer labs support students in technology-intensive programs such as Cisco Academy, Network Administration, Computer Programming and Multimedia/Digital Arts. Labs are staffed with instructors and instructional assistants and have open hours throughout the day and evening. A Virtual Reality Lab and a Laser Lab support programs in Semiconductor Manufacturing and Laser Technology.

For more information, contact the Business and Service Careers Division.

TECHNOLOGY SKILLS CENTER

The Technology Skills Center (TSC) is an open-entry, open-exit computer lab that gives students a chance to receive training in basic computer skills or to complete course work requiring the use of computers. Instructional aides, lab tutors, translators, and lab technical staff are in the TSC to help students with assignments and answer their questions. In addition, a San José City College student, faculty, or staff member who is completely unfamiliar with computers can walk into the TSC lab, sit down in front of a computer, and use the Getting Started computer training workbooks available in the TSC to learn about computer applications. To use the Technology Skills Center, students must be registered in any SJCC class and either a 200 or a 210 no-unit, no-credit lab section. See the section under Computer Applications for a complete description of these credit/no credit, open-entry, open-exit courses.

For more information, contact the Business and Service Careers Division.
TUTORING CENTER

Student tutors are faculty recommended, have received a "B" grade or better in the course(s) they tutor, and complete a tutor-training course.

The Tutoring Center also offers the following services: access to textbooks and student solution manuals, overnight math videotape checkout, access to 20 high-tech personal computers, printer and scanner, access to online tutoring – Smarthinking, Math software: Maple 7, Academic Systems On-Line, MathCue, Chemistry software, Career Guidance – Discovery Program, and assistance with WebCT.

Location: Learning Resource Center, L105
Contact: Priscilla C. Munoz, (408) 298-2181 ext. 3312, Priscilla.Munoz@sjeccd.org
Hours: Monday – Thursday, 8 a.m. – 9 p.m. and Friday, 8 a.m. – 1 p.m.

SPECIALIZED COURSES

DIRECTED STUDY COURSES

Directed study courses allow individual and small groups of students to enhance their individual instructional programs by studying independently under the direction of faculty members in specific or related disciplines. The students and faculty members, in consultation with the Division Dean, work together to develop individualized learning contracts which specify the learning objectives and activities to be completed as well as the number of units to be earned.

For more information, contact the division offices.

DISTANCE EDUCATION COURSES

A growing number of classes are being offered online to students who have access to a computer and the Internet. These courses can be accessed anywhere at anytime. Students in these courses do not meet at regular times on campus; instead, they receive and submit their course work and interact with their instructor and fellow students over the Internet using Web pages, e-mail, discussion lists, chat rooms, specialized computer programs and other technology. Students in these classes have the flexibility of studying from any location and at anytime that fits into their schedules.

HYBRID COURSES

San José City College also offers some courses that are taught in a hybrid manner – part of the time on-campus and part of the time online. The class may meet half the time in a regular classroom, and the rest of the time online, resulting in fewer required trips to campus. Students taking distance education courses are expected to have access to a computer with a connection to the Internet. There are computer labs on campus where the work can be completed, but hybrid and online courses are designed so that a student does not have to come to campus as often as a student taking a traditional on-campus class.

WEB-ENHANCED CLASSES

More and more instructors are using the Internet as a supplement to their traditional on-campus class. Using discussion lists, email, chat, classroom dialog and conversation can be continued outside of the class meeting time. Class syllabus, calendar information and assignments can be posted on the Internet so that a student can access them from anywhere, at anytime. Computers are available on-campus for students to use to complete those assignments that are to be done using an online course management program.

For more information, contact the Instructional Technology and Learning Resources Division offices.

EDUCATIONAL TECHNOLOGY COURSES

The Educational Technology Program at San José City College is designed for those students who plan on using technology to teach or assist in a traditional classroom or in an online environment. Educational Technology classes will focus on developing the information, pedagogical and technical skills necessary to develop instructional materials that will enhance student learning. The program will include identifying the requirements of developing effective curriculum for online teaching and exploring the technical environment that would best be used in an online or on-campus environment.

For more information, contact the Instructional Technology and Learning Resources Division offices.

WORK EXPERIENCE EDUCATION COURSES

Work Experience Education is the extension of learning opportunities and career awareness for students in the workplace. Students are either employed or volunteer to work in occupational fields for which their college programs or majors prepare them. Through this work experience students: a) become oriented to the world of work, b) demonstrate the relevance of theory to practice, c) develop useful references and employment contacts, d) utilize industrial resources, e) improve employment competency, and f) earn academic credit with the possibility of improving their grade point average. Additional information about these courses can be found in the main part of the catalog under Work Experience Education.

For more information, contact the Applied Science and Technology Division office.

STUDY OPTIONS

LEARNING COMMUNITIES

Students in a Learning Community enroll in two or more courses together with the same group of students. The courses are linked together with a common theme or question and taught in a structure that gives students avenues for deep understanding and enriched interaction with one another and their instructors. This learning-centered environment provides challenging and stimulating opportunities for students to grow intellectually and develop responsibility in the context of a community. Learning Communities bring together faculty from different disciplines to collaborate more coherently with each other and their students and are one way to build and strengthen connections between education and our society.

For more information, contact the Counseling Office.

PEER-LED TEAM LEARNING PROJECT

Peer-Led Team Learning is a robust cooperative learning approach that involves students in active participation in the learning process under the facilitation of a peer leader. The project is offered to all students in a wide range of chemistry, biology, and physics courses. Peer-leaders are paid and provide ongoing training and support, a guidebook, and interactive workshop materials to guide and facilitate learning within a small group of students. The
peer leader serves as a role model and provides the students with hands-on models, problem sessions, and other multidimensional methods for learning the class material. Students who participate in this project have the opportunity to become peer-leaders themselves in subsequent semesters and participate in joint programs with San Jose State University and the University of California that offer scholarships, internships and other support activities.

For more information, contact the Math and Science Division in W-101.

PROJECT-BASED LEARNING

Project-Based Learning incorporates real-world projects into the classroom environment. It is an excellent way to learn teamwork, project management, budgeting and other skills that are important for success in the workplace. Currently, Project-based Learning is part of the curriculum in Multimedia and CIS. In the near future, we plan to extend Project-Based Learning to other areas of the curriculum.

For more information, contact the Humanities and Social Sciences Division.

SERVICE LEARNING PROGRAM

The Service Learning program provides opportunities for voluntary service in the community. Partnerships with over 50 community service agencies and local schools have been formed through this program. These agencies are seen as extensions of the classroom. Instructors give students the option to complete a class project by exploring course-related issues through participation in reflective tasks (reports, journals, and presentations) in which classroom theory is related to the real world. This activity prepares today’s students for life-long learning in our rapidly changing world. The Service Learning Coordinator has scheduled office hours to advise students in the Job Placement Office, located in the Counseling Office. In addition, the Job Placement Coordinator can help students throughout the day. Interested students are encouraged to ask their instructors if community service is a project option for a class.

For more information, contact the Job Placement Office.

ENRICHMENT ACTIVITIES

ART GALLERY

The Art Gallery at SJCC offers a wide variety of exhibitions that are open to the public free of charge. From September to June, there is a new show every month, featuring the work of professional artists, alumni, staff and students. The public is invited to attend our receptions, where artists will often give informal talks on their art. The Art Gallery is located in F2, in the Art complex.

For more information, contact the Humanities and Social Sciences Division.

ATHLETICS

Intercollegiate competition is offered in a number of sports for men and women. These include men’s baseball, football and golf, women’s softball and volleyball, and men’s and women’s basketball, track and field, and cross-country. SJCC is a member of the Coast Conference, one of the most prestigious community college conferences in America, and has achieved a record of athletic excellence. There are full-time coaches in all sports; coaches take an active role in promoting both athletic and scholastic achievement. The Capital Improvement Plan provided a FieldTurf artificial football field and a Super X Mondo All weather track. These are athletic facilities second to none in America. The fitness complex with modern weight and cardiovascular equipment provides classes and supports the athletics program.

For more information, contact the Athletics and Physical Education Division.

CAMPUS MEDIA

- The College newspaper, The Times, is produced and published by students in the Journalism Program and provides a forum for campus-wide dissemination and discussion of information and issues. The Times has repeatedly won General Excellence awards from professional and collegiate journalism organizations. It is available in print and also in an internet version.

For more information, contact the Language Arts Division.

- The College FM radio station, KJCC, is run by students interested in broadcasting. It airs various musical programs and serves to disseminate information on college affairs and issues.

For more information, contact Associated Students.

COLLEGE THEATER

Each year, the College Theater serves as a performance venue for a variety of drama, dance, and musical performances directly connected to the college’s disciplines and programs. It also serves as a platform for a variety of visitors to the college who appear in conjunction with events sponsored by campus groups such as La Raza, the Vietnamese Interdisciplinary Education Association, and activities such as Black History Month and Women’s History Month. Additionally, the College Theater functions as a facility in general support of campus-wide events and community activities.

For more information, contact the Humanities and Social Sciences Division.

COMMUNITY ARTS & LECTURE SERIES

To enhance student life on campus, and to extend the culture of the College to the community at large, each year San José City College sponsors a Community Arts and Lectures Program. Visiting public figures, artists, and performers bring lectures, discussion forums, and music, drama, and various performance arts activities to the campus. Typically during the course of the academic year, seven or eight such presentations/performances are offered. In past years, the College has sponsored appearances by numerous multicultural artists, writers such as Frank McCourt and Lorna Dee Cervantes, and co-sponsored programs with NASA and the National Steinbeck Center.

For more information, contact the Humanities and Social Sciences Division.
CHAPTER 5 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

CERTIFICATE REQUIREMENTS

San José City College awards four different certificates to qualified students who have met the course requirements in specific occupational areas. Currently we offer:

- Certificate of Course Completion: complete a specific course
- Certificate of Competency: 6 - 17.5 units
- Certificate of Specialization: 18 - 29.5 units
- Certificate of Achievement: 30+ units

Certificates may be issued upon completion of a specific course or courses with a grade of “C” or better. Requirements for each certificate are listed under each major in this section. A grade of "C" or better is required in major courses for the degree.

Grades earned in nondegree applicable courses do not count in their GPA used in relationship to an A.A. or A.S. degree.

Per Title 5 Section 55002 (b)

Students should apply for the certificate during the first 6 weeks of their last semester of their program. The student should make an appointment with a counselor to petition for the certificate. At the completion of the petition the student submits the form to the Office of Admissions and Records.

GRADUATION REQUIREMENTS

ASSOCIATE OF SCIENCE DEGREE

Completion of the Associate of Science (A.S.) general education pattern is different from the Associate of Arts (A.A.). Every student will need to consult with a counselor to determine which pattern to follow.

To be awarded the Associate of Science Degree from San José City College, all students shall complete a minimum of 60 units of instruction with an average grade of at least a "C" (2.0 grade point average) in all units attempted in a curriculum which the college accepts toward a degree, and complete the following minimum requirements:

I. A major consisting of a minimum of 18 semester units in a specialized or related field of study. The major may be in a special field or a general studies area. A grade of "C" or better is required in major courses for the degree.

II. A general education pattern, which shall include:

<table>
<thead>
<tr>
<th>CONTENT AREA</th>
<th>A.S. DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. English Communication</td>
<td>3 units</td>
</tr>
<tr>
<td>Written Communication</td>
<td>3 units</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>6 units</td>
</tr>
<tr>
<td>B. Physical and Biological Sciences**</td>
<td>3 units</td>
</tr>
<tr>
<td>Select one course for 3 units</td>
<td></td>
</tr>
<tr>
<td>C. Arts and Humanities***</td>
<td>3 units</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>3 units</td>
</tr>
<tr>
<td>Humanities</td>
<td>6 units</td>
</tr>
</tbody>
</table>

IN THIS CHAPTER:
- Certificate Requirements
- General Education Courses
- A.S. Degree and Certificate Index
- Graduation Requirements
- A.S. Degree
- A.S. Degree and Certificate Index
- Contact Info., and Requirements
CONTENT AREA (continued)  A.S. DEGREE

D. Social and Behavioral Science***
   Select two courses for 6 units  6 units

E. Lifelong Understanding and Self Development****
   Select one course for 3 units  3 units

Required Minimum  24 units

**A minimum of 3 units is required in the Sciences area for the A.S. degree. One course with laboratory activity must be included in this area. Students completing majors requiring 10 or more science units will have satisfied this requirement.

***Cultural Pluralism/Ethnic Studies: Students may take a cultural pluralism/ethnic studies class in either Area C or Area D.

**** Lifelong Understanding and Self Development: This requirement may be met by any 3-unit non-physical activity course approved for this area.

III. Within Requirements I and II, courses may satisfy only one graduation requirement except for Cultural Pluralism and courses required in the major, which also fulfill general education requirements.

IV. Competency in reading, written expression, and mathematics to be demonstrated by satisfactory completion in the following:

1. Reading - English 001A, English Composition
2. Written expression English 001A, English Composition
3. Mathematics – Math 011A, 011R or equivalent Math course, or Algebra competency exam

If a student uses an approved or equivalent course to fulfill the competency requirement in reading, written expression, or mathematics, a grade of “C” or better must be earned in that course.

V. Elective, major, and general education – applicable courses to total at least 60 units.

A grade of "C" or better is required in major courses for the degree.

VI. Residence requirements:

1. Prior to the fulfillment of graduation requirements, no fewer than 12 units must have been earned within the District and no fewer than 6 of these units must have been earned at the College awarding the degree. An exception to this policy will be granted when the colleges jointly offer a program for which only one college has been approved.

2. A minimum of two courses (no fewer than 6 units) must have been completed in the major at the college awarding the degree. A major department may grant an exception to this requirement when able to verify competency equivalent to this requirement.

VII. Physical Activity

A minimum of one (1) unit of physical activity must be taken unless exempt by a doctor’s excuse or prior military credit. The physical activity course must be selected from the approved courses listed in Area E of the District’s General Education/Graduation pattern.

CATALOG TO BE USED BY THE STUDENT FOR GRADUATION

(a) A student may use any catalog for graduation under which he/she was enrolled in the college to meet the general education and graduation requirements (excluding the major requirements as in (b), which follows).

(b) A student may use any catalog for graduation under which he/she was enrolled in the college to meet the major requirements provided that the catalog is not more than seven (7) years old by the time of graduation. A major department may grant an exception to this requirement when able to verify competency equivalent to this requirement.

(c) A student is considered enrolled when the transcript shows one or more classes that the student was enrolled in for a semester, intersession or term. A student is not required to complete a class to be enrolled under the catalog. A catalog year starts with the fall semester of the beginning year of the catalog and extends to the end of the summer semester of the ending year of the catalog.

COURSES COMPLETED AT EVERGREEN VALLEY COLLEGE

(a) A student who has completed all of the graduation requirements at EVC will be considered to have met the graduation requirements at SJCC (exception: see RESIDENCE REQUIREMENTS above for courses, which must be taken at SJCC).

(b) A student who has not completed all of the graduation requirements at EVC must meet the minimum graduation requirements at SJCC.

RECIROCITY AGREEMENT A.A./A.S. DEGREE PATTERNS

SJCC participates in The California Articulation Region 4 Community College’s General Education/Graduation Reciprocity Program. Students completing all the General Education/Graduation pattern requirements at a participating college will be given full credit for having completed the SJ/ECCD General Education/Graduation requirements; including reading, writing, math competencies, and cultural pluralism/ethnic studies. For additional information consult with a SJCC counselor.

Participating Colleges:

- Cabrillo
- De Anza
- Evergreen Valley
- Foothill
- Gavilan
- Hartnell
- Mission
- Monterey Peninsula
- Ohlone
- San José City
- West Valley
GRADUATION APPEALS COMMITTEE

(a) A student may appeal a graduation decision through the Graduation Appeals Committee.

(b) San José City College shall maintain a Graduation Appeals committee to determine if the requirements for graduation have been met. The committee may grant exceptions to the general education and/or graduation requirements provided that the requirements either pose a hardship to the student, such as delaying his/her graduation, or were incorrectly communicated to the student by a college representative. Such exceptions shall not violate state-mandated requirements. The committee will work with the appropriate major department when considering exceptions regarding major requirements.

GENERAL EDUCATION COURSES

Area A: English Communication – One course from each area for 6 units
- Written: Engl 001A with a "C" or better grade 3
- Oral: COMS 020, 020N, 040, 045

Area B: Physical and Biological Science – One course for 3 units
- Science With Lab: Anatomy 001, Biology 001, 020, 021A, 064; Chemistry 001A, 015, 030A, 030B; Environmental Science 010; Geology 010 & 010L, 011 & 011L; Physics 002A, 003, 044A, 044B
- Cosmetology Major Only: Cosmetology 010A, 010B, 105A, 105B
- Dental Assistant Major Only: Dental Assistant 151
- Electronics & Laser Majors Only: Electronics 062

Area C: Arts and Humanities – One course from each area for 6 units
- Art: Art 091, 092; Drama 013A, 023, 027, 040; Humanities 001; Music 083, 089, 091, 095, 099; Photography 022
- Humanities: Chinese 001A; English 001B, 028, 033, 065, 073, 076A, 076B, 079, 080, 082A, 082B, 083, 084A, 084B, 086A, 086B; French 001A, 001B, 002A, 002B, 015, 016, 017, 018; Humanities 002; Japanese 001A, 001B, 002A, 002B; Philosophy 010, 011, 012, 051, 065, 070; SL 001A, 001B, 002A, 002B; Spanish 010A, 010B, 002A, 002B

Area D: Social and Behavioral Science – Two courses for 6 units
- Option 1: History 001, and Political Science 001; OR 6
- Option 2: History 017A, and 017B;

Area E: Lifelong Understanding and Self-Development – One course for 3 units
- Drama 011; Family Consumer Studies 019, 050; Health Education 011; Psychology 020, 060, 080, 088, 092, 096, 100

TOTAL: GENERAL EDUCATION PATTERN 24

ADDITIONAL GRADUATION REQUIREMENTS 18-36

Major/Elective Requirement
- Physical Activity: Dance 010, 020, 021, 040, 050, 051, 055, 062, 064; P.E. 001, 008, 009, 010, 012, 013, 014, 017, 018, 020, 024, 030, 034, 038, 039, 040, 042, 046, 048, 052, 055, 056; Adaptive P.E. 030E, 041E, 042E, 056E

Math Competency: Math 011A, 011R, 011S; Electronics 121 with a "C" or better grade OR qualifying test score.

Cultural Pluralism/Ethnic Studies: English 033, 080, 082A, 082B; Ethnic Studies 026, 027; Sign Language 015; History 009, 021, 024; Social Science 020, 030, 031, 032, 040;

TOTAL: MINIMUM 60

ASSOCIATE OF SCIENCE DEGREE AND CERTIFICATE INDEX

ACCOUNTING
- A.S. Degree
- Certificate:

ADMINISTRATION OF JUSTICE
- A.S. Degree

ADVANCED MANUFACTURING TECHNOLOGY
- AS Degree
- Certificate:

AIR CONDITIONING/REFRIGERATION
- A.S. Degree
- Certificate:

ALCOHOL AND DRUG STUDIES
- A.S. Degree
- Certificate:

ART
- A.S. Degree

BUSINESS
- A.S. Degree:
  - Electronic Commerce
  - Entrepreneurship
  - Management
  - Marketing
- Certificate:
  - Competency
  - Electronic Commerce
  - Entrepreneurship
  - Management
  - Marketing
  - Specialization
  - Electronic Commerce
  - Entrepreneurship
  - Management
  - Marketing
  - Achievement
  - Electronic Commerce
  - Entrepreneurship
  - Management
  - Marketing
CHAPTER 5 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

COMPUTER APPLICATIONS
— A.S. Degree
— Certificate:
  Competency
  Specialization
  Achievement

COMPUTER INFORMATION SYSTEMS
— A.S. Degree:
  Computer Programming
  Network Administration
    General Networking
    Microsoft Networks – MCSE
    Cisco Networks – CCNP
    UNIX Networks
  Web Application Solutions
  Web Site Administration
— Certificate:
  Competency
  Computer Programming
  Network Administration
    Novell Networks
    CompTia A+
    Web Application Solutions
    Web Site Administration
  Specialization
  Computer Programming
  Network Administration
    Microsoft Networks – MCSE
    Microsoft Networks – MCSD
    UNIX Networks
    Cisco Networks – CCNA
    General Networking
    Web Application Solutions
    Web Site Administration
  Achievement
  Computer Programming
  Network Administration
    Cisco Networks – CCNP
  Web Application Solutions
  Web Site Administration

COMPUTER REPAIR
— Certificate:
  Specialization

COMPUTER TECHNOLOGY
— Certificate:
  Specialization

CONSTRUCTION TECHNOLOGY
— A.S. Degree
— Certificate:
  Competency
  Construction Management
  Residential Maintenance
  Achievement

COSMETOLOGY
— A.S. Degree
— Certificate:
  Competency
  Esthetician
  Achievement

DENTAL ASSISTING
— A.S. Degree
— Certificate:
  Achievement

EARLY CHILDHOOD EDUCATION
— A.S. Degree
— Certificate:
  Competency
  Specialization

ELECTRONICS TECHNOLOGY
— A.S. Degree
— Certificate:
  Competency
  Assembler
  Specialization
  Technician
  Achievement
  Technical Associate
  Microwave Technician

GENERAL MAJOR
— A.S. Degree

HEALTH SCIENCE
— Certificate:
  Competency
  Emergency Clinical Technician
  Emergency Medical Technician

LABOR STUDIES
— A.S. Degree
— Certificate:
  Competency
  Specialization

LASER TECHNOLOGY
— A.S. Degree
— Certificate:
  Achievement
  Technical Associate

MACHINE TECHNOLOGY
— A.S. Degree
— Certificate:
  Specialization
  CNC Machine Operator
  Entry Level Machinist
  Achievement
  Machine Technician

MASK DESIGN TECHNOLOGY
— Certificate:
  Specialization
  Technician

MULTIMEDIA/DIGITAL ARTS
— A.S. Degree
— Certificate:
  Competency
  Digital Arts
  Web Design
  Specialization
  Digital Arts
  Web Design
  Achievement
  Digital Arts
  Web Design

REAL ESTATE
— A.S. Degree
— Certificate:
  Competency
  Sales
  Appraiser
  Specialization
  Broker
This curriculum provides training for paraprofessional accountants, payroll clerks, bookkeepers, and similar workers in banks and business firms. Graduates from this program are qualified to meet the demands of offices requiring special skills in general bookkeeping and machine bookkeeping.

**RELATED OCCUPATIONS**
- Accounts Receivable Specialist
- Accounts Payable Specialist
- Payroll Specialist

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:

E-mail: Linda.Ferrell@sjcc.edu
Accounting Department: (408) 298-2181 ext. 3983
Business & Service Careers Division: (408) 288-3714
San José City College Web site: www.sjcc.edu

A grade of "C" or better in each major course is required. Accounting 062 and 063 must be taken at San José City College or equivalent courses at other accredited colleges must be approved by the department.

**CERTIFICATE OF SPECIALIZATION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 020</td>
<td>Financial Accounting (CAN BUS 2)</td>
<td>4</td>
</tr>
<tr>
<td>ACCTG 021</td>
<td>Managerial Accounting (CAN BUS 4)</td>
<td>4</td>
</tr>
<tr>
<td>ACCTG 030</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG 037</td>
<td>Principles of Income Tax</td>
<td>3</td>
</tr>
<tr>
<td>BUS 007A</td>
<td>Business Language Skills</td>
<td>3</td>
</tr>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer</td>
<td>3</td>
</tr>
</tbody>
</table>

**APPROVED ELECTIVES** – choose 4 units from the list below

**TOTAL** 24

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 020</td>
<td>Financial Accounting (CAN BUS 2)</td>
<td>4</td>
</tr>
<tr>
<td>ACCTG 021</td>
<td>Managerial Accounting (CAN BUS 4)</td>
<td>4</td>
</tr>
<tr>
<td>ACCTG 030</td>
<td>Computerized Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCTG 037</td>
<td>Cost Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCTG 063</td>
<td>Intermediate Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCTG 097</td>
<td>Principles of Income Tax</td>
<td>3</td>
</tr>
<tr>
<td>BUS 007A</td>
<td>Business Language Skills</td>
<td>3</td>
</tr>
<tr>
<td>BUS 071</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer</td>
<td>3</td>
</tr>
</tbody>
</table>

**APPROVED ELECTIVES** – choose 4 units from the list below

**TOTAL** 24

**GENERAL EDUCATION PATTERN**

**APPROVED ELECTIVES:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 098</td>
<td>Directed Study</td>
<td>1-3</td>
</tr>
<tr>
<td>ACCTG 136</td>
<td>Cooperative Work Experience – Parallel Plan</td>
<td>1-4</td>
</tr>
<tr>
<td>BUS 007B</td>
<td>Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 025</td>
<td>Introduction to Investments</td>
<td>3</td>
</tr>
<tr>
<td>BUS 071</td>
<td>Legal Environment of Business (Required for AS Degree)</td>
<td>3</td>
</tr>
<tr>
<td>CA 050B</td>
<td>Microsoft Excel XP 2002</td>
<td>2</td>
</tr>
<tr>
<td>CA 060B</td>
<td>Microsoft Access</td>
<td>2</td>
</tr>
<tr>
<td>ECON 010A</td>
<td>Principles of Macroeconomic Theory (CAN ECON 2)</td>
<td>3</td>
</tr>
</tbody>
</table>

**GENERAL EDUCATION PATTERN**

**TOTAL** 60

The Administration of Justice program offers both an Associate of Arts Degree and an Associate in Science Degree. The two-year Associate in Science program, which follows, is intended to prepare candidates academically to perform effectively in a host of careers pertaining to Criminal Justice services. Students will be exposed to a series of courses within the major intended to develop social awareness, written communication skills, cultural sensitivity, concepts of law and the physical ability to cope with many of the demanding Administration of Justice careers. Students planning to transfer should follow the Associate of Arts Degree. Classes are offered day and evening at both the Evergreen Valley and San José City College campuses as well as the South Bay Regional Public Safety Training Center located on the Evergreen Valley College Campus.

Programs in Administration of Justice are designed to prepare students for careers in federal, state, and local law enforcement agencies, correctional agencies and institutions and private security agencies. Criminal justice programs also provide additional training for persons already involved in law enforcement administration, correctional administration, forensic science, and security management. Students study the roles and activities of people with regard to maintaining law and order, providing services, protecting life and property, and conducting administration, planning and research. Programs include two-year programs at community colleges, and Bachelor's Degree and Master's Degree programs at four-year Baccalaureate Institutions. Programs in correctional administration are designed to prepare people for employment as juvenile group counselors, adult correctional officers, or probation aides.

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:

E-mail: Philip.Crawford@sjcc.edu
San José City College Web site: www.sjcc.edu

A minimum of three courses in the major must be taken at San José City College. A grade of "C" or better is required in each course in the major for graduation.

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 010</td>
<td>Introduction to Administration of Justice (CAN AJ 2)</td>
<td>3</td>
</tr>
<tr>
<td>AJ 011</td>
<td>Criminal Law (CAN AJ 4)</td>
<td>3</td>
</tr>
<tr>
<td>AJ 013</td>
<td>Criminal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AJ 014</td>
<td>Police in Society</td>
<td>3</td>
</tr>
<tr>
<td>AJ 015</td>
<td>Introduction to Investigations</td>
<td>3</td>
</tr>
</tbody>
</table>

**APPROVED ELECTIVES**

**TOTAL** 12

**GENERAL ELECTIVES**

**TOTAL** 8

**GENERAL EDUCATION PATTERN**

**TOTAL** 24

**APPROVED ELECTIVES:**

Choose 12 units from the following:

1. AJ classes not used in the core sequence above:
   - AJ 111 Juvenile Law & Prodecures
   - AJ 112 Introduction to Evidence
   - AJ 113 Crime and Violence in America

2. A combination of Administration of Justice courses, plus other courses as approved by the coordinator; OR

3. Completion of the full "Reserve Officer Training" sequence consisting of modules A,B,C (LE 165 A,B,C) or Reserve Academy (LE 164); OR

4. Completion of the Basic Police Academy (LE 155).
CHAPTER 5 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

ADVANCED MANUFACTURING TECHNOLOGY

This program has been developed at San José City and Mission College (MC) in a partnership with Intel Corporation and other light technical manufacturing companies. This is an extremely fast growing industry worldwide. It features "hands-on" training, cleanroom environment, integrated academic subjects, realistic assignments, simulated virtual reality facilities, high-tech, and internships.

The certificate of achievement is the minimum educational requirement for an entry-level position. Many of the major manufacturers require an A.S. degree for permanent job placement. Typical starting pay with an A.S. degree is $38,000+. The benefits are three or four-day workweeks (12 hour shifts), overtime pay, tuition pay, sabbaticals, medical, dental, life insurance, travel, and bonuses.

SJCC students must also enroll in Mission College’s MFG 061 course. Mission College students must enroll in San José City College’s ELECT 082. Although the two colleges’ curriculums are very similar, they are not identical. Therefore, it is highly recommended that students identify their "home" college for the duration of the program.

The two colleges have developed a joint agreement of financial aid, which enables students to count concurrent units at both colleges. Scholarship assistance is available for students who enroll in a minimum of 9 units per semester.

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:

Applied Science and Technology Division: (408) 288-3781
San José City College Web site: www.sjcc.edu

A grade of "C" or better is required in each course in the major for each certificate and degree.

CERTIFICATE OF ACHIEVEMENT: UNITS
Technician
Core Courses:
ELECT 062 General Electronics I 5
ELECT 063 General Electronics II 5
ELECT 121 Electronics Math I 3
ELECT 122 Electronics Math II 3

Required Courses:
ELECT 081 Semiconductor Manufacturing 4
ELECT 082 Semiconductor Manufacturing Tool Sets 4
CT 077 Digital Circuits 3
MFG 061 System Troubleshooting @MC 3
MFG 060 Introduction to Automation Technology 5
MFG 111 Statistical Process Control 2
TOTAL 37

MAJOR REQUIREMENTS
Completion of Certificate of Achievement 37
CHEM 030A* Introduction to Chemistry (CAN CHEM 6) (3)
PHYS 003 General Physics 4
PHYSICAL ACTIVITY — Graduation Requirement 1
GENERAL EDUCATION PATTERN* 24
TOTAL 66

*CHEM 030A meets Lab/Science GE A.S. Degree pattern requirements

AIR CONDITIONING/REFRIGERATION

This program is designed to develop the appreciation, knowledge, and skills essential for employment in the air conditioning and refrigeration industry. Instruction includes both theory and practical work with refrigeration and air conditioning machinery, electrical equipment, and related mathematics.

CAREERS IN:
Refrigeration Technician
Air Conditioning Technician
Sales Engineer
Estimator
Troubleshooter
Counter Sales

RELATED OCCUPATIONS:
Sheet Metal Technician
Plumber and Pipe Fitter
Electrician
Facilities Maintenance Technician
Stationary Engineer

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:
Kieron Connolly: (408) 288-3781 ext. 3667
E-mail: Kieron.Connolly@sjcc.edu
Applied Science and Technology Division: (408) 288-3781
San José City College Web site: www.sjcc.edu

A grade of "C" or better is required in each course in the major for each certificate and degree.

CERTIFICATE OF SPECIALIZATION* UNITS
AIR C 121 Electrical Principles for Air Conditioning 4
AIR C 122 Refrigeration Principles 4
AIR C 131 Intermediate Air Conditioning 4.5
CIS 041 Introduction to CIS (CAN BUS 6) 3
ELECT 050 Introduction to Electronics 2
TOTAL 17.5

*Daytime Accelerated Program: AIR C 121, 122 and 131 are taken back-to-back in one semester.

CERTIFICATE OF ACHIEVEMENT: Air Conditioning and Refrigeration Technology
AIR C 121 Electrical Principles for Air Conditioning 4
AIR C 122 Refrigeration Principles 4
AIR C 131 Intermediate Air Conditioning 4.5
AIR C 132 Refrigeration Service 4.5
AIR C 141 Hydronics and Air Distribution 3
AIR C 142 Air Conditioning Control Systems 4
CIS 041 Introduction to CIS (CAN BUS 6) 3
CADD 010 Basic Drawing 3
CNSTR 106 Blueprint Reading, Estimating, Codes and Specification 3
ELECT 050 Introduction to Electronics 2
TOTAL 32

CERTIFICATE OF SPECIALIZATION: Stationary Engineers
(Union Apprenticeship Only)
AIR C 121 Electrical Principles for Air Conditioning 4
AIR C 122 Refrigeration Principles 4
AIR C 131 Intermediate Air Conditioning 4.5
AIR C 132 Refrigeration Service 4.5
AIR C 141 Hydronics and Air Distribution 3
AIR C 142 Air Conditioning and Control Systems 4
CNSTR 102B Residential Construction Commercial Wiring 3
ELECT 050 Introduction to Electronics 2
WELDING (@ CCOC - Certificate of Proficiency) 0
TOTAL 29
MAJOR REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR C 121</td>
<td>Electrical Principles for Air Conditioning</td>
<td>4</td>
</tr>
<tr>
<td>AIR C 122</td>
<td>Refrigeration Principles</td>
<td>4</td>
</tr>
<tr>
<td>AIR C 131</td>
<td>Intermediate Air Conditioning</td>
<td>4.5</td>
</tr>
<tr>
<td>AIR C 132</td>
<td>Refrigeration Service</td>
<td>4.5</td>
</tr>
<tr>
<td>AIR C 141</td>
<td>Hydronics and Air Distribution</td>
<td>3</td>
</tr>
<tr>
<td>AIR C 142</td>
<td>Air Conditioning Control Systems</td>
<td>4</td>
</tr>
<tr>
<td>CIS 041</td>
<td>Introduction to CIS (CAN BUS 6)</td>
<td>3</td>
</tr>
<tr>
<td>CADD 010</td>
<td>Basic Drawing</td>
<td>3</td>
</tr>
<tr>
<td>or CNSTR 106</td>
<td>Blueprint Reading, Estimating, Codes and Specification</td>
<td>3</td>
</tr>
<tr>
<td>ELECT 050</td>
<td>Introduction to Electronics</td>
<td>2</td>
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</table>

APPROVED ELECTIVES

Choose 3.5-4 units from the list below

GENERAL EDUCATION PATTERN

TOTAL 24

APPROVED ELECTIVES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR C 136</td>
<td>Work Experience</td>
<td>1-4</td>
</tr>
<tr>
<td>CADD 010</td>
<td>Basic Drawing</td>
<td>3</td>
</tr>
<tr>
<td>CIS 041</td>
<td>Introduction to CIS (CAN BUS 6)</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 101A</td>
<td>Construction Tools, Materials, Processes</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 102A</td>
<td>Residential Construction Plumbing</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 102B</td>
<td>Residential Construction Commercial</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 106</td>
<td>Blueprint Reading, Estimating, Codes and Specification</td>
<td>3</td>
</tr>
<tr>
<td>FMT 104</td>
<td>Electrical Concepts for Facilities</td>
<td>2</td>
</tr>
<tr>
<td>FMT 105</td>
<td>Maintenance Technicians</td>
<td>2.5</td>
</tr>
<tr>
<td>FMT 120</td>
<td>Low and High Pressure Logic Controllers</td>
<td>3</td>
</tr>
<tr>
<td>FMT 122</td>
<td>Introduction to Programmable Logic Controllers</td>
<td>4</td>
</tr>
</tbody>
</table>

Alcohol and Drug Studies

San José City College offers both an Associate of Arts and an Associate of Science Degree. Students planning to transfer should follow the Associate in Arts Degree. The San José City College Chemical Dependency Certificate program is designed to meet the California Association of Alcohol and Drug Counselor (CAADAC) requirement of: 315 hours of approved Alcohol and Drug training education and 255 hours of Supervised Practicum.

Completion of the above requirements prepares students to sit for the written examination given by CAADAC, which is the first step toward certification. Following completion of the written examination, CAADAC Interns are required to document 4,000 to 6,000 hours or 2 years full time supervised work experience as a drug and alcohol abuse counselor. Completion of 4,000 to 6,000 hours will entitle Interns to apply for the oral examination given by CAADAC. When both the written and oral examinations have been successfully completed, the California Certification Board of Alcohol and Drug Counselors awards the following certification:

- Certified Alcohol Counselor (CAC) - 4,000 hour level
- Certified Alcohol and Drug Counselor (CADC) - 6,000 hour level

To receive more information about CAADAC call (916) 368-9412 or write CAADAC, 3400 Bradshaw Rd., Suite A5, Sacramento, CA 95827

This entry level certificate program is designed to provide beginning Chemical Dependency information to prepare students to apply for positions in Chemical Dependency Treatment and Sober Living environments. The common rate of pay offered for these positions is between $7 and $8.50 per hour. It is our hope that this beginning certificate will meet the trend of increased professionalism in the Chemical Dependency Treatment field in Santa Clara County. These positions include:

- Night Monitor
- Counselor Assistants
- Detoxification Staff
- House Managers
- On-Call Counselors

Students who wish to continue their course of study are recommended to complete the Associate of Science Degree program, which includes both the general education requirements and major courses in Alcohol and Drug studies. The Associate of Science Degree is especially important for those students who desire future employment in a Medical Model treatment facility.

CAREERS IN:

- Counselors in a Social Model county residential program
- Counselors in Pre-treatment, Inpatient, Outpatient, and After Care programs in hospital-based Chemical Dependency Community Prevention and Education
- Employee Assistance Programs
- Chemical Dependency Marketing
- Recovery/Relapse counseling in the private sector upon completion of the CAADAC Certification process
- Counselors in Recovery Home/Sober living environment

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:

Mary Crocker Cook: (408) 488-0333
CAADAC: (916) 368-9412
San José City College Web site: www.sjcc.edu

A minimum of three courses in the major must be taken at San José City College. A grade of “C” or better is required in each course in the major for the degree and certificate.

CERTIFICATE OF COMPETENCY

Completion of Certificate of Competency 12

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ADS 070</td>
<td>Introduction to Chemical Dependency</td>
<td>3</td>
</tr>
<tr>
<td>ADS 072</td>
<td>Co-Dependency: Family Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>ADS 074</td>
<td>Ethics, Personal and Professional Growth</td>
<td>3</td>
</tr>
<tr>
<td>ADS 075</td>
<td>Individual, Family, Group Counseling</td>
<td>3</td>
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</tbody>
</table>

TOTAL 12

CERTIFICATE OF SPECIALIZATION

Completion of Certificate of Specialization 27

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ADS 071</td>
<td>Pharmacology/Psychology of Addiction</td>
<td>3</td>
</tr>
<tr>
<td>ADS 073</td>
<td>Case Management: Chemical Dependency</td>
<td>3</td>
</tr>
<tr>
<td>ADS 076</td>
<td>Law and Prevention: Community Response</td>
<td>3</td>
</tr>
<tr>
<td>ADS 077A</td>
<td>Supervised Practicum A</td>
<td>3</td>
</tr>
<tr>
<td>ADS 077B</td>
<td>Supervised Practicum B</td>
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</table>

TOTAL 27

CERTIFICATE OF ACHIEVEMENT

Completion of Certificate of Specialization 27

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Units</th>
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<tr>
<td>PSYCH 010</td>
<td>General Psychology (CAN PSY 2)</td>
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<td>PSYCH 099</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 011</td>
<td>Social Problems (CAN SOC 4)</td>
<td>3</td>
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TOTAL 36-39

APPROVED ELECTIVE:

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<tbody>
<tr>
<td>ADS 078</td>
<td>Current Issues in Alcohol &amp; Drug Treatment</td>
<td>3</td>
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MAJOR REQUIREMENTS

Completion of Certificate of Achievement 36-39

<table>
<thead>
<tr>
<th>Category</th>
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<th>Units</th>
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<tbody>
<tr>
<td>PHYSICAL ACTIVITY – Graduation Requirement</td>
<td>ADS 070</td>
<td>Introduction to Chemical Dependency</td>
<td>3</td>
</tr>
<tr>
<td>GENERAL EDUCATION PATTERN</td>
<td>ADS 072</td>
<td>Co-Dependency: Family Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>ADS 074</td>
<td>Ethics, Personal and Professional Growth</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ADS 075</td>
<td>Individual, Family, Group Counseling</td>
<td>3</td>
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</tr>
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</table>

TOTAL 24

<table>
<thead>
<tr>
<th>Category</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYSICAL ACTIVITY – Graduation Requirement</td>
<td>ADS 077A&amp;B</td>
<td>Supervised Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: ADS 070, 071, 073, 074, and 075 are required prior to taking ADS 077A&B Supervised Practicum.
CHAPTER 5 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

ART

A student will qualify for an Associate of Science or Associate of Arts Degree by completing 60 units of specific curriculum including the options outlined with a "C" grade point average. This program can lead to employment in some specialized fields listed below.

CAREERS IN:
- Advertising photography
- Dark room technician
- Fashion design & illustration
- Fine art framing
- Floral arranging & design
- Graphic design
- Interior design

RELATED OCCUPATIONS:
- Animation
- Architecture
- Art education & teaching
- Art direction
- Film and video production
- Home/commercial building painting
- Home contracting & remodeling design
- Industrial ceramics technician

PHOTO 098 Directed Study
PHOTO 071 Intermediate Color Photo 3
PHOTO 070 Beginning Color Photo 3
PHOTO 062 Intermediate Photo 3
PHOTO 022 Beginning Photo (CAN ART 18) 3

San José City College Web site:               www.sjcc.edu

BUSINESS

The Business Department offers degrees and certificate programs in four major areas: Electronic Commerce, Entrepreneurship, Management, and Marketing. The degrees require a total of 60 units; of which, 24 units are selected from General Education areas and the remaining 36 units are selected from a business major concentration. Several levels of certificates are available in each of the four areas of concentration. The certificate programs can be completed without the requirements of General Education.

The business programs are designed for students who are planning to begin a business career, preparing to assume positions of responsibility, and planning to operate their own businesses. The following are brief descriptions of each of the four areas of concentrations:

ELECTRONIC COMMERCE

This program is designed for students who are interested in pursuing a business career in the dot.com industry. A strong focus of the program will be placed on the design of an e-Commerce business model from the conceptual stage to the management and marketing functions. While this is not a technical-oriented program, students are exposed to some basic internet technologies.

ENTREPRENEURSHIP

For those who are planning to start their own businesses, the Entrepreneurship program offers a unique opportunity to learn all the "how-tos" from conceptual stage through implementation and operating stages. Built on the foundation of writing a business plan, to acquisition of funding, to marketing and management, students will be able to learn the A-Z in starting and managing a successful small business.

MANAGEMENT

This program is designed with consideration of the skills in management and supervision in today’s ever-changing business environment. Students are introduced to a variety of subjects including fundamentals of management and marketing, communications and human relations, leadership and motivation, and global business and economy.

MARKETING

In a competitive business environment today, technology comes and goes; however, one skill remains constant—the ability to market. This program is designed for those students who are interested in pursuing a career in one of the most exciting careers in existence. Completion of this program will prepare students to seek employment in a variety of industries including hi-tech, retail, advertising, and consumer or industrial products marketing and sales.

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:

Stephen Tsih: (408) 298-2182 ext. 3823
E-mail: Stephen.Tsih@sjcc.edu
Dennis Wahler: (408) 298-2192 ext. 3683
E-mail: Dennis.Wahler@sjcc.edu

Business and Service Careers Division: (408) 298-3714
San José City College Web site:               www.sjcc.edu
**BUSINESS: ELECTRONIC COMMERCE**

<table>
<thead>
<tr>
<th>Certificate of Competency</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BUS 071 Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 082 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 113 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 041 Introduction to CIS (CAN BUS 6)</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 120 Marketing Principles</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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</tbody>
</table>

**Certificate of Specialization**

Choose 9 units from the Electives list below  

<table>
<thead>
<tr>
<th>Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 068 Small Business Management</td>
</tr>
<tr>
<td>BUS 103 Effective Interpersonal Communication</td>
</tr>
<tr>
<td>BUS 129 Managing Quality Customer Service</td>
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<tr>
<td>BUS 135 Human Relationships and Leadership</td>
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<tr>
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</tr>
<tr>
<td>MKTG 128 Electronic Marketing</td>
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</table>

**Certificate of Achievement**

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<table>
<thead>
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<tr>
<td>BUS 068 Small Business Management</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

**Major Requirements**

Choose 6 units from the Electives list below  

<table>
<thead>
<tr>
<th>Electives</th>
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<tbody>
<tr>
<td>BUS 059 Introduction to Investment</td>
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<tr>
<td>BUS 059 Introduction to Importing &amp; Exporting</td>
</tr>
<tr>
<td>BUS 068 Small Business Management</td>
</tr>
<tr>
<td>BUS 114 Human Resources Management</td>
</tr>
<tr>
<td>BUS 129 Managing Quality Customer Service</td>
</tr>
<tr>
<td>MKTG 110 Introduction to Personal Selling</td>
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<tr>
<td>MKTG 112 Marketing Communications</td>
</tr>
<tr>
<td>MKTG 121 Marketing Strategies and Planning</td>
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<tr>
<td><strong>Total</strong></td>
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**BUSINESS: MANAGEMENT**

<table>
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<th>Certificate of Competency</th>
<th>Units</th>
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<tbody>
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</table>

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**BUSINESS: ENTREPRENEURSHIP**

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<tr>
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<th>Units</th>
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<tbody>
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<td>BUS 071 Legal Environment of Business</td>
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<tr>
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</tr>
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<td><strong>15</strong></td>
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<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

**Major Requirements**

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<tr>
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<tr>
<td>BUS 059 Introduction to Importing &amp; Exporting</td>
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**GENERAL EDUCATION PATTERN**

<table>
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<tr>
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<tr>
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<tr>
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<td><strong>Total</strong></td>
<td><strong>61</strong></td>
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**Electives:**

<table>
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<tr>
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<tbody>
<tr>
<td>ACCTG 020 Financial Accounting (CAN BUS 2)</td>
</tr>
<tr>
<td>BUS 007B Business Writing</td>
</tr>
<tr>
<td>BUS 050 Survey of International Business</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>
CHAPTER 5 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

**BUSINESS: MARKETING**

**CERTIFICATE OF COMPETENCY**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 071 Legal Environment of Business</td>
<td>3</td>
</tr>
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<td>3</td>
</tr>
<tr>
<td>MKTG 120 Marketing Principles</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
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</tbody>
</table>

**CERTIFICATE OF SPECIALIZATION**

**Completion of Certificate of Competency**

Choose 9 units from the Electives list below

**TOTAL**

**ELECTIVES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 129 Managing Quality Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>BUS 135 Human Relations and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 110 Introduction to Personal Selling</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 112 Marketing Communications</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 121 Marketing Strategies &amp; Planning</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 124 International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 126 Retail Merchandising</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 128 Electronic Marketing</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

**CERTIFICATE OF ACHIEVEMENT**

**Completion of Certificate of Specialization**

Choose 6 units from Electives list below

**TOTAL**

**ELECTIVES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 103 Effective Interpersonal Communication</td>
<td>3</td>
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<td>3</td>
</tr>
<tr>
<td>MKTG 128 Electronic Marketing</td>
<td>3</td>
</tr>
<tr>
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</table>

**MAJOR REQUIREMENTS**

**Completion of Certificate of Achievement**

Choose 6 units from the Electives list below

**PHYSICAL ACTIVITY – Graduation Requirement**

**GENERAL EDUCATION PATTERN**

**TOTAL**

**ELECTIVES:**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

**COMPUTER APPLICATIONS**

The department of Computer Applications offers a degree and certificates in Computer Applications. The degree program requires a minimum of 60 units, of which at least 36 units must be in the CA major and at least 24 units must be General Education units. An Associate of Science Degree and three levels of certificates are available: Certificate of Competency, Certificate of Specialization, and Certificate of Achievement. The certificate programs can be completed without the General Education requirements. The emphasis of this degree and certificate program is to prepare students for the Microsoft Office User Specialist (MOUS) exams, which includes the following courses:

- Word Expert
- Excel Proficiency
- Excel Expert
- Access Expert
- PowerPoint Expert

Project review tests and training for the exams will be covered within the certification program, and students can register for the Microsoft exams at San José City College through the Computer Applications Department. There is a registration fee of approximately $40 that must be paid before students can take the test. After successful completion of the MOUS test, students will be mailed a certificate from Microsoft Office authenticating their skills.

The Computer Applications Program provides training in applications such as the following:

- Administrative Assistant/Support
- Office Management
- Secretarial/Administration
- Data Entry
- Word Processing
- Spreadsheets/Data Base Applications
- Preparing Presentations
- Clerical/Receptionist

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:

Sharon Youngblood: (408) 288-3792
E-mail: Sharon.Youngblood@sjcc.edu
Computer Application Department: (408) 288-3799
Business & Service Careers Division: (408) 288-3714
San José City College Web site: www.sjcc.edu

Awarded to students who satisfactorily complete the following courses with a "C" or better grade and at least four courses at San José City College.

**CERTIFICATE OF COMPETENCY**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 010A Computer Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>CA 011 Speed and Accuracy</td>
<td>1-2</td>
</tr>
<tr>
<td>CA 015A Document Processing</td>
<td>2</td>
</tr>
<tr>
<td>CA 020A Microsoft Windows 2000</td>
<td>1</td>
</tr>
<tr>
<td>CA 030A Internet for Beginners</td>
<td>1</td>
</tr>
<tr>
<td>CIS 131A Introduction to Internet</td>
<td>3</td>
</tr>
<tr>
<td>CA 040B Microsoft Word XP (2002)</td>
<td>2</td>
</tr>
<tr>
<td>CA 050B Microsoft Excel XP (2002)</td>
<td>2</td>
</tr>
<tr>
<td>CA 070B Microsoft PowerPoint XP (2002)</td>
<td>2</td>
</tr>
<tr>
<td>CIS 041 Introduction to CIS (CAN BUS 6)</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>15-16</strong></td>
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</tbody>
</table>

**CERTIFICATE OF SPECIALIZATION**

**Completion of Certificate of Competency**

**TOTAL**

**ELECTIVES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 007A Business Language Skills</td>
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</tr>
<tr>
<td>BUS 135 Human Relations and Leadership</td>
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<tr>
<td>CA 60B Microsoft Access XP (2002)</td>
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<td>CA 100B Microsoft Office XP (2002)</td>
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**CERTIFICATE OF ACHIEVEMENT**

**Completion of Certificate of Specialization**

Choose a minimum of 8 units from the Electives list below

**TOTAL**

**ELECTIVES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tr>
<td>ACCTG 020 Financial Accounting (CAN BUS 2)</td>
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<tr>
<td>ACCTG 030 Computerized Accounting</td>
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<tr>
<td>ACCTG 101 Bookkeeping for Small Business</td>
<td>3</td>
</tr>
<tr>
<td>ART 071 Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>BUS 001 Business Math</td>
<td>3</td>
</tr>
<tr>
<td>BUS 007B Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 113 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 042 Program Design and Development</td>
<td>3</td>
</tr>
<tr>
<td>CIS 062A PC Hardware and Diagnostics</td>
<td>2</td>
</tr>
<tr>
<td>CIS 100 DOS for Micros</td>
<td>2</td>
</tr>
<tr>
<td>CIS 132 Web sites with HTML</td>
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**MAJOR REQUIREMENTS**

**Completion of Certificate of Achievement**

**TOTAL**

**ELECTIVES:**

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<tr>
<td>ACCTG 020 Financial Accounting (CAN BUS 2)</td>
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<tr>
<td>ACCTG 030 Computerized Accounting</td>
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<td>CIS 132 Web sites with HTML</td>
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</table>

**GENERAL EDUCATION PATTERN**

**TOTAL**


**COMPUTER INFORMATION SYSTEMS**

The department of Computer Information Systems (CIS) offers degrees and certificates in four major areas:

- **Computer Programming**
- **Network Administration**
- **Web Application Solutions**
- **Web Site Administration**

The degree programs require a minimum of 60 units, of which at least 35 units must be in a selected CIS major, a physical education course of 1 unit, and at least 24 units must be General Education units. Several levels of certificates are available in each of the four areas. The certificate programs can be completed without the General Education requirements. A grade of "C" or better is required in each course.

The **CIS Programming** program is designed to provide students with skills in computer programming to enable graduates to gain employment as an entry-level programmer. Courses will emphasize skills on how to organize a computer program, and how to program in several different languages such as Java and C++. An Associate in Science Degree is available and three levels of certificates are offered.

The **Network Administration** program is designed to provide students with the necessary skills to gain employment as a network administrator. Most business computer users are being connected in networks. The industry needs skilled people to configure, troubleshoot, and maintain these networks. The Network Administration Program is designed to train students to fill these needs. Seven certificates and an Associate in Science Degree specializing in General Networking or MSCE Windows 2000 or CCNP are available. Certificates are based on the number of units completed and area of study such as Novell, MCSA Windows 2000, MCSE Windows 2000, Cisco, or UNIX.

The **Web Application Solutions** program provides students with the skills necessary to design front-end applications for a Web site. It assumes basic programming skills so that students can design applications that search a Web site, obtain interactive information from visitors to the site, implement push and pull technologies, client server interactions, and provide the benefits of having a dynamic, well-structured Web site.

The **Web Site Administration** program offers courses designed to give students the necessary skills in administering a Web site. Upon successful completion of the Web Site Administration program, students will be able to configure and customize different Web servers on various platforms, troubleshoot Web applications and Web server software, and use and evaluate various types of Web security systems, proxy servers, and firewalls. This degree includes classes that cover both the programming and networking skills necessary to implement interactive, dynamic technologies supported on many corporate Web sites.

Notice: Most courses applying to a degree or certificate have basic language/math requirements and/or subject prerequisites. See a counselor, class schedule, or the college catalog for prerequisites.

---

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:

Lucy Dodge: (408) 298-2181 ext. 3978
E-mail: Lucy.Dodge@sjcc.edu
Dan McElroy: (408) 298-2181 ext. 3991
E-mail: Dan.Mcelroy@sjcc.edu
Ann Soman: (408) 298-3714
E-mail: Anuradha.Soman@sjcc.edu
Business and Service Careers Division: (408) 288-3714
San José City College Web site: www.sjcc.edu

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**CERTIFICATE OF COMPETENCY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<td>CIS 041</td>
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<td>CIS 042</td>
<td>Program Design and Development</td>
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<td>CIS 073</td>
<td>Visual Basic Programming</td>
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<td>MATH 082</td>
<td>Computer Programming with (4) Mathematical and Scientific Applications</td>
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<td>OR</td>
<td>CIS 084 Java Programming</td>
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**CERTIFICATE OF SPECIALIZATION**

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<td>Assembly Programming for Microcomputers (CAN CSCI 10)</td>
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<tr>
<td>CIS 055</td>
<td>Data Structures</td>
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<tr>
<td>MATH 083</td>
<td>Data Structures and Advanced Programming</td>
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<td>CIS 059</td>
<td>Object Oriented Programming</td>
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<td>CIS 085</td>
<td>Advanced Java Programming</td>
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**CERTIFICATE OF ACHIEVEMENT**

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**MAJOR REQUIREMENTS**

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<tr>
<td>CIS 041</td>
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<td>Introduction to PC Hardware and Diagnostics</td>
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<td>CIS 063</td>
<td>Network Telecommunications</td>
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<td>OR</td>
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<tr>
<td>CIS 018A*</td>
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**CERTIFICATE OF COMPETENCY:**

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<tr>
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<td>CIS 069</td>
<td>Novell Systems Administration I</td>
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For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:

Lucy Dodge: (408) 298-2181 ext. 3978
E-mail: Lucy.Dodge@sjcc.edu
Dan McElroy: (408) 298-2181 ext. 3991
E-mail: Dan.Mcelroy@sjcc.edu
Ann Soman: (408) 298-3714
E-mail: Anuradha.Soman@sjcc.edu
Business and Service Careers Division: (408) 288-3714
San José City College Web site: www.sjcc.edu
### Certificate of Competency: CompTia A+ Certification

**Completion of Core Requirements:**
- **CIS 062B** PC Core Hardware Technology: 2 units
- **CIS 062C** PC Operating Systems Technology: 2 units

**TOTAL:** 12 units

### Certificate of Specialization: General Networking

**Completion of Core Requirements:**
- **CIS 014** Networking TCP/IP on NT 4.0 #688: 3 units
- **CIS 016C** MS Windows 2000 Professional: 3 units
- **Exam 70-210:**
- **CIS 016D** MS Windows 2000 Server: 3 units
- **Exam 70-215:**
- **CIS 069** Novell Systems Administration I: 3 units
- **CIS 157** Introduction to UNIX: 3 units
- **CIS 158** UNIX System Administration: 3 units

**TOTAL:** 26 units

### Certificate of Specialization: UNIX Networks

**Completion of Core Requirements:**
- **CIS 014** Networking TCP/IP on NT 4.0 #688: 3 units
- **CIS 151B** UNIX Shell Programming: 3 units
- **CIS 157** Introduction to UNIX: 3 units
- **CIS 158** UNIX System Administration: 3 units

**TOTAL:** 20 units

### Certificate of Specialization: Microsoft Networks – MCSE

**Completion of Core Requirements:**
- **CIS 016C** MS Windows 2000 Professional: 3 units
- **Exam 70-210:**
- **CIS 016D** MS Windows 2000 Server: 3 units
- **Exam 70-215:**
- **CIS 016E** MS Windows 2000 Directory Services Exam 70-217: 3 units
- **CIS 016F** MS Windows 2000 Network Infrastructure Exam 70-216: 3 units
- **CIS 016G** Designing MS Windows 2000 Network Security Exam 70-220: 3 units
- **CIS 067** Administering MS Exchange Server: 3 units
- **CIS 068** Administering MS SQL Server: 3 units

**TOTAL:** 29 units

Note: CIS 016E is not required by Microsoft, but it better prepares the student for Exam 70-21 especially if the student lacks 6 months of work experience.

### Certificate of Specialization: Microsoft Networks – MCSE Windows 2000

**Completion of Core Requirements:**
- **CIS 016C** MS Windows 2000 Professional: 3 units
- **Exam 70-210:**
- **CIS 016D** MS Windows 2000 Server: 3 units
- **Exam 70-215:**
- **CIS 016H** Managing a Microsoft Windows 2000 Network Environment: 3 units
- **Select one of the following:**
  - **CIS 016E** MS Windows 2000 Directory Services Exam 70-217: 3 units
  - **CIS 016F** MS Windows 2000 Network Infrastructure Exam 70-216: 3 units
  - **CIS 016G** Designing MS Windows 2000 Network Security Exam 70-220: 3 units
- **CIS 067** Administering MS Exchange Server: 3 units
- **CIS 068** Administering MS SQL Server: 3 units

**TOTAL:** 20 units

### A.S. Degree Requirements

**A.S. Degree: CIS General Networking**
- Completion of Certificate of Specialization, General Networking: 26 units
- Choose non-duplicated units from the list of CIS Approved Electives: 9 units
- **PHYSICAL ACTIVITY – Graduation Requirement:** 1 unit
- **GENERAL EDUCATION PATTERN:** 24 units
- **TOTAL:** 60 units

**A.S. Degree: CIS Microsoft Networks – MCSE**
- Completion of Certificate of Specialization, Microsoft Networks – CCNP: 29 units
- Choose non-duplicated units from the list of CIS Approved Electives: 6 units
- **PHYSICAL ACTIVITY – Graduation Requirement:** 1 unit
- **GENERAL EDUCATION PATTERN:** 24 units
- **TOTAL:** 60 units

**A.S. Degree: CIS Cisco Networks – CCNP**
- Completion of Certificate of Specialization, Cisco Networks – CCNP: 29-32 units
- Choose non-duplicated units from the list of CIS Approved Electives: 3-6 units
- **PHYSICAL ACTIVITY – Graduation Requirement:** 1 unit
- **GENERAL EDUCATION PATTERN:** 24 units
- **TOTAL:** 60 units

**A.S. Degree: CIS UNIX Networks**
- Completion of Certificate of Specialization, UNIX Networks: 20 units
- Choose non-duplicated units from the list of CIS Approved Electives: 15 units
- **PHYSICAL ACTIVITY – Graduation Requirement:** 1 unit
- **GENERAL EDUCATION PATTERN:** 24 units
- **TOTAL:** 60 units

### Web Application Solutions

**Certificate of Competency:**
- **CIS 023** JavaScript Programming for the Web: 2 units
- **CIS 025** VBX and ActiveX Controls: 3 units
- **CIS 041** Introduction to CIS (CAN BUS 6): 3 units
- **CIS 042** Program Design and Development: 3 units

**TOTAL:** 11 units
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<td>CIS 024 CGI and Perl Programming for the Web</td>
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<td>CIS 063 Network Telecommunications</td>
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<td>CIS 084 Java Programming</td>
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<td>CIS 060 Systems Analysis &amp; Design</td>
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**WEB SITE ADMINISTRATION**

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<tbody>
<tr>
<td>CIS 041 Introduction to CIS (CAN BUS 6)</td>
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<td>CIS 060 Systems Analysis &amp; Design</td>
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<td>CIS 063 Network Telecommunications</td>
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<tr>
<td>CIS 014 Networking TCP/IP on NT 4.0 #688</td>
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<tr>
<td>CIS 028 Web Site Administration #I</td>
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<tr>
<td>CIS 157 Introduction to UNIX</td>
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<td>CIS 029 Web Site Administration #II</td>
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<tr>
<td>PHYSICAL ACTIVITY – Graduation Requirement</td>
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**CIS APPROVED ELECTIVES:** Choose non-duplicated courses from the following list:

- ACCTG 020 Financial Accounting (CAN BUS 2) 4
- ACCTG 021 Managerial Accounting (CAN BUS 4) 4
- ACCTG 030 Computerized Accounting 3
- ACCTG 101 Bookkeeping for Small Business 3
- ART 071 Introduction to Multimedia 3
- ART 072 Computer Graphics 3
- ART 074 Multimedia Design and Development 3
- ART 077 Beginning 3D Animation 3
- ART 078 Digital Media 3
- ART 079 Web Graphics 3
- MKTG 120 Marketing Principles 3
- CIS 014 Networking TCP/IP on NT 4.0 #688 3
- CIS 016C MS Windows 2000 Professional Exam 70-210 3
- CIS 016D MS Windows 2000 Server Exam 70-215 3
- CIS 016E MS Windows 2000 Directory Services Exam 70-217 3
- CIS 016F MS Windows 2000 Network Infrastructure Exam 70-216 3
- CIS 018A Cisco Network Essentials 3
- CIS 018B Cisco Router and IOS Software 3
- CIS 018C Cisco Local Area Network Design 3
- CIS 018D Cisco Wide Area Network Design 3
- CIS 018E CCNP Advanced Routing (Exam 640-603) 3
- CIS 018F CCNP Remote Access (Exam 640-605) 3
- CIS 018G CCNP Multilayer Switching (Exam 640-604) 3
- CIS 018H CCNP Network Troubleshooting (Exam 640-606) 3
- CIS 020 XML Fundamentals 3
- CIS 023 JavaScript Programming for the Web 2
- CIS 024 CGI and Perl Programming for the Web 3
- CIS 025 VBX and Active X Controls 3
- CIS 026 Designing Web-Based Courses and Training Materials 3
- CIS 027 Web Application Solutions 3
- CIS 028 Web Site Administration I 3
- CIS 029 Web Site Administration II 3
- CIS 041 Introduction to CIS (CAN BUS 6) 3
- CIS 042 Program Design and Development 3
- CIS 051 Assembly Language Programming for Micros “C” Programming (CAN CSCI 16) 3
- CIS 055 Data Structures 3
- CIS 059 Object Oriented Programming 3
- CIS 059C Visual C++ using Microsoft Foundation Classes 3
- CIS 060 System Analysis and Design 3
- CIS 062A Introduction to PC Hardware and Diagnostics 3
- CIS 062B PC Core Hardware Technology 2
- CIS 062C PC Operating Systems Technology 2
- CIS 063 Network Telecommunications 3
- CIS 066 Administering MS Exchange Server 3
- CIS 069 Novell System Administration I 3
- CIS 070 Visual Basic Programming 3
- CIS 084 Java Programming 3
- CIS 085 Advanced Java Programming 3
- CIS 098 Directed Study .5-9
- CIS 100B Microsoft Office XP 2002 3
- CIS 101A Computer Keyboarding 1
- BUS 007A Business Language Skills 3
- BUS 007B Business Writing 3
- BUS 068 Small Business Management 3
- BUS 082 Principles of Management 3
- BUS 113 Introduction to Business 3
- BUS 135 Human Relations in Business 3
- CA 010A Microsoft Windows 2000 1
- CA 020A Internet for Beginners 1
- CA 040B Microsoft Word XP 2002 2
- CA 050B Microsoft Excel XP 2002 2
- CA 060B Microsoft Access XP 2002 2
- CA 070B Microsoft PowerPoint XP 2002 2
- CA 080B Microsoft Outlook XP 2002 2
- CA 096 Getting Started with Critical Thinking and Problem Solving 3
- CA 100B Microsoft Office XP 2002 3
- CA 101A Internet for Beginners 1
- CA 102A Windows 2000 1
- CA 130A Cisco IOS Software 1
- CA 140B Microsoft Word XP 2002 2
- CA 150B Microsoft Excel XP 2002 2
- CA 160B Microsoft Access XP 2002 2
- CA 170B Microsoft PowerPoint XP 2002 2
- CA 180B Microsoft Outlook XP 2002 2

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<tr>
<th>CIS Approved Electives (continued)</th>
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- ACCTG 020 Financial Accounting (CAN BUS 2) 4
- ACCTG 021 Managerial Accounting (CAN BUS 4) 4
- ACCTG 030 Computerized Accounting 3
- ACCTG 101 Bookkeeping for Small Business 3
- ART 071 Introduction to Multimedia 3
- ART 072 Computer Graphics 3
- ART 074 Multimedia Design and Development 3
- ART 077 Beginning 3D Animation 3
- ART 078 Digital Media 3
- ART 079 Web Graphics 3
- MKTG 120 Marketing Principles 3
COMPUTER REPAIR

Graduates of this program are qualified for employment in the computer industry. Positions in this area include networking, Internet hosting, personal computer repair, computer technical support, computer hardware support.

Experience earned in this program through hands-on experience enables students to acquire the skills necessary to pursue a career related to the computer industry.

CAREERS IN:
- Computer Repair
- Computer Assembler
- Computer Quality Assurance
- Computer Customer Support
- Network Maintenance
- Computer Maintenance
- Field Service Technician

RELATED OCCUPATIONS:
- Internet Services Support
- Network Administrator
- Technical Support

FOR ADDITIONAL INFORMATION, SEE YOUR COUNSELOR, VISIT THE CAREER/TRANSFER CENTER, OR CONTACT THE FOLLOWING:

Applied Science and Technology Division: (408) 288-3781
San José City College Web site: www.sjcc.edu

A minimum of three courses in the major must be taken at San José City College. A grade of "C" or better is required in each course. Recommended introductory course: Electronics 320, Introduction to Electronics Math.

CERTIFICATE OF COMPETENCY

<table>
<thead>
<tr>
<th>Course</th>
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<td>CIS 041</td>
<td>Introduction to Computer Information Systems (CAN BUS 6)</td>
<td>2-3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CT 120</td>
<td>Using Computers for Applied Sciences</td>
<td>2</td>
</tr>
<tr>
<td>ELECT 121</td>
<td>Electronics Math I</td>
<td>3</td>
</tr>
<tr>
<td>ELECT 131</td>
<td>PC Hardware Introduction to Computer Repair</td>
<td>3</td>
</tr>
<tr>
<td>ELECT 133</td>
<td>Advanced PC Troubleshooting</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL: 11-12

CONSTRUCTION TECHNOLOGY

Successful completion of this program prepares the student for entry into the construction trades, which require a technical skill and understanding of construction processes.

CAREERS IN CONSTRUCTION TECHNOLOGY:
- Air Conditioning and Refrigeration
- Building Inspector
- Cabinet Making
- Carpenter
- Ceramic Tile Installer
- Concrete
- Construction
- Construction Management
- Contractor
- Drywall Installer, Taper and Texture
- Electrical Estimator
- Furniture Making
- Home Improvement Material Retail Sales
- Insulation Installer
- Millwrights
- Painting
- Plasterers
- Plumbing
- Real Estate Maintenance
- Residential Maintenance
- Roofing
- Stage Hand

HIGHLIGHTS:
- Program designed for immediate employment
- Transferability of courses to 4 year degree
- Courses designed for upgrading of job skills
- Potential opportunities for career self-employment

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:

Applied Science and Technology Division: (408) 288-3781
San José City College Web site: www.sjcc.edu

A grade of "C" or better is required in each course. Construction Technology 106 and 109A must be taken at San José City College. Construction Technology 106 and 107 may be taken concurrently and are usually offered during the fall semester on Saturdays.
### CERTIFICATE OF COMPETENCY: MANAGEMENT

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNSTR 101B</td>
<td>Residential Construction Framing</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CNSTR 106</td>
<td>Construction Blueprint Reading, Estimating, Codes and</td>
</tr>
<tr>
<td>3</td>
<td>Specifications</td>
</tr>
<tr>
<td>CNSTR 107</td>
<td>Seminar in Principles of Contracting</td>
</tr>
<tr>
<td>3</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<tr>
<td><strong>9</strong></td>
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### CERTIFICATE OF COMPETENCY: RESIDENTIAL MAINTENANCE

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNSTR 101A</td>
<td>Construction Tools, Materials, and Processes</td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CNSTR 102A</td>
<td>Residential Construction - Plumbing</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CNSTR 102B</td>
<td>Residential/Commercial Wiring</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CNSTR 104</td>
<td>Interior/Exterior Finish</td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>R EST 127</td>
<td>Real Estate Property Management</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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</tr>
<tr>
<td><strong>17</strong></td>
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### CERTIFICATE OF ACHIEVEMENT

<table>
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<tr>
<th>Units</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>CADD 010</td>
<td>Basic Drawing</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CIS 041</td>
<td>Introduction to CIS (CAN BUS 6)</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CNSTR 101A</td>
<td>Construction Tools, Materials, and Processes</td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CNSTR 102A</td>
<td>Residential Construction - Plumbing</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CNSTR 102B</td>
<td>Residential/Commercial Wiring</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CNSTR 104</td>
<td>Interior/Exterior Finish</td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CNSTR 106</td>
<td>Construction Blueprint Reading, Estimating, Codes and</td>
</tr>
<tr>
<td>3</td>
<td>Specifications</td>
</tr>
<tr>
<td>CNSTR 110</td>
<td>Architectural Drawing and Home Planning</td>
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<tr>
<td>3</td>
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<tr>
<td><strong>Choose five courses from the following list:</strong> 15</td>
<td></td>
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<tr>
<td>CNSTR 101B</td>
<td>Residential Construction Framing</td>
</tr>
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<td>3</td>
<td></td>
</tr>
<tr>
<td>CNSTR 103</td>
<td>Roof Framing Systems</td>
</tr>
<tr>
<td>3</td>
<td></td>
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<tr>
<td>CNSTR 105</td>
<td>Concrete Construction</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CNSTR 107</td>
<td>Seminar in Principles of Contracting</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CNSTR 109A</td>
<td>Basic Cabinet/Furniture Making</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CNSTR 109B</td>
<td>Advanced Cabinet/Furniture Making</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>R EST 127</td>
<td>Real Estate Property Management</td>
</tr>
<tr>
<td>3</td>
<td></td>
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<td><strong>TOTAL</strong></td>
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### MAJOR REQUIREMENTS

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>COS 130A</td>
<td>Esthetician I</td>
</tr>
<tr>
<td>8.5</td>
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</tr>
<tr>
<td>COS 130B</td>
<td>Esthetician II</td>
</tr>
<tr>
<td>8.5</td>
<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
<tr>
<td><strong>17</strong></td>
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</tr>
</tbody>
</table>

### RELATED OCCUPATIONS

- Esthetician
- Makeup Artist
- Salon Owner/Manager
- Platform Stylist
- Nail Technician
- Barber Stylist
- Manufacturer Representative

Candidates for the Cosmetology Program must file a supplementary application. Applications are available in the Cosmetology Department V-11. Orientation meeting attendance is required prior to enrollment.

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:

- Cosmetology Department: (408) 288-3710
- Cosmetology Coordinator: (408) 298-2181 ext. 3904
- Business and Service Careers Division: (408) 288-3714
- Esthetics Department: (408) 288-3766
- Esthetics Coordinator: (408) 298-2181 ext. 3973
- San José City College Web site: www.sjcc.edu

### CERTIFICATE OF COMPETENCY: ESTHETICIAN

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 010A</td>
<td>Freshman Theory*</td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>COS 010B</td>
<td>Senior Theory*</td>
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<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>COS 105A</td>
<td>Freshman Lab*</td>
</tr>
<tr>
<td>16</td>
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</tr>
<tr>
<td>COS 105B</td>
<td>Senior Lab*</td>
</tr>
<tr>
<td>16</td>
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<tr>
<td>COS 105</td>
<td>Cosmetology Professional Skills</td>
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<td>11.5</td>
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<td><strong>TOTAL</strong></td>
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### MAJOR REQUIREMENTS

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>COS 010A</td>
<td>Freshman Theory*</td>
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<td>5</td>
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</tr>
<tr>
<td>COS 105A</td>
<td>Freshman Lab*</td>
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<tr>
<td>COS 010B</td>
<td>Senior Theory*</td>
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<td>5</td>
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<tr>
<td>COS 105B</td>
<td>Senior Lab*</td>
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<td><strong>TOTAL</strong></td>
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<tr>
<td><strong>67</strong></td>
<td></td>
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</tbody>
</table>

*Course meets the lab science graduation requirement for Cosmetology majors only.
DENTAL ASSISTING

Registered Dental Assisting Programs are designed to instruct men and women with the knowledge and skills necessary to perform as dental health care professionals. Students are taught to assist in all phases of general dentistry and dental specialties including prosthodontics, oral surgery, periodontics, endodontics, orthodontics, and pediatric dentistry. The preventive, restorative, business, teaching, and employment aspects of dental assisting are included.

Through the Registered Dental Assisting Program students will be taught to perform in expanded functions, trained and licensed in taking dental x-rays, and certified in coronal polishing.

Upon completion of the Program students will be eligible to take the California State Board Examination for licensure as a Registered Dental Assistant (R.D.A.) and the National Board of the American Dental Assistants’ Association.

The Registered Dental Assisting Program at San José City College has full accreditation status from the Commission on Dental Accreditation of the American Dental Association and is approved by the California Board of Dental Examiners.

Students are admitted to the program in the fall and spring semester. Advisory Level 2 Basic Language Skills are critical for entry into DENT 151, 152, and 153, as well as all other Dental Assisting courses. It is recommended that students planning to enter the program take the placement test as early as possible to determine their level. Those needing to improve their language skills may do so in courses offered by the college prior to admissions to the program.

Costs of uniforms, books, safety items, and miscellaneous supplies are estimated at $800 for the 11 months of the program. Costs are spread out over the 11 months. Approximately $250 is needed to start the first two weeks of the program.

Students develop laboratory skills in role playing situations with mannequins on campus and are assigned to dental offices in the community to develop clinical experience and receive training in a professional working environment.

Students are responsible for their own transportation to clinical facilities. Students should have current certification in C.P.R. and need current vaccinations before entering the second semester.

CAREERS IN:
- Dental Laboratory Technician
- Dental Office Manager
- Dental X-Ray Technician
- Registered Dental Assistant in Extended Functions (R.D.A.E.F.)
- Registered Dental Hygienist and more

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:

E-mail: Laura.James@sjcc.edu
Dental Assisting Department: (408) 288-3712
Business & Service Careers Division: (408) 288-3714
San José City College Web site: www.sjcc.edu

A student in the Dental Assisting Program must enroll full time in the major classes. A student who meets the certificate requirements is eligible for the R.D.A. and C.D.A. examinations. Prior to, or after finishing the major classes, the student may complete the General Education Requirements for the A.S. Degree. An advanced course in the major must be taken at San José City College.

CERTIFICATE OF ACHIEVEMENT

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>DENT 151</td>
<td>3</td>
</tr>
<tr>
<td>DENT 152</td>
<td>3</td>
</tr>
<tr>
<td>DENT 153</td>
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<td>DENT 154</td>
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<tr>
<td>DENT 155</td>
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<td>DENT 156</td>
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<td>DENT 157</td>
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<tr>
<td>DENT 158</td>
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<tr>
<td>DENT 159</td>
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<tr>
<td>DENT 160</td>
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<td>TOTAL</td>
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</table>

MAJOR REQUIREMENTS

Completion of Certificate of Achievement | 31.5

ELECTIVES | 3.5
- PHYSICAL ACTIVITY – Graduation Requirement | 1

GENERAL EDUCATION PATTERN

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 101</td>
<td>3</td>
</tr>
<tr>
<td>ECE 102</td>
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<td>ECE 103</td>
<td>3</td>
</tr>
<tr>
<td>FCS 070</td>
<td>3</td>
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<tr>
<td>Select 3 units from the list below</td>
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EARLY CHILDHOOD

<table>
<thead>
<tr>
<th>COURSE</th>
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<tbody>
<tr>
<td>ECE 105</td>
<td>3</td>
</tr>
<tr>
<td>ECE 191</td>
<td>3</td>
</tr>
<tr>
<td>Select 3 units</td>
<td>2</td>
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</table>

TOTAL | 15

CERTIFICATE OF COMPETENCY

Students who want to specialize in a specific area in the Early Childhood Education Program can do so in the following; Early Childhood, Infant/Toddler, or School Age.

CORE COURSES:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 101</td>
<td>3</td>
</tr>
<tr>
<td>ECE 102</td>
<td>3</td>
</tr>
<tr>
<td>ECE 103</td>
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<td>ECE 104</td>
<td>3</td>
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<td>ECE 105</td>
<td>3</td>
</tr>
<tr>
<td>ECE 107</td>
<td>3</td>
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<td>ECE 108</td>
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<td>ECE 109</td>
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<tr>
<td>FCS 070</td>
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TOTAL | 27
**MAJOR REQUIREMENTS**

<table>
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<tr>
<th>Requirement</th>
<th>Units</th>
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<tbody>
<tr>
<td>Completion of Certificate of Specialization</td>
<td>26</td>
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<tr>
<td>PSYCH 092 Development Psychology (CAN PSY 10)</td>
<td>3</td>
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<tr>
<td>Choose 6 units from the Electives list below</td>
<td>6</td>
</tr>
<tr>
<td>PHYSICAL ACTIVITY – Graduation Requirement</td>
<td>1</td>
</tr>
<tr>
<td>GENERAL EDUCATION PATTERN</td>
<td>24</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>61</strong></td>
</tr>
</tbody>
</table>

**ELECTIVES:** Suggested Additional Courses:

- ECE 016 Storytelling for Children | 2 |
- ECE 098 Directed Studies | 1-9 |
- ECE 106 Administration and Supervision of Early Childhood Programs | 3 |
- ECE 110 Management and Supervision of Programs for School Age Children | 3 |
- ECE 120 Family Day Care as a Business | 1 |
- ECE 121 Family Day Care Activities | 1 |
- ECE 136 Early Childhood Education Work Experience | 1-4 |
- ECE 142 Supervision of Adults – The Mentor Teacher | 2 |
- ECE 145 Integrating Children with Special Needs | 1 |
- ECE 146 Child Guidance and Discipline | 2 |
- ECE 147 Multicultural/Anit-bias Curriculum for Children | 1 |
- ECE 191 Infant Toddler Development | 3 |
- ECE 195 School Age Care | 3 |
- FCS 019 Nutrition (CAN FCS 2) | 3 |
- FCS 072 Parent Child Relations | 3 |
- FCS 098 Directed Studies in Family Consumer Studies | 3 |
- FCS 136 Family Consumer Studies Occupational Experience | 1-4 |

**TOTAL**

---

**Electronics Technology**

Graduates of this program are qualified for employment in the electronics industry. Positions in the more than 5000 firms in the area include electronics servicing, electronics manufacturing and maintenance, electronics research and development, and related fields.

One of the highlights of the electronics technology program is the hands-on experience the student gets in each class. Experiments and projects are designed to parallel industry standards.

**CAREERS IN:**

- Assembler
- Electronics Technician
- Product Test Technician
- Communication Equipment Technician
- Research/Development Technician
- Maintenance Technician
- Field Service Technician
- Customer Service Engineer

**Microwave**

- Marketing of Technical Products
- Technical Writing
- Technical Support Group
- Manufacturing
- Production Assurance

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:

- Applied Science and Technology Division: (408) 288-3781
- San José City College Web site: www.sjcc.edu

A grade of "C" or better is required in each course in the certificate. Recommended Introduction Courses: Elect 05, Introduction to Electronics and Elect 320, Introduction to Electronics Math.

**CERTIFICATE OF COMPETENCY:**

<table>
<thead>
<tr>
<th>Elective</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Elect 050 Introduction to Electronics</td>
<td>2-5</td>
</tr>
<tr>
<td>or Elect 062* General Electronics I</td>
<td>5</td>
</tr>
<tr>
<td>Elect 113 Fabrication and Assembly I</td>
<td>2</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>4-7</strong></td>
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**CERTIFICATE OF SPECIALIZATION:**

**Technician**

Completion of Certificate of Competency: Assembler

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>CT 077 Digital Circuits</td>
<td>3</td>
</tr>
<tr>
<td>or CT 079 Microprocessors Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>Elect 062* General Electronics I (if not taken in Certificate of Competency)</td>
<td>0-5</td>
</tr>
<tr>
<td>Elect 063 General Electronics II</td>
<td>5</td>
</tr>
<tr>
<td>Elect 121 Electronics Math I</td>
<td>3</td>
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<td>Elect 122 Electronics Math II</td>
<td>3</td>
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<td><strong>TOTAL</strong></td>
<td><strong>24-26</strong></td>
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</table>

**CERTIFICATE OF ACHIEVEMENT:**

**Electronics**

Completion of Certificate of Achievement

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Elect 064 Analog Circuits</td>
<td>5</td>
</tr>
<tr>
<td>Elect 065 Analog Systems</td>
<td>5</td>
</tr>
<tr>
<td>Elect 112 Troubleshooting</td>
<td>2-4</td>
</tr>
<tr>
<td>or Elect 152 TV Circuits</td>
<td>4</td>
</tr>
<tr>
<td>Elect 114 Fabrication and Assembly II</td>
<td>2</td>
</tr>
<tr>
<td>Elect 163 Microwave Measurements</td>
<td>4</td>
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<td><strong>TOTAL</strong></td>
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**MAJOR REQUIREMENTS:**

**Electronics**

Completion of Certificate of Achievement

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Elect 011 Telecommunications: Switched Telephone Network</td>
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<tr>
<td>Elect 064 Analog Circuits</td>
<td>5</td>
</tr>
<tr>
<td>Elect 112 Troubleshooting</td>
<td>2-4</td>
</tr>
<tr>
<td>or Elect 152 TV Circuits</td>
<td>4</td>
</tr>
<tr>
<td>Elect 163 Microwave Measurements</td>
<td>4</td>
</tr>
<tr>
<td>Elect 168 Microwave and Satellite Communications Systems</td>
<td>4</td>
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<td><strong>TOTAL</strong></td>
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**CERTIFICATE OF ACHIEVEMENT:**

**Microwave Technical Associate (Option)**

Completion of Certificate of Specialization: Technician

<table>
<thead>
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<th>Course</th>
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</thead>
<tbody>
<tr>
<td>Elect 011 Telecommunications: Switched Telephone Network</td>
<td>4</td>
</tr>
<tr>
<td>Elect 064 Analog Circuits</td>
<td>5</td>
</tr>
<tr>
<td>Elect 112 Troubleshooting</td>
<td>2-4</td>
</tr>
<tr>
<td>or Elect 152 TV Circuits</td>
<td>4</td>
</tr>
<tr>
<td>Elect 163 Microwave Measurements</td>
<td>4</td>
</tr>
<tr>
<td>Elect 168 Microwave and Satellite Communications Systems</td>
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</tr>
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**MAJOR REQUIREMENTS:**

**Microwave (Option)**

Completion of Certificate of Achievement

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elect 011 Telecommunications: Switched Telephone Network</td>
<td>4</td>
</tr>
<tr>
<td>Elect 064 Analog Circuits</td>
<td>5</td>
</tr>
<tr>
<td>Elect 112 Troubleshooting</td>
<td>2-4</td>
</tr>
<tr>
<td>or Elect 152 TV Circuits</td>
<td>4</td>
</tr>
<tr>
<td>Elect 163 Microwave Measurements</td>
<td>4</td>
</tr>
<tr>
<td>Elect 168 Microwave and Satellite Communications Systems</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>68-72</strong></td>
</tr>
</tbody>
</table>
CHAPTER 5 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

GENERAL MAJOR

A General Major leading to the Associate in Science Degree has been established for students wishing to have a broad educational objective. The major consists of a minimum of 60 A.S. degree applicable units with a 2.0 grade point average. This major is intended for individuals wishing to complete a two year A.S. degree only. Students planning to transfer to a four-year university should follow the Associate in Arts General Major.

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:
Counseling Department: (408) 288-3750
San José City College Web site: www.sjccc.edu

MAJOR REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Awareness course (CIS 041; CT 077; Math 063, 082; Music 012A/B)</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science (Psych 010, 060, 096, 100; Anth 062, 063; Soc. 010, 011)</td>
<td>3</td>
</tr>
<tr>
<td>Area of Concentration (Must include 2 CSU transferable courses in the area for a minimum of 6 units)</td>
<td>15</td>
</tr>
<tr>
<td>Electives (Must be associate degree applicable courses)</td>
<td>14</td>
</tr>
<tr>
<td>General Education Pattern</td>
<td>24</td>
</tr>
<tr>
<td>TOTAL</td>
<td>60</td>
</tr>
</tbody>
</table>

No course shall be used to meet more than one of the graduation requirements for general education, major, or electives. A grade of "C" or better is required in each major course.

AREAS OF CONCENTRATION

To satisfy the requirement in the chosen area of concentration, a student must complete a minimum of 15 units in unduplicated courses offered in any of the following instructional fields with at least two CSU transferable courses totaling at least 6 units as indicated by the underlined course numbers.

Art
Business
Dance, Drama, Communication Studies
Early Childhood Education/Family and Consumer Studies
English/Humanities
Ethnic Studies/Social Science
Foreign Language
Mathematics
Music
Philosophy
Photography
Psychology
Science: Life
Science: Physical

AREAS OF CONCENTRATION:

| PHILOSOPHY: PHIL: 010, 011, 012, 051, 060, 065, 070 |
| PSYCHOLOGY: PSYCH: 010, 012, 060, 088, 092, 096, 098, 099, 100 |
| SCIENCE - LIFE: ANTH: 062, 063; ANAT: 001; BIOL: 001, 002, 003, 020, 021A, 061, 063, 064; BOT: 062; ENVIR: 010; MICRO: 070; PHYSSO: 060 |
CHAPTER 5 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

HEALTH SCIENCE

EMERGENCY CLINICAL TECHNICIAN
EMERGENCY MEDICAL TECHNICIAN

EMERGENCY MEDICAL TECHNICIAN:
STATE CERTIFICATION GUIDELINE

Emergency Medical Technicians (EMT - 1) are often the first personnel to arrive on the emergency scene. EMTs may be the ambulance attendant, park ranger, nurse, lifeguard, firefighter, ski patrol, or search and rescue member. Police officers, security personnel, and occupational safety (industry) team members are also educated as EMTs. Employment opportunities vary according to the job title. Salary ranges from $27,000 - $40,000 a year, depending on shift configuration and overtime. National labor statistics show dual trained personnel, such as EMT/fire service average $37,500 a year nationally.

The EMT curriculum includes theory lectures on anatomy and physiology, medical terminology, scene and patient assessment, communicable disease, and medical and trauma scene management. During EMT skills labs, the students perform assessments using “real life” scenarios. Working with partners, the EMTs walk into an unknown scene, communicate with firefighters and police responders, elicit a history from the family members and bystanders, and manage the total care and transport of the patient.

Once students have attained a basic skills level in the classroom, a clinical rotation will be scheduled through the college. Students will complete a mandatory 10-hour ambulance ride-along and an optional 8-hour emergency department rotation in addition to the classroom hours. Immunization requirements for this rotation will be explained in Health Science 121. The prerequisite for H SCI 113 is H SCI 121, Introduction to Pre-Hospital Emergency Care.

When all course requirements are met, an “EMT - 1 Certificate of Completion” will be issued. A grade of “C” or better is required in each course. Credentials are then presented to a county Emergency Medical Services Office and a California state certification is issued. Drug testing and justice department background checks are completed before state certification and employment. The National Registry skills and written exams can be taken following course completion. The state certification can be renewed at SJCC every two years with continuing education units (CEUs) or a 24 hour refresher course.

The entire educational process, national testing, and state certification can be completed in under two semesters if students meet all criteria.

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:

Jennifer Witte: (408) 298-2181 ext. 3975
E-mail: Jennifer.Witte@sjcc.edu
Business and Service Careers Division: (408) 288-3714
San José City College Web site: www.sjcc.edu

CERTIFICATE OF COMPETENCY:
EMERGENCY CLINICAL TECHNICIAN

This certificate was developed to further educate state certified EMT-1s, paramedics, dental students and other personnel with at least two years documented background in the medical field.

An EMT/Paramedic Certification is required to attend any ECT course(s). Dental students must have successfully completed SJCC section DENT 162 or equivalent to enroll in H SCI 123 and H SCI 125. Successful completion of DENT 164 or equivalent is a requirement for H SCI 124 and H SCI 126. Other students must document in writing a history of at least two full years of employment in the medical field at the time of registration.

Emergency Clinical Technicians function in various work environments as multi-task technicians. Job titles include Emergency Department Technician, Patient Transport Aids - EKG Tech, Emergency Room Tech, Surgical Technician I, Orthopedic (PT) Aide, Phlebotomist/Lab Assistant, Anesthesiа Aide, Health Corps Aide and Clinical Assistant I. Salary ranges from $12.35-$16.00 per hour for part-time, and $25,000 - $35,000 for full-time employment.

The ECT curriculum builds on the EMT theory and skills taught at SJCC. The Medical Terminology course advances the EMT’s knowledge of terminology through case histories, diagnostic tests, and procedures. Fundamental Clinical Procedures introduces the student to clinic and hospital multicultural caring including rooming patients, taking and documenting histories, and assisting with exams. Orthopedics and gait training, ophthalmic exams and treatments, and optic and respiratory treatments are also taught. Venipuncture and Clinical Lab Procedures teaches all aspects of blood specimen collection, patient preparation for tests, and management of collected specimens. Minor Surgery and Surgical Asepsis covers autoclaving procedures, setting up and maintaining sterile fields, assisting with minor surgery, suture removal, dressings and bandages, and working with an emergency response team on a code. Pharmacology, Injections, and ECG Theory covers drug classifications, patient education, injection administration, oral and IV administration, and ECG theory and skills practice.

A grade of "C" or better is required in each course. A Certificate of Course Completion will be issued for successful completion of each class. A Certificate of Competency entitled "Emergency Clinical Technician" will be issued after successful completion of a minimum of 17 units and a comprehensive exit exam.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>H SCI 113</td>
<td>Pre-Hospital Emergency Care</td>
</tr>
<tr>
<td>H SCI 123</td>
<td>Fundamental Clinical Procedures</td>
</tr>
<tr>
<td>H SCI 124</td>
<td>Venipuncture and Clinical Lab Procedures</td>
</tr>
<tr>
<td>H SCI 125</td>
<td>Minor Surgery and Surgical Asepsis</td>
</tr>
<tr>
<td>H SCI 126</td>
<td>Pharmacology, Injections, and ECG Theory</td>
</tr>
</tbody>
</table>

TOTAL | 17 |

Note: H SCI 122 Medical Terminology is strongly recommended to advance skills competencies.
CHAPTER 5 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

LABOR STUDIES

This program is designed to provide students with the skills and knowledge required to assume leadership in organized labor and in community organizations.

CAREERS IN:
- Labor Union Leadership
- Community Organizing
- Governmental Agencies Regulating Employment Relations
- Human Resource Management
- Labor Management Mediation
- Labor Arbitration
- Union Organizing

RELATED CAREERS:
- Commercial Arbitration
- Conflict Resolution
- Employee Relations

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:
Labor Studies: (408) 288-3705
San José City College Web site: www.sjcc.edu

The Certificate of Competency classes are offered over a single academic year. Within this year students could complete their Certificate of Competency by attending school one night a week with scheduled meetings with their instructor in the Directed Study and Work Experience classes. A minimum of nine units for the Certificate of Competency must be taken at San José City College. A grade of “C” or better is required in each course for the major.

CERTIFICATE OF COMPETENCY

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LABOR 020</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 022</td>
<td>1</td>
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<tr>
<td>LABOR 023</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 024</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 025</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 031</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 098</td>
<td>2</td>
</tr>
<tr>
<td>LABOR 136</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL</td>
<td>12</td>
</tr>
</tbody>
</table>

CERTIFICATE OF SPECIALIZATION

Select four courses from the following:
The COMS 040 Introduction to Argumentation (CAN SPCH 6) is 3 units.
The ECON 010A Principles of Macroeconomic Theory (CAN ECON 2) is 3 units.
The LABOR 015 Local Union and Community Leadership is 3 units.
The SOC 011 Social Problems (CAN SOC 4) is 3 units.

TOTAL 24 units

MAJOR REQUIREMENTS

Select one course from the following:
The CIS 041 Introduction to CIS (CAN BUS 6) is 3 units.
The MATH 063 Elementary Statistics (CAN STAT 2) is 3 units.
The ANTH 062 Introduction to Physical Anthropology (CAN ANTH 2) is 3 units.
The H ED 011 Dynamic Health Concepts is 3 units.
The PSYCH 010 General Psychology (CAN PSY 2) is 3 units.
The PSYCH 060 Personal Growth and Adjustment is 3 units.
The PSYCH 096 Marriage and Family is 3 units.
The PSYCH 100 Human Sexuality is 3 units.
The SOC 010 Introduction to Sociology (CAN SOC 2) is 3 units.
The SOC 011 Social Problems (CAN SOC 4) is 3 units.
The PSYCH 100 Human Sexuality is 3 units.
The MATH 025 Precalculus Algebra & Trigonometry (5) is 5 units.

TOTAL 42-43 units

LASER TECHNOLOGY

The Laser industry has grown exponentially since the invention of the laser in 1960. The Bay Area is host to some of the world’s largest laser manufacturing companies and the world’s largest laser research facility. This gives graduates of laser technician training programs career opportunities in manufacturing areas such as assembly, development and engineering support. Additional careers can be found in areas of field service where the technician assists the customer in training, installation, upgrading, repair and technical assistance.

CAREERS IN:
- Electro-optical technician
- Optics technician
- Optical fabrication
- Photonics
- Telecommunications

San José City College participates in the Photonics Consortium of California, and holds an NSF grant to promote Photonics education.

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:
Sydney Sukuta, Ph.D.: (408) 298-2181 ext. 3805
E-mail: Sydney.Sukuta@sjcc.edu
San José City College Web site: www.sjcc.edu

A minimum of four courses in the major must be taken at San José City College. A grade of “C” or better is required in each course in the major for the degree and the certificate.

CERTIFICATE OF ACHIEVEMENT:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECT 062*</td>
<td>General Electronics I</td>
</tr>
<tr>
<td>ELECT 063</td>
<td>General Electronics II</td>
</tr>
<tr>
<td>LASER 100</td>
<td>Introduction to Photonics</td>
</tr>
<tr>
<td>LASER 101</td>
<td>Laser Optics</td>
</tr>
<tr>
<td>LASER 102</td>
<td>Laser Technology</td>
</tr>
<tr>
<td>LASER 103</td>
<td>Advanced Laser Technology</td>
</tr>
<tr>
<td>MFG 103</td>
<td>Measurement and Test</td>
</tr>
<tr>
<td>MFG 111</td>
<td>Statistical Process Control</td>
</tr>
<tr>
<td>MFG 112</td>
<td>Technical Problem Solving</td>
</tr>
<tr>
<td>PHYS 003</td>
<td>General Physics</td>
</tr>
</tbody>
</table>

Option #1

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECT 121</td>
<td>Electronics Math I</td>
</tr>
<tr>
<td>ELECT 122</td>
<td>Electronics Math II</td>
</tr>
<tr>
<td>TOTAL</td>
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</table>

Option #2

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 025</td>
<td>Precalculus Algebra &amp; Trigonometry</td>
</tr>
<tr>
<td>TOTAL</td>
<td>42-43</td>
</tr>
</tbody>
</table>

MAJOR REQUIREMENTS

Completion Certificate of Achievement 42-43

PHYSICAL ACTIVITY – Graduation Requirement 1

GENERAL EDUCATION PATTERN* 24

TOTAL 67-68

*Electronic 62 fulfills the General Education lab science content credit requirement. Students will still need to fulfill the unit requirement.
CHAPTER 5 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

MACHINE TECHNOLOGY

Successful completion of this program prepares the graduate for entry into the machinist trade and positions in industry requiring technical skill and understanding of precision metal working. If a student’s English and Math Placement scores do not qualify the student for English 092 and Math 011A, it is strongly recommended that English 322, 320L and 335 or ESL 312, 313 and Math 310 should be taken prior to enrolling in the Machine Technology courses.

Most courses applying to a degree or certificate have basic language/math requirements and/or course prerequisites. See a counselor, the class schedule, or the college catalog for prerequisites.

CAREERS IN:
Mechanic Shop Deburr/Detail Person
Manual Machinist
CNC Operator
CNC Setup Operator/Programmer
CNC Programmer
Tool and Die Machinist
QA/QC Inspector
Expeditor

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:
Applied Science and Technology Division: (408) 288-3781
San José City College Web site: www.sjcc.edu

A grade of “C” or better is required in each course. The following classes in the major must be taken at San José City College: MACH 151B, 151C, and 110.

CERTIFICATE OF SPECIALIZATION: UNITS
CNC Machine Operator
(Day Accelerated Program)
MACH 120 Principles of Machine Tool Practices 1 4.5
MACH 123 Principles of Machine Tool Practices 2 4.5
MACH 126 Principles of Machine Tool Practices 3 4.5
MACH 129 CNC Operator Fundamentals 4.5
TOTAL 18

OR

CERTIFICATE OF SPECIALIZATION:
Entry Level Machinist
(Evening Program)
MACH 100 Shop Math and Blueprint Reading 4
MACH 101 Introduction to Machine Tech. 3
MACH 151A Advanced Lathe Practices 4
MACH 151B Advanced Milling Machine Practices 4
APPROVED ELECTIVES – choose 3 units from the list below 3
TOTAL 18

CERTIFICATE OF ACHIEVEMENT:
Machine Technician
Completion Certificate of Specialization - CNC Operator
OR Entry Level Machinist
MACH 110 Precision Measurement 3
MACH 151C Applied Problems in Machine Shop Practices 4
MACH 153A Operator/Programmer I 5
MACH 153B Operator/Programmer II 5
APPROVED ELECTIVES – choose 1 unit from the list below 1
TOTAL 36

APPROVED ELECTIVES: Choose from the following: UNITS
CIS 041 Introduction to CIS 3
CT 120 Using Computers for Applied Science 2
CADD 010 Basic Drawing 3
MACH 098 Directed Studies 1-8
MACH 136 Occupational Work Experience 3-4 – Parallel Plan
MACH 155 Introduction to CNC 4th Axis 3

MAJOR REQUIREMENTS

A grade of “C” or better is required in each course. The following classes in the courses must be taken at San José City College:

DAY PROGRAM UNITS
MACH 110 Precision Measurement 3
MACH 120 Principles of Machine Tool Practices 1 4.5
MACH 123 Principles of Machine Tool Practices 2 4.5
MACH 126 Principles of Machine Tool Practices 3 4.5
MACH 129 CNC Operator Fundamentals 4.5
MACH 151C Applied Problems in Machine Shop Practices 4
MACH 153A Operator/Programmer I 5
MACH 153B Operator/Programmer II 5
APPROVED ELECTIVES – choose 1 unit from the list below 1
MAJOR REQUIREMENTS 36

OR

EVENING PROGRAM
MACH 100 Shop Math and Blueprint Reading 4
MACH 101 Introduction to Machine Tech. 3
MACH 110 Precision Measurement 3
MACH 151A Advanced Lathe Practices 4
MACH 151B Advanced Milling Machine Practices 4
MACH 151C Applied Problems in Machine Shop Practices 4
MACH 153A Operator/Programmer I 5
MACH 153B Operator/Programmer II 5
APPROVED ELECTIVES – choose 4 units from the list below 4
PHYSICAL ACTIVITY – Graduation Requirement 1
GENERAL EDUCATION PATTERN 24
TOTAL 61

APPROVED ELECTIVES: Choose from the following:
CIS 041 Introduction to CIS 3
CT 120 Using Computers for Applied Science 2
CADD 010 Basic Drawing 3
MACH 098 Directed Studies 1-8
MACH 136 Occupational Work Experience 3-4 – Parallel Plan
MACH 155 Introduction to CNC 4th Axis 3

APPROVED ELECTIVES:
CIS 041 Introduction to CIS 3
CT 120 Using Computers for Applied Science 2
CADD 010 Basic Drawing 3
MACH 098 Directed Studies 1-8
MACH 136 Occupational Work Experience 3-4 – Parallel Plan
MACH 155 Introduction to CNC 4th Axis 3

APPROVED ELECTIVES:
CIS 041 Introduction to CIS 3
CT 120 Using Computers for Applied Science 2
CADD 010 Basic Drawing 3
MACH 098 Directed Studies 1-8
MACH 136 Occupational Work Experience 3-4 – Parallel Plan
MACH 155 Introduction to CNC 4th Axis 3
CHAPTER 5 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

MASK TECHNOLOGY

Integrated circuit mask design is a specialized field within the larger microelectronics industry. Microelectronics is the technology of manufacturing miniature circuits on semiconductor wafers.

These miniature circuits are the building blocks of all electronic equipment, including computers, robots, communication devices, and consumer electronic equipment. Mask designers, also called layout designers, design the physical patterns needed to manufacture microelectronics circuits. This program focuses on layout design for digital integrated circuits that are built using complementary metal oxide semiconductor (CMOS) technology, such as microprocessor chips found in personal computers. In California most integrated circuit mask designers are employed by semiconductor manufacturers such as Intel, Hewlett Packard, Sun Microsystems, Micro Linear, LSI Logic, Cypress Semiconductor, Silicon Graphics, and National Semiconductor. Nation employers include Intel, Motorola, IBM, AMD, and Texas Instruments.

CAREERS IN:
- Integrated Circuit Mask Design
- Semiconductor Manufacturing Technician
- Disk Drive Technician
- General Electronics Technician

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:
San José City College Web site: www.sjcc.edu

A minimum of three courses in the major must be taken at San José City College. A grade of "C" or better is required in each course in the major for the certificate.

CERTIFICATE OF SPECIALIZATION: UNITS

| TECHNICIAN | ELECT 062 General Electronics I 5 |
| ELEC 063 General Electronics II 5 |
| ELEC 105 CMOS Mask Design I 4 |
| ELEC 107 CMOS Mask Design II 2 |
| CT 077 Digital Circuits 3 |
| CIS 157 Introduction to UNIX 3 |
| TOTAL 22 |

MULTIMEDIA/DIGITAL ARTS

The Multimedia/Digital Arts program is a new program at SJCC that focuses on the growing Multimedia industry. The Multimedia industry is a creative industry that offers many career opportunities, including:

- Web designer
- CD ROM designer
- Animator
- Digital artist
- Instructional designer
- Video producer
- Sound designer
- Interface designer

Our proposed program features a cross-platform environment, industry-driven curriculum, relevant assignments, team projects and internships. This field offers excellent opportunities for self-employment, good salaries, stimulating work, flexibility of work schedules, and opportunities for growth.

The Certificate of Specialization would be the minimum requirement for an entry level position or paid internship. The majority of jobs would require a Certificate of Achievement or A.S. degree. A strong portfolio can garner a good position, regardless of the certificate or degree level.

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:
San José City College Web site: www.sjcc.edu

CERTIFICATE OF COMPETENCY

<table>
<thead>
<tr>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 071 Introduction to Multimedia 3</td>
</tr>
<tr>
<td>ART 072 Computer Graphics 3</td>
</tr>
<tr>
<td>ART 074 Multimedia Design &amp; Development 3</td>
</tr>
<tr>
<td>ART 078 Digital Media 3</td>
</tr>
<tr>
<td>CIS 041 Introduction to Computer Information Systems (CAN BUS 6) 3</td>
</tr>
<tr>
<td>CIS 131 Introduction to Internet 1</td>
</tr>
<tr>
<td>TOTAL 16</td>
</tr>
</tbody>
</table>

CERTIFICATE OF SPECIALIZATION

Completion Certificate of Competency 16
| UNITS |
| ART 076 Portfolio Planning & Review 3 |
| PHOTO 076 Photoshop I 3 |

APPROVED ELECTIVES - Choose 3 units from the following:

| UNITS |
| ART 028 Digital Drawing & Painting 3 |
| ART 077 Beginning 3D Animation 3 |
| ART 079 Web Graphics 3 |
| CIS 042 Program Design and Development 3 |
| CIS 132 Web Pages with HTML 3 |
| PHOTO 077 Photoshop II 3 |
| PHOTO 079 Digital Photography 3 |
| TOTAL 25 |

CERTIFICATE OF ACHIEVEMENT

Completion Certificate of Specialization 25
| UNITS |
| ART 014 Color (CAN ART 22) 3 |
| ART 024 Beginning Drawing (CAN ART 8) 3 |

APPROVED ELECTIVES - Choose 3 non-duplicated units from the following:

| UNITS |
| ART 028 Digital Drawing & Painting 3 |
| ART 077 Beginning 3D Animation 3 |
| ART 079 Web Graphics 3 |
| CIS 042 Program Design and Development 3 |
| CIS 132 Web Pages with HTML 3 |
| PHOTO 077 Photoshop II 3 |
| PHOTO 079 Digital Photography 3 |
| TOTAL 34 |

MAJOR REQUIREMENTS

Completion of Certificate of Achievement 34
| UNITS |
| ART 028 Digital Drawing & Painting 3 |

MAJOR REQUIREMENTS

PHYSICAL ACTIVITY - Graduation Requirement 1
GENERAL EDUCATION PATTERN 24
TOTAL 62

WEB DESIGN

CERTIFICATE OF COMPETENCY

| UNITS |
| ART 072 Computer Graphics 3 |
| ART 079 Web Graphics 3 |
| CIS 041 Introduction to Computer Information Systems (CAN BUS 6) 3 |
| CIS 042 Program Design and Development 3 |
| CIS 131 Introduction to Internet 1 |
| CIS 132 Web Pages with HTML 3 |
| TOTAL 16 |
CERTIFICATE OF SPECIALIZATION
Completion of Certificate of Competency 16
ART 076 Portfolio Planning and Review 3
ART 078 Digital Media 3
CIS 084 Java Programming 3
TOTAL 25

CERTIFICATE OF ACHIEVEMENT
Completion Certificate of Specialization 25
APPROVED ELECTIVES - Choose 6 units from the following: 6
ART 014 Color (CAN ART 22) 3
ART 024 Beginning Drawing (CAN ART 8) 3
ART 028 Digital Drawing & Painting 3
ART 077 Beginning 3D Animation 3
PHOTO 077 Photoshop II 3
PHOTO 079 Digital Photography 3
TOTAL 31

MAJOR REQUIREMENTS
Completion Certificate of Achievement 31
APPROVED ELECTIVES - Choose 6 non-duplicated units from the following: 6
ART 014 Color (CAN ART 22) 3
ART 024 Beginning Drawing (CAN ART 8) 3
ART 028 Digital Drawing & Painting 3
ART 077 Beginning 3D Animation 3
PHOTO 077 Photoshop II 3
PHOTO 079 Digital Photography 3
MAJOR REQUIREMENTS 37
PHYSICAL ACTIVITY – Graduation Requirement 1
GENERAL EDUCATION PATTERN 24
TOTAL 62

Real Estate

Graduates of this program are qualified for employment in real estate offices and related housing and financial institutions and property management.

Real Estate Sales license applicants must have a minimum grade of "C" in Real Estate Principles (REST 122) before taking the License Examination and complete two other approved Real Estate courses within 18 months after passing the Sales Examination (if not completed before taking the test).

Real Estate Broker License applicants must complete 8 courses. Completion of the degree courses listed under Required Alternates and Group A Electives satisfies this requirement.

Real Estate Appraiser License applicants must complete a specified number of classroom hours to qualify for the various levels of state license. For Trainee or Appraiser License - 90 hours; for Certified Residential Appraiser - 120 hours; and for Certified General - 180 hours. Each 3 unit and 1 course approved by Office of Real Estate Appraisers contains 54 and 16 hours respectfully.

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:
James Black: (408) 298-2181 ext. 3810
E-mail: James.Black@sjjccd.org
Business & Service Careers Division: (408) 288-3714
San José City College Web site: www.sjcc.edu

CERTIFICATE OF COMPETENCY:
Real Estate Sales
REST 122 Principles of Real Estate 3
Plus two courses from the following: 6
BUS 071 Legal Environment for Business 3
REST 123 Real Estate Appraisal 3
REST 124 Legal Aspects of Real Estate 3
REST 125 Real Estate Practices 3
REST 126 Real Estate Finance 3
REST 127 Real Estate Property Management 3
REST 128 Real Estate Economics 3
REST 133 Advanced Real Estate Appraisal 3
TOTAL 9

CERTIFICATE OF COMPETENCY:
Real Estate Appraiser
REST 122 Principles of Real Estate 3
REST 123 Real Estate Appraisal 3
Plus one course from the following: 3
REST 124 Legal Aspects of Real Estate 3
REST 125 Real Estate Practices 3
REST 126 Real Estate Finance 3
REST 127 Real Estate Property Management 3
REST 128 Real Estate Economics 3
REST 133 Advanced Real Estate Appraisal 3
TOTAL 9

CERTIFICATE OF SPECIALIZATION:
Real Estate Broker
REST 122 Principles of Real Estate 3
REST 123 Real Estate Appraisal 3
REST 124 Legal Aspects of Real Estate 3
REST 125 Real Estate Practices 3
REST 126 Real Estate Finance 3
REST 127 Real Estate Property Management 3
REST 128 Real Estate Economics 3
Plus one course from the following: 3-4
ACCTG 020 Financial Accounting (CAN BUS 2) 4
ACCTG 101 Bookkeeping for Small Business 3
REST 128 Real Estate Economics 3
Plus two courses from the following: 6
BUS 071 Legal Environment for Business 3
REST 127 Real Estate Property Management 3
REST 133 Advanced Real Estate Appraisal 3
TOTAL 24-25

MAJOR REQUIREMENTS
BUS 071 Legal Environment for Business 3
REST 122 Principles of Real Estate 3
REST 123 Real Estate Appraisal 3
REST 124 Legal Aspects of Real Estate 3
REST 125 Real Estate Practices 3
REST 126 Real Estate Finance 3
REST 127 Real Estate Property Management 3
REST 128 Real Estate Economics 3
REST 133 Advanced Real Estate Appraisal 3
Plus one course from the following: 3-4
ACCTG 020 Financial Accounting (CAN BUS 2) 4
ACCTG 101 Bookkeeping for Small Business 3
REST 128 Real Estate Economics 3
Plus two courses from the following: 6
BUS 071 Legal Environment for Business 3
REST 127 Real Estate Property Management 3
REST 133 Advanced Real Estate Appraisal 3
TOTAL 24-25

CERTIFICATE OF SPECIALIZATION:
Real Estate Appraiser
REST 122 Principles of Real Estate 3
REST 123 Real Estate Appraisal 3
REST 124 Legal Aspects of Real Estate 3
REST 125 Real Estate Practices 3
REST 126 Real Estate Finance 3
REST 127 Real Estate Property Management 3
REST 128 Real Estate Economics 3
Plus one course from the following: 3
ECON 010A Introduction to Macroeconomic Theory (CAN ECON 2) 3
ECON 010B Introduction to Microeconomic Theory (CAN ECON 4) 3
Plus one of the following options: 3
Option 1
CIS 041 Introduction to CIS (CAN BUS 6) 3
Option 2
CA 040B Microsoft Word XP 2002 1
CA 050B Microsoft Excel XP 2002 1
CA 060B Microsoft Access XP 2002 1
PHYSICAL ACTIVITY – Graduation Requirement 1
GENERAL EDUCATION PATTERN 24
TOTAL 61
CHAPTER 6 — ASSOCIATE OF ARTS DEGREES

GRADUATION REQUIREMENTS ASSOCIATE OF ARTS DEGREE

Completion of the Associate of Arts (A.A.), general education pattern is different from the California State University (C.S.U.) General Education requirements and the Associate in Science (A.S.). Every student will need to consult with a counselor to determine which pattern to follow.

MAJOR REQUIREMENTS

To be awarded the Associate Degree from San José City College, all students, regardless of their intent to transfer or not, shall complete a minimum of 60 units of instruction with an average grade of at least a “C” (2.0 grade point average) in all units attempted in a curriculum which the college accepts toward a degree, and complete the following minimum requirements:

Grades earned in nondegree applicable courses do not count in their GPA used in relationship to an A.A. or A.S. degree.

Per Title 5 Section 55002 (b)

I. A major consisting of a minimum of 18 semester units in a specialized or related field of study. The major may be in a special field or a general studies area. A grade of "C" or better is required in major courses for the degree.

II. A general education pattern, which shall include:

CONTENT AREA

<table>
<thead>
<tr>
<th>A.A. DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. English Communication</td>
</tr>
<tr>
<td>Written Communication</td>
</tr>
<tr>
<td>Oral Communication</td>
</tr>
<tr>
<td>Critical Thinking</td>
</tr>
<tr>
<td>Total</td>
</tr>
<tr>
<td>B. Physical and Biological Sciences**</td>
</tr>
<tr>
<td>Science with Lab</td>
</tr>
<tr>
<td>Science with/without Lab or Math</td>
</tr>
<tr>
<td>Mathematics</td>
</tr>
<tr>
<td>Total</td>
</tr>
<tr>
<td>C. Arts and Humanities***</td>
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<tr>
<td>Fine Arts</td>
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<tr>
<td>Humanities</td>
</tr>
<tr>
<td>Total</td>
</tr>
<tr>
<td>D. Social and Behavioral Science***</td>
</tr>
<tr>
<td>Select two courses for 6 units</td>
</tr>
<tr>
<td>Total</td>
</tr>
<tr>
<td>E. Lifelong Understanding and Self Development****</td>
</tr>
<tr>
<td>Required Minimum</td>
</tr>
</tbody>
</table>

Required Minimum 39 units

** Physical and Biological Sciences: A minimum of 3 units is required in the Sciences area. One course with laboratory activity must be included in this area. Students completing majors requiring 10 or more science units will have satisfied this requirement.

***Cultural Pluralism/Ethnic Studies: Students may take a cultural pluralism/ethnic studies class in either Area C or Area D.

**** Lifelong Understanding and Self Development: This requirement may be met by any 3 unit nonphysical activity course in Area E.
III. Within Requirements I and II, courses may satisfy only one graduation requirement except for Cultural Pluralism/Ethnic Studies and courses required in the major, which also fulfill general education requirements.

IV. Competency in reading, written expression, and mathematics to be demonstrated by satisfactory completion in the following:

1. Reading - English 001A, English Composition
2. Written expression - English 001A, English Composition
3. A college level Math course, with Math 013 as prerequisite

If a student uses an approved or equivalent course to fulfill the competency requirement in reading or mathematics, a grade of "C" or better must be earned in that course.

V. Elective, major, and general education - applicable courses to total at least 60 units.

A grade of "C" or better is required in major courses for the degree.

VI. Residence requirement

1. Prior to the fulfillment of graduation requirements, no fewer than 12 A.A. units must have been earned within the District and no fewer than 6 of these units must have been earned at the college awarding the degree. An exception to this policy will be granted when the colleges jointly offer a program for which only one college has been approved.

2. A minimum of two courses (no fewer than 6 units) must have been completed in the major at the college awarding the degree. A major department may grant an exception to this requirement when able to verify competency equivalent to this requirement.

VII. Physical Activity

A minimum of (1) unit of physical activity must be taken unless exempt by a doctor’s excuse or prior military credit. The physical activity course must be selected from the approved courses listed in Area E of the District’s General Education/Graduation pattern.

(a) A student who has completed all of the graduation requirements at EVC will be considered to have met the graduation requirements at SJCC (exception: see RESIDENCE REQUIREMENTS above for courses, which must be taken at SJCC).

(b) A student who has not completed all of the graduation requirements at EVC must meet the minimum graduation requirements at SJCC.

COURSES COMPLETED AT EVERGREEN VALLEY COLLEGE

(a) A student who has completed all of the graduation requirements at EVC will be considered to have met the graduation requirements at SJCC (exception: see RESIDENCE REQUIREMENTS above for courses, which must be taken at SJCC).

(b) A student who has not completed all of the graduation requirements at EVC must meet the minimum graduation requirements at SJCC.

RECIPROCITY AGREEMENT A.A./A.S. DEGREE PATTERNS

San José City College participates in The California Articulation Region 4 Community College’s General Education/Graduation Reciprocity Program. Students completing all the General Education/Graduation pattern requirements at a participating college will be given full credit for having completed the SJ/ECCD General Education/Graduation requirements; including reading, writing, math competencies, and cultural pluralism/ethnic studies. For additional information consult with a SJCC counselor.

Participating Colleges:
- Cabrillo
- De Anza
- Evergreen Valley
- Foothill
- Gavilan
- Hartnell
- Mission
- Monterey Peninsula
- Ohlone
- San José City
- West Valley

GRADUATION APPEALS COMMITTEE

(a) A student may appeal a graduation decision through the Graduation Appeals Committee.

(b) San José City College shall maintain a Graduation Appeals committee to determine if the requirements for graduation have been met. The committee may grant exceptions to the general education and/or graduation requirements provided that the requirements either pose a hardship to the student, such as delaying his/her graduation, or were incorrectly communicated to the student by a college representative. Such exceptions shall not violate state-mandated requirements. The committee will work with the appropriate major department when considering exceptions regarding major requirements.

(c) A student is considered enrolled when the transcript shows one or more classes that the student was enrolled in for a semester, intersession or term. A student is not required to complete a class to be enrolled under the catalog. A catalog starts with the fall semester of the beginning year of the catalog and extends to the beginning of the fall semester of the ending year of the catalog.
GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Area A: Communication in the English Language and Critical Thinking</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pluralism requirement may be taken in either Area C or D. All Courses must be completed with a grade of &quot;C&quot; or better.</td>
<td></td>
</tr>
<tr>
<td>A2: Written Communication – English 001A</td>
<td></td>
</tr>
<tr>
<td>A3: Critical Thinking – English 001C; Philosophy 060; Communication Studies 040</td>
<td></td>
</tr>
</tbody>
</table>

Area B: Physical Universe and Its Life Forms –
Select one course from each area. Physical or Life Science course must include a laboratory experience (underlined). Courses in area B4 must be completed with a grade of "C" or better.

| B1: Physical Science – Astronomy 010; Chemistry 001A, 015, 030A, 030B; Environmental Science 010; Geology 010, 010L, 011, 011L; Meteorology 010; Oceanography 010; Physics 002A, 003, 004A, 004B, 004C | 6-12 |
| B2: Life Science – Anatomy 001; Biology 001, 020, 021A, 061, 063, 064; Botany 062; Environmental Science 010 | |
| B3: Laboratory Activity – Students must select at least one laboratory experience course (see underlined courses in areas B1 and B2) | |
| B4: Mathematics and Quantitative Reasoning – Mathematics 021, 022, 025, 051, 052, 061, 063, 070, 071, 072, 073, 078, 079 | |

Area C: Arts, Literature, Philosophy and Foreign Languages –
Select one course from area C1, and one course from area C-2, and one additional course (different discipline) from either C1 or C2. Ethnic Studies/Cultural Pluralism requirement may be taken in either Area C or D.

| C1: Arts (Dance, Music, Theatre) – Art 091, 092; Drama 013A, 023, 027, 040; Humanities 001; Music 003, 089, 091, 095, 099 | 6-12 |
| C2: Humanities (Literature, Philosophy, Foreign Language) – Chinese 001A; English 001B, 028, 033, 065, 073, 076A, 076B, 078, 079, 080, 082A, 082B, 083, 084A, 084B, 086A, 086B; French 001A, 001B, 002A, 002B, 015, 016, 017, 018; Humanities 002; Japanese 001A, 001B, 002A, 002B; Philosophy 010, 011, 012, 051, 065, 070; Sign Language 001A, 001B, 002A, 002B; Spanish 001A, 001B, 002A, 002B | |

Area D: Social, Political and Economic Institutions and Behavior –
Select one course from D1 through D0. Students are expected to complete the American Institutions requirement in this section (course identified in Area F). Ethnic Studies/Cultural Pluralism requirement may be taken in either Area C or D.

| D1: Anthropology and Archaeology – Anthropology 062, 063; Social Science 020, 030, 040 | 6-12 |
| D2: Economics – Economics 010A, 010B, 011 | |
| D3: Ethnic Studies – English 080, 082A, 082B; Ethnic Studies 026, 027; History 009, 021, 024; Social Science 020, 030, 031, 032, 040 | |
| D4: Gender Studies – English 033; Ethnic Studies 026; History 009 | |
| D5: Geography – Geography 010, 011 | |
| D6: History – Ethnic Studies 027; History 001, 009, 010A, 010B, 017A, 017B, 021, 024 | |
| D7: Interdisciplinary Social or Behavioral Science – Computer Information Systems 041; Family and Consumer Studies 070; Journalism 010; Labor 015; Sign Language 015, 016 | |
| D8: Political Science, Government and Legal Institutions – Political Science 001, 002, 004 | |
| D9: Psychology – Family and Consumer Studies 070; Psychology 010, 012, 020, 080, 088, 092, 096, 100 | |
| D0: Sociology and Criminology – Administration of Justice 010, 011, 014; Sociology 010, 011 | |

Area E: Lifelong Understand and Self-Development

| E1: Nonphysical – Drama 011; Family Consumer Studies 019, 050; Health Education 011; Psychology 020, 060, 080, 088, 092, 096, 100 | 3 |
| E2: Physical Activity – Students must select at least one physical activity course (see underlined courses in areas B1 and B2) | |

Area F: American Institutions –

| Option I – History 017A and History 017B – OR – | |
| Option II – History 001 and Political Science 001 | |

GENERAL EDUCATION PATTERN

| ADDITIONAL GRADUATION REQUIREMENTS: MAJOR/ELECTIVE REQUIREMENT | 39 |
| Physical Activity: Dance 010, 020, 021, 040, 050, 051, 055, 062, 064; Physical Education 001, 008, 009, 010, 012, 013, 014, 017, 018, 020, 024, 030, 034, 038, 039, 040, 042, 048, 052, 055, 056; Adaptive Physical Education 030E, 041E, 042E, 056E | |
| Cultural Pluralism/Ethnic Studies: English 033, 080, 082A, 082B; Ethnic Studies 026, 027; History 009, 021, 024; Sign Language 015; Social Science 020, 030, 031, 032, 040 | |

TOTAL: MINIMUM 60

ASSOCIATE OF ARTS DEGREE

INDEX

ADMINISTRATION OF JUSTICE
ALCOHOL AND DRUG STUDIES
ART
BUSINESS
CALIFORNIA STATE UNIVERSITY STUDIES
COMPUTER SCIENCE
CONSTRUCTION TECHNOLOGY
GENERAL MAJOR
LABOR STUDIES
LIBERAL STUDIES
UNIVERSITY OF CALIFORNIA STUDIES
**ADMINISTRATION OF JUSTICE**

San José City College offers both an Associate of Arts Degree and an Associate of Science Degree. Students planning to transfer should follow the Associate of Arts Degree. Students will be exposed to a series of courses within the major intended to develop social awareness, written communication skills, cultural sensitivity, concepts of law and the physical ability to cope with many of the demanding Administration of Justice careers.

Programs in Administration of Justice are designed to prepare students for careers in federal, state, and local law enforcement agencies, correctional agencies and institutions and private security agencies. Criminal justice programs also provide additional training for persons already involved in law enforcement administration, correctional administration, forensic science, and security management. Students study the roles and activities of people with regard to maintaining law and order, providing services, protecting life and property, and conducting administration, planning and research. Programs include two-year programs at community colleges, and Bachelor's Degree and Master's Degree programs at four-year baccalaureate institutions. San Jose State University's Degree is designed to meet the California Degree. San José City College offers both an Associate of Arts Degree and an Associate of Science Degree. Students who wish to continue their course of study are recommended to complete the Associate of Arts Degree program, which includes both the general education requirements and major courses in Alcohol and Drug studies. The Associate of Arts Degree is especially important for those students who desire future employment in a Medical Model treatment facility. This degree may not transfer to all universities, and students need to inquire of the universities if they have a bachelor's degree for their upper division course work.

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:

Phil Crawford: (408) 288-3785
E-mail: Philip.Crawford@sjcc.edu
San José City College Web site: www.sjcc.edu

**MAJOR REQUIREMENTS**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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<tbody>
<tr>
<td>AJ 010</td>
<td>Introduction to Administration of</td>
<td>3</td>
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<tr>
<td></td>
<td>Justice (CAN AJ 2)</td>
<td></td>
</tr>
<tr>
<td>AJ 011</td>
<td>Criminal Law (CAN AJ 4)</td>
<td>3</td>
</tr>
<tr>
<td>AJ 013</td>
<td>Criminal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AJ 014</td>
<td>Police in Society</td>
<td>3</td>
</tr>
<tr>
<td>AJ 015</td>
<td>Introduction to Investigations</td>
<td>3</td>
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</table>

Choose 5 units from the Electives course list below

**PHYSICAL ACTIVITY – Graduation Requirement**

<table>
<thead>
<tr>
<th>Units</th>
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<tbody>
<tr>
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**GENERAL EDUCATION PATTERN**

<table>
<thead>
<tr>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>39</td>
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</table>

**TOTAL**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
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</tbody>
</table>

**APPROVED ELECTIVES**

AJ classes not used in the core sequence above –

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 111</td>
<td>Juvenile Law &amp; Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AJ 112</td>
<td>Introduction to Evidence</td>
<td>3</td>
</tr>
<tr>
<td>AJ 113</td>
<td>Crime and Violence in America</td>
<td>3</td>
</tr>
</tbody>
</table>

**ALCOHOL AND DRUG STUDIES**

San José City College offers both an Associate of Arts Degree and an Associate of Science Degree. Students planning to transfer should follow the Associate of Arts Degree. The San José City College Chemical Dependency Certificate program is designed to meet the California Association of Alcohol and Drug Counselor (CAADAC) requirement of: 315 hours of approved Alcohol and Drug training education and 255 hours of Supervised Practicum.

Completion of the above requirements prepares students to sit for the written examination given by CAADAC, which is the first step toward certification. Following completion of the written examination, CAADAC Interns are required to document 4,000 to 6,000 hours or 2 years full time supervised work experience as a drug and alcohol abuse counselor. Completion of 4,000 to 6,000 hours will entitle Interns to apply for the oral examination given by CAADAC. When both the written and oral examinations have been successfully completed, the California Certification Board of Alcohol and Drug Counselors awards the following certification: Certified Alcohol Counselor (CAC) - 4,000 hour level; Certified Alcohol and Drug Counselor (CADC) - 6,000 hour level.

Students who wish to continue their course of study are recommended to complete the Associate of Arts Degree program, which includes both the general education requirements and major courses in Alcohol and Drug studies. The Associate of Arts Degree is especially important for those students who desire future employment in a Medical Model treatment facility. This degree may not transfer to all universities, and students need to inquire of the universities if they have a bachelor's degree for their upper division course work.

**CAREERS IN:**

- Counselors in a Social Model county residential program
- Counselors in Pre-treatment, Inpatient, Outpatient, and After Care programs in hospital-based Chemical Dependency Community Prevention and Education
- Employee Assistance Programs
- Chemical Dependency Marketing
- Recovery/Relapse counseling in the private sector
- Counselors in Recovery Home/Sober Living environment

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:

Mary Crocker: (408) 448-0333
CAADAC: (916) 368-9412
San José City College Web site: www.sjcc.edu

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ADS 070</td>
<td>Introduction to Chemical Dependency</td>
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<tr>
<td>ADS 071</td>
<td>Pharmacology/Psychology of Addiction</td>
<td>3</td>
</tr>
<tr>
<td>ADS 072</td>
<td>Co-Dependency: Family Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>ADS 073</td>
<td>Case Management: Chemical Dependency</td>
<td>3</td>
</tr>
<tr>
<td>ADS 074</td>
<td>Ethics, Personal and Professional Growth</td>
<td>3</td>
</tr>
<tr>
<td>ADS 075</td>
<td>Individual, Family, Group Counseling</td>
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<tr>
<td>ADS 076</td>
<td>Law and Prevention: Community Response</td>
<td>3</td>
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<tr>
<td>ADS 077A</td>
<td>Supervised Practicum A</td>
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</tr>
<tr>
<td>ADS 077B</td>
<td>Supervised Practicum B</td>
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**APPROVED ELECTIVE**

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<th>Course Name</th>
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<tbody>
<tr>
<td>ADS 078</td>
<td>Current Issues in Alcohol &amp; Drug Treatment</td>
<td>3</td>
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**PHYSICAL ACTIVITY – Graduation Requirement**

<table>
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<tr>
<th>Units</th>
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<td>1</td>
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</table>

**GENERAL EDUCATION PATTERN**

<table>
<thead>
<tr>
<th>Units</th>
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<tbody>
<tr>
<td>39</td>
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**TOTAL**

<table>
<thead>
<tr>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>66-69</td>
</tr>
</tbody>
</table>

**Note:** ADS 070, 073, 074, 075 are required prior to taking ADS 077A&B Supervised Practicum.
San José City College offers both an Associate of Arts Degree and an Associate of Science Degree. Students planning to transfer should follow the Associate of Arts Degree. A student will qualify for an Associate of Arts Degree by completing 60 units of specific curriculum, including the options outlined. This transfer program can lead to employment in some specialized fields listed below. This degree may not transfer to all universities, and students need to inquire of the universities if they have a bachelor’s degree for their upper division course work.

CAREERS IN:
- Advertising photography
- Dark room technician
- Fashion design and illustration
- Fine art framing
- Floral arranging and design
- Graphic design
- Interior design
- Illustration
- Textile design
- Window and retail display

RELATED OCCUPATIONS:
- Animation
- Architecture
- Art education and teaching
- Art direction
- Film and video production
- Landscaping
- Marketing and advertising
- Medical illustration
- Photo journalism
- Service bureau technician

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:
Eve Page-Mathias: (408) 288-3785
San José City College Web site: www.sjcc.edu

**ART**

<table>
<thead>
<tr>
<th>MAJOR REQUIREMENTS</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>ART 012 Two Dimensional Design (CAN ART 14)</td>
<td>3</td>
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<tr>
<td>ART 013 Three Dimensional Design (CAN ART 16)</td>
<td>3</td>
</tr>
<tr>
<td>ART 014 Color (CAN ART 22)</td>
<td>3</td>
</tr>
<tr>
<td>ART 024 Beginning Drawing (CAN ART 8)</td>
<td>3</td>
</tr>
<tr>
<td>ART 025 Expressive Drawing</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
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<tr>
<td>ART 026 Representational Drawing and Perspective</td>
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<tr>
<td>ART 091 Survey of Art History Prehistoric through Gothic (CAN ART 2)</td>
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</tr>
<tr>
<td>ART 092 Survey of Art History Renaissance to the Present (CAN ART 4)</td>
<td>3</td>
</tr>
<tr>
<td>PHYSICAL ACTIVITY - Graduation Requirement</td>
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<tr>
<td>GENERAL EDUCATION</td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
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**BUSINESS**

The Associate of Arts, Business Major meets the lower division course requirements necessary for San Jose State University's B.S. in Business Administration with a concentration in Accounting, Accounting and Management Information Systems (a formal dual concentration), Finance, Human Resources Management, International Business, Manufacturing Management, or Marketing.

A grade of "C" or better is required for all course work in the major.

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:
Stephen Tsih: (408) 298-2192 ext. 3683
E-mail: Stephen.Tsih@sjcc.edu
Dennis Wahler: (408) 298-2181 ext. 3823
E-mail: Dennis.Wahler@sjcc.edu
Business and Service Careers Division: (408) 288-3714
San José City College Web site: www.sjcc.edu

<table>
<thead>
<tr>
<th>MAJOR REQUIREMENTS</th>
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<tbody>
<tr>
<td>ACCTG 020 Financial Accounting (CAN BUS 2, BUS SEQ 2)</td>
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</tr>
<tr>
<td>ACCTG 021 Managerial Accounting (CAN BUS 4, BUS SEQ 2)</td>
<td>4</td>
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<tr>
<td>BUS 060 Fundamentals of Business Statistics (3)</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>BUS063 Elementary Statistics (CAN STAT 2) (3)</td>
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</tr>
<tr>
<td>BUS 071 Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 082 Introduction to Business</td>
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<tr>
<td>CIS 041 Introduction to CIS (CAN BUS 6)</td>
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<tr>
<td>ECON 010A Principles of Macroeconomics</td>
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</tr>
<tr>
<td>ECON 010B Principles of Microeconomics Theory (CAN ECON 2)</td>
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</tr>
<tr>
<td>ENGL 001B* English Composition (CAN ENGL 4) (3)</td>
<td></td>
</tr>
<tr>
<td>MATH 061* Finite Mathematics (CAN MATH 12) (3)</td>
<td></td>
</tr>
<tr>
<td>PHYSICAL ACTIVITY - Graduation Requirement</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>66</strong></td>
</tr>
</tbody>
</table>

* English 001B and Mathematics 061 may be counted as part of the General Education Pattern, with content credit earned toward the major.

**CALIFORNIA STATE UNIVERSITY STUDIES**

Upon completing the following requirements, students will complete an Associate of Arts Transfer Degree and the CSU General Education Pattern, which enables students to transfer to the California State University (CSU) system with all admissions and lower division general education requirements met. This degree does not guarantee admission to any specific campus of the CSU system, nor does it guarantee admission into a specific major.

This degree requires completion of 60 CSU transferable units, an ethnic studies course and a physical activity course. A minimum grade of "C" in all courses completed, and a cumulative 2.0 GPA is required. For majors with fewer then 20 units, the balance of units may be met with the substitution of CSU transferable courses.

This degree requires completion of 60 CSU transferable units, an ethnic studies course and a physical activity course. A minimum grade of "C" in all courses completed, and a cumulative 2.0 GPA is required. For majors with fewer then 20 units, the balance of units may be met with the substitution of CSU transferable courses.

The residency requirements mandate that a minimum of 12 units must be taken within the District and no less than six units taken at the college awarding the degree.
CHAPTER 6 — ASSOCIATE OF ARTS DEGREES

LOWER DIVISION MAJOR REQUIREMENTS
A minimum of 20 units is required for the major. If a major has fewer than 20 units, CSU transferable courses may be substituted to meet the minimum requirements. Students may use an articulation agreement on ASSIST.org, a SJCC major sheet, or consult with a counselor for a specific CSU campus lower division major preparation requirement.

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:
Counseling Office: (408) 288-3750
San José City College Web site: www.sjcc.edu

All course work must be complete with a grade of "C" or better.

MAJOR REQUIREMENTS

<table>
<thead>
<tr>
<th>Area</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: Communication in the English Language and Critical Thinking:</td>
<td>9</td>
</tr>
<tr>
<td>Select one course from each area:</td>
<td></td>
</tr>
<tr>
<td>A2: Written Communication:</td>
<td>English 001A</td>
</tr>
<tr>
<td>A3: Critical Thinking:</td>
<td>English 001C; Philosophy 060; Communication Studies 040</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>B: Physical Universe and Its Life Forms:</td>
<td>9</td>
</tr>
<tr>
<td>Select one course from each area listed below. One of the courses must be a lab science course (see underlined courses in Area B1 and B2):</td>
<td></td>
</tr>
<tr>
<td>B1: Physical Science:</td>
<td>Astronomy 010; Chemistry 001A, 015, 030A, 030B; Environmental Science 010; Geology 010, 010L, 011, 011L; Meteorology 010; Oceanography 010; Physics 002A, 003, 004A, 004B</td>
</tr>
<tr>
<td>B2: Life Science:</td>
<td>Anatomy 001; Biology 001, 020, 021A, 061, 063, 064; Botany 062; Environmental Science 010</td>
</tr>
<tr>
<td>B4: Mathematics and Quantitative Reasoning:</td>
<td>Mathematics 021, 022, 025, 051, 052, 061, 063, 070, 071, 072, 073, 078, 079</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>C: Arts, Literature, Philosophy and Foreign Languages:</td>
<td>9</td>
</tr>
<tr>
<td>Select one course from Area C1 and one course from C2, and one additional course (different discipline) from either C1 or C2.</td>
<td></td>
</tr>
<tr>
<td>C1: Arts (Art, Dance, Music, Theatre):</td>
<td>Art 091, 092; Drama 013A, 023, 027, 040; Humanities 001; Music 083, 089, 091, 095, 099</td>
</tr>
<tr>
<td>C2: Humanities (Literature, Philosophy, Foreign Language):</td>
<td>Chinese 001A; English 001B, 028, 033, 065, 073, 076A, 076B, 078, 079, 080, 082A, 082B, 083, 084A, 084B, 086A, 086B; French 001A, 001B, 002A, 002B, 015, 016, 017, 018; Humanities 002; Japanese 001A, 001B, 002A, 002B; Philosophy 010, 011, 012, 051, 065, 070; Sign Language 001A, 001B, 002A, 002B; Spanish 001A, 001B, 002A, 002B</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>D: Social, Political and Economic Institutions and Behavior:</td>
<td>9</td>
</tr>
<tr>
<td>Select one course from Area D1 and Option I or II from Area F1 to complete the American Institutions Requirement.</td>
<td></td>
</tr>
<tr>
<td>D1: Ethnic Studies Requirement:</td>
<td>3 units</td>
</tr>
<tr>
<td>English 033, 080, 082A, 082B; Ethnic Studies 026, 027; History 009, 021, 024; Social Science 020, 030, 031, 032, 040; Sign Language 015</td>
<td></td>
</tr>
<tr>
<td>F1: American Institutions:</td>
<td>6 units</td>
</tr>
<tr>
<td>Choose one option:</td>
<td></td>
</tr>
<tr>
<td>Option I - History 017A and History 017B</td>
<td>OR</td>
</tr>
<tr>
<td>Option II - History 001 and Political Science 001</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-Development:</td>
<td>4</td>
</tr>
<tr>
<td>Select one course from E1 and one course from E2.</td>
<td></td>
</tr>
<tr>
<td>E1: Non-Physical:</td>
<td>3 units</td>
</tr>
<tr>
<td>Drama 011; Family and Consumer Studies 019, 050; Health Education 011; Psychology 020, 060, 080, 088, 092, 096, 100</td>
<td></td>
</tr>
<tr>
<td>E2: Physical Activity:</td>
<td>1 unit</td>
</tr>
<tr>
<td>Dance 010, 020, 021, 040, 050, 051, 055, 062, 064; Physical Education 001, 008, 009, 010, 012, 013, 014, 017, 018, 020, 024, 030, 034, 038, 039, 040, 042, 046, 048, 050, 052, 053, 054, 055, 056; Adaptive Physical Education 030E, 041E, 042E, 056E</td>
<td></td>
</tr>
</tbody>
</table>

UNIT REQUIREMENT INFORMATION

| Graduation/Transfer Requirements | 40 |
| Major/Elective CSU Transferable | 20 |
| TOTAL | 60 |

COMPUTER SCIENCE

To transfer to San Jose State University we recommend that you:

1. Apply during the priority-filing period; before the end of November for the following fall semester and before the end of August for the following spring semester.
2. Complete a Transfer Admission Agreement (TAA) at SJCC (valid only for transfers beginning in a fall semester at SJSU).
3. Sign up for a workshop at SJSU conducted by the Undergraduate Computer Science Advisor. (Call the SJSU Mathematics and Computer Science Department at 408-924-5100.)

If you complete Mathematics 079, Linear Algebra, at SJCC, you are given content credit for this course by SJSU and have therefore satisfied the Linear Algebra requirement for the B.S. Degree in Computer Science. At SJSU, Linear Algebra is offered as an upper division course.

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:
Michael Divinia, Faculty Liaison for Computer Science Majors: (408) 298-2181 ext. 3998
Mathematics and Science Division: (408) 288-3716
San José City College Web site: www.sjcc.edu
## Major Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 070</td>
<td>Discrete Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 071</td>
<td>Calculus I with Analytic Geometry*</td>
<td>2</td>
</tr>
<tr>
<td>MATH 072</td>
<td>Calculus II with Analytic Geometry</td>
<td>5</td>
</tr>
<tr>
<td>MATH 073</td>
<td>Multivariable Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MATH 079</td>
<td>Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 082</td>
<td>Computer Programming</td>
<td>4</td>
</tr>
<tr>
<td>MATH 083</td>
<td>Data Structures &amp; Advanced Programming</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 004A</td>
<td>General Physics**</td>
<td>2</td>
</tr>
<tr>
<td>PHYS 004B</td>
<td>General Physics</td>
<td>5</td>
</tr>
</tbody>
</table>

### Total Units: 32

#### Physical Activity – Graduation Requirement

1 unit

#### General Education Pattern

39 units

### Total Units: 72

* Two units for MATH 071 are counted under major requirements and the remaining three units are counted in the GE Pattern (SJCC-GE Area B4 and CSU-GE Area B4, or IGETC Area 2).

** Two units for PHYS 004A are counted under major requirements and the remaining three units are counted in the GE Pattern (SJCC-GE Areas B1 & B3, and CSU-GE Areas B1 & B3, or IGETC Area 5A).

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## Construction Technology

Successful completion of this program prepares the student for entry into the construction trades, which require a technical skill and understanding of construction processes.

Students planning on transferring to a four-year school should complete the A.A. Degree, which includes the 39-unit general education sequence of courses. Specific four-year institutions may require additional courses in the major to fulfill lower division requirements. These additional courses may be taken at SJCC or at the institution granting the four-year degree. This degree may not transfer to all universities, and students need to inquire of the universities if they have a bachelor’s degree for their upper division course work.

### Careers in Construction Technology:

- Air Conditioning and Refrigeration
- Building Inspector
- Cabinet Making
- Carpenter
- Ceramic Tile Installer
- Concrete Construction
- Construction Management
- Contractor
- Drywall Installer, Taper and Texture
- Electrical Estimator
- Furniture Making
- Home Improvement Material Retail Sales
- Insulation Installer
- Millwrights
- Painting
- Plasterer
- Plumbing
- Residential Maintenance
- Roofing

A grade of “C” or better is required in the eight core Construction Technology classes (24 units). Construction Technology 106 and 109A must be taken at San José City College. Construction Technology students may also benefit from one or more of the following introductory courses in the related fields:

- Air Conditioning and Refrigeration Technology
- General Business
- Labor Studies
- Real Estate

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:

- Applied Science and Technology Division: (408) 288-3781
- San José City College Web site: www.sjcc.edu

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## Lower Division Preparation for Transfer

San José City College offers both an Associate of Arts Degree and an Associate of Science Degree. Students planning to transfer should follow the Associate of Arts Degree. The Associate of Arts General Major is designed for students seeking a broad, general course of study or who are undecided on a specific major. This major allows students the maximum opportunity to take transferable elective classes to explore various fields of study. The students following this major might find that upon transfer and selection of their major, that they are in Junior status in units, but a Freshman in the major. This difference in status will occur if a student does not complete the lower division major courses during their Freshman and Sophomore years. Whenever possible, students should follow a specific major.

San José City College major sheets showing the specific department and general education requirements for every major offered at San Jose State University are available in the Counseling Department. Students planning to transfer to San Jose State University can meet the lower division requirements at San José City College. In some cases, not all major related classes are available. The student should see a counselor for specific information.

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:

- Counseling Office: (408) 288-3750
- San José City College Web site: www.sjcc.edu

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## General Major

### Total Units: 66
**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Awareness course (CIS 041; CT 077)</td>
<td>3</td>
</tr>
<tr>
<td>Math 063 &amp; 063L, 082; Music 012A/B</td>
<td>15</td>
</tr>
<tr>
<td><strong>Area of Concentration</strong></td>
<td></td>
</tr>
<tr>
<td>Physical Activity - Graduation Requirement</td>
<td>1</td>
</tr>
<tr>
<td>Electives (Must be A.A. degree applicable.)</td>
<td>2</td>
</tr>
<tr>
<td>General Education Pattern</td>
<td>39</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>60</td>
</tr>
</tbody>
</table>

No course shall be used to meet more than one of the graduation requirements for general education, major, or electives. A grade of “C” or better is required in each major course.

**AREAS OF CONCENTRATION**

To satisfy the requirement in the chosen area of concentration a student must complete a minimum of 15 units in unduplicated courses offered in any of the following instructional fields with at least two CSU transferable courses totaling at least 6 units:

- Art
- Business
- Dance, Drama & Speech
- Child and Family Studies
- English/Humanities
- Ethnic Studies
- Foreign Language
- Mathematics
- Music
- Philosophy
- Photography
- Psychology
- Science: Life
- Science: Physical

**Areas of Concentration:**

Recommendation: Use the SJCC CAN Course List for identified and qualified courses available in the Counseling Office and online at www.CAN.org.

**ART**


**BUSINESS:**


**DANCE, DRAMA, SPEECH:**


**EARLY CHILDHOOD EDUCATION/FAMILY AND CONSUMER STUDIES:**


**ENGLISH:**


**ETHNIC STUDIES/SOCIAL SCIENCE:**


**FOREIGN LANGUAGE:**


**MATHEMATICS:**

- MATH: 021, 021L, 022, 025, 051, 052, 052L, 061, 063, 070, 071, 071L, 072, 072L, 073, 078, 079, 082, 083, 090.

**MUSIC:**


**PHILOSOPHY:**

- PHIL: 010, 011, 012, 051, 060, 065, 070.

**PHOTOGRAPHY:**


**PSYCHOLOGY:**

- PSYCH: 010, 012, 020, 060, 080, 088, 092, 096, 098, 099, 100.

**SCIENCE - LIFE:**


**SCIENCE - PHYSICAL:**


**LIFE STUDIES**

San José City College offers both an Associate of Arts Degree and an Associate of Science Degree. Students planning to transfer should follow this Associate of Arts Degree. This degree may not transfer to all universities, and students need to inquire of the universities if they have a bachelor’s degree for their upper division course work. This program is designed to provide students with the skills and knowledge required to assume leadership in organized labor and in community organizations.

**CAREERS IN:**

- Community Organizing
- Governmental Agencies Regulating Employment Relations
- Human Resource Management
- Labor Union Leadership
- Labor Management Mediation
- Labor Arbitration
- Union Organizing

**RELATED CAREERS:**

- Commercial Arbitration
- Conflict Resolution
- Employee Relations

**UNIVERSITIES MAJOR TRANSFERS TO:**

- San Francisco State University

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:

Labor Studies Department: (408) 288-3705

San José City College Web site: www.sjcc.edu
Awarded to students who satisfactorily complete the following courses with a grade of “C” or better and at least four courses at San José City College. A minimum of two Labor courses must be taken at SJCC.

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LABOR 020</td>
<td>Workers’ Rights</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 022</td>
<td>Negotiations and Dispute Resolutions</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 023</td>
<td>Labor in American Society</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 024</td>
<td>Leadership and Communication</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 025</td>
<td>Organizing and Politics</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 031</td>
<td>Survey of Contemp. Labor/Social Issues for Activist</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 098</td>
<td>Directed Study</td>
<td>2</td>
</tr>
<tr>
<td>LABOR 136</td>
<td>Work Experience</td>
<td>4</td>
</tr>
<tr>
<td><strong>Select 12 units from the following:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COM S 040</td>
<td>Introduction to Argumentation</td>
<td>3</td>
</tr>
<tr>
<td>ECON 010A</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>H ED 011</td>
<td>Dynamic Health Concepts</td>
<td>3</td>
</tr>
<tr>
<td>LABOR 015</td>
<td>Local Union and Community Leadership</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 012</td>
<td>Introduction to Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 011</td>
<td>Social Problems of the U.S.</td>
<td>3</td>
</tr>
<tr>
<td><strong>Select 3 units from the following:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 041</td>
<td>Intro to CIS (CAN BUS 6)</td>
<td>3</td>
</tr>
<tr>
<td>MATH 063</td>
<td>Elementary Statistics (CAN STAT 2)</td>
<td>3</td>
</tr>
<tr>
<td>PHYSICAL ACTIVITY – Graduation Requirement</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>GENERAL EDUCATION PATTERN</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>67</td>
</tr>
</tbody>
</table>

**LIBERAL STUDIES – Preparation for Elementary School Teaching Credential**

The Associate of Arts Liberal Studies Degree is offered for the student intending to transfer and obtain a Bachelors Degree leading toward the career of teaching. The program provides an excellent foundation in general education including the arts, sciences, humanities, and critical thinking. Students completing the degree will have completed the lower general education and will be able to have that series of courses certified at the time of transfer to San Jose State University. The major courses also further enhance the liberal studies emphasis for depth and breadth of study.

**GENERAL EDUCATION FOR THE LIBERAL STUDIES MAJOR**

**Area A:** Communication in the English Language and Critical Thinking –
- English 001A – English Composition (CAN ENGL 2)
- Communication Studies 020 – Oral Communication (CAN SPCH 4)
- English 001C – Critical Thinking/Composition

**Area B:** Physical Universe and Its Life Forms –
- Biology 021A – General Biology
- Chemistry 030A – Introduction to Chemistry (CAN CHEM 6)
- Math 052 – Mathematics for Elementary Education

**Area C:** Arts, Literature, Philosophy and Foreign Languages –
- Music 091A – Music Appreciation: Western Civilization (CAN MUS 12)
- English 001B – English Composition (CAN ENGL 4)
- Humanities 002 – Introduction to World Literature

**Area D:** Social, Political and Economic Institutions and Behavior –
- History 017A – History of the United States (CAN HIST SEQ B)
- History 017B – History of the United States (CAN HIST SEQ B)
- Cultural Pluralism/Ethnic Studies (select one) – Engr 033, 080, 082A, 082B; Eth 026, 027; Hist 009, 021, 024; SL 015; SSCI 020, 030, 031, 032, 040

**Area E:** Lifelong Understanding and Self-Development –
- Psychology 092 – Developmental Psychology
- Physical Education (2 units)

**Liberal Studies Major Requirements**
- Geography 011 – Introduction to Cultural Geography (CAN GEOG 4)
- Geology 010 – Physical Geology (CAN GEOL 2)
- Geology 010L – Physical Geology Lab (CAN GEOL 2)
- History 010A – Development of Western Culture (CAN HIST 2, SEQA)
- History 010B – Development of Western Culture (CAN SEQ A)
- Art 091 – Survey of Art History (CAN ART 2)
- Psychology 010 – General Psychology (CAN PSY 2)

**UNIVERSITY OF CALIFORNIA STUDIES**

Upon completing the following requirements, students will complete an Associate of Arts Transfer Degree and the UC IGETC Pattern, which enables students to transfer to the University of California (UC) system with all admissions and lower division general education requirements met.

This degree does not guarantee admission to any specific campus of the UC system, nor does it guarantee admission into a specific major. This degree requires completion of 60 UC transferable units, which includes an ethnic studies course and a physical activity course. A minimum grade of “C” or better is required in all courses and at least a 2.40 cumulative G.P.A is required for admissions.

For majors with fewer than 10 units, the balance may be met with the substitution of any UC transferable courses. The residency requirements mandate that a minimum of 12 units must be taken within the district and no less than 6 units taken at the college awarding the degree. All UC IGETC courses must be taken during the semester the course was approved for the UC, IGETC list.

**LOWER DIVISION MAJOR REQUIREMENTS**

A minimum of 10-19 units is required for the major. If a major has fewer than 10 units, any UC transferable courses may be substituted to meet the minimum requirements. Students may refer to an articulation agreement on ASSIST.org, a SJCC major sheet, or consult with a counselor for a specific UC campus lower division major preparation requirement.

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:
- Counseling Office: (408) 288-3750
- San José City College Web site: www.sjcc.edu
Chapter 6 — Associate of Arts Degrees

**Area 3: Arts and Humanities:** Three (3) courses required, one course from 3A and 3B; the 3rd course from either 3A or 3B. The Cultural Pluralism/Ethnic Studies Requirement, in **bold** print, can be completed in Area 3B or 4A.

**A:** Arts: 3 or 6 units: Art 091, 092; Drama 023, 027, 040; Humanities 001; Music 083, 089, 091, 095

**B:** Humanities: 3 or 6 units: English 001B, 002B, 033, 065, 073, 076A, 076B, 078, 083, 084A, 084B, 086A, 086B; French 002A, 002B, 017, 018; History 010A, 010B; Humanities 002; Japanese 002A, 002B; Philosophy 010, 012, 051, 065, 070; Sign Language 001B, 002A, 002B; Spanish 002A, 002B

**Area 4: Social & Behavioral Sciences:** 9

Three (3) courses are required, one course from 4A and two courses from 4B. A Cultural Pluralism/Ethnic Studies course, is required in this area if not completed in Area 3B.

**A:** Cultural Pluralism/Ethnic Studies Requirements: 3 units: Ethnic Studies 026, 027; History 009, 021; Sign Language 015; Social Science 020, 030, 032, 040

**B:** American Institutions: 6 units: Choose one of the two options

- Option I - History 017A and History 017B
- OR
- Option II - History 001 and Political Science 001

**Area 5: Physical and Biological Sciences:** 7-9

Select one Physical Science and one Biological Science course. One course must have a lab as part of the class. Laboratory courses are underlined.

**A:** Physical Science: Astronomy 010; Chemistry 001A, 015, 030A, 030B; Environmental Science 010; Geology 010, 010L, 011, 011L; Meteorology 010, Oceanography 010; Physics 002A, 003, 004A, 004B, 004C

**B:** Biological Science: Anatomy 001; Biology 001, 020, 021A, 061, 063, 064; Botany 062; Environmental Science 010; Oceanography 010

**Area 6: Foreign Language Requirement:** 0-5

Two (2) years of high school foreign language or Advanced Placement may be used to satisfy the UC System language requirement. Supporting Documents required.

**A:** Chinese 001A; French 001A, 015, 016; Japanese 001A; Sign Language 001A; Spanish 001A

**ADDITIONAL DEGREE REQUIREMENTS:** 4

Select one course from Group A and one course from Group B.

**A:** 3 units: Drama 011; Family and Consumer Studies 019, 050; Health Education 011; Psychology 012, 092, 096, 100

**B:** 1 unit: Dance 010, 011, 014, 020, 021, 024, 040, 050, 051, 055, 062, 063, 064, 065; Physical Education 001, 009, 010, 012, 013, 017, 018, 020, 024, 030, 031, 034, 038, 039, 040, 042, 046, 048, 050, 052, 053, 054, 055, 056; Adaptive Physical Education 030E, 041E, 042E, 055E

**UNIT REQUIREMENT INFORMATION**

- Graduation/Transfer Requirements 41-50
- Major/Electives UC Transferable 10-19
- **TOTAL** 60
Students who are planning to transfer from San José City College to another college or university should plan their program to include both general education requirements and the specific major field requirements of a specific college or university. Students should work closely with their counselor in order to make the most appropriate course choices. Careful planning will permit transfer with junior standing to a four-year institution after two years of full time study at San José City College. Lower division requirements vary considerably from college to college. With careful planning, students can avoid taking classes that do not meet their requirements. Students should consult the current catalog of the institution to which they intend to transfer. Catalogs of the major universities and colleges are available for reference use in the Library, the Career/Transfer Center in the Counseling Office, and in counselors’ offices.

**Transfer Admission Agreements (TAA)**

**Guaranteed Admissions**

San José City College and selected four-year colleges and universities have joined together to enhance the transfer process for students by developing Transfer Admission Agreements (TAA). Students are GUARANTEED admission to selected four-year colleges and universities by completing the requirements of the TAA.

Counselors are available to provide further assistance and additional information is available in the Career/Transfer Center.

**Admission to the University of California — All Campuses**

**Transfer Admission Requirements**

The University of California considers you a transfer applicant if you graduated from high school and enrolled in a regular session at another college or university. Students cannot disregard their college record and apply as a freshman.

If students plan to attend a California community college before applying to the University, they should take courses that are transferable, that satisfy University and college requirements, and that fulfill prerequisites in their major. The counselor can help students in their planning.

The University publishes a booklet especially for transfer applicants called “Answers for Transfers”. It is available in the Career/Transfer Center located in the Counseling Office.

Students who plan to transfer to the University of California should plan their program at San José City College to include required freshman and sophomore (lower division) courses of the University campus of their choice. Specific details regarding breadth and major requirements are outlined in the general catalog of each campus, in other publications of the University, or online at www.ASSIST.org.
University of California College Bulletins and other publications are available for reference use in the Library and the Career/Transfer Center in the Counseling Office. Students are encouraged to consult a counselor for help in the use of these materials to assure that their choice of courses at San José City College will fulfill both major and breadth requirements of the campus of their choice.

CALIFORNIA RESIDENTS

There are several ways to meet the University's minimum admission requirements for transfer students, as described below. The path you use depends on the degree to which you satisfied UC's minimum eligibility requirements for freshmen at the time you graduated from high school. In all cases, you must have at least a "C" (2.0) average in all transferable coursework.

The minimum requirements for freshmen are described in the individual campus catalogs. If you need assistance in determining whether you met the requirements, contact your Counselor or UC Admissions Office.

1. If you were eligible for admission to the University when you graduated from high school — meaning you satisfied the Subject, Scholarship and Examination requirements, or were identified by the University during your senior year in high school as eligible under the Eligibility in the Local Context (ELC) program — you are eligible to transfer if you have a "C" (2.0) average in your transferable coursework.

2. If you met the Scholarship Requirement but did not satisfy the Subject Requirement, you must take transferable college courses in the missing subjects, earning a "C" or better in each required course, and have an overall "C" average in all transferable coursework to be eligible to transfer.

3. If you were not eligible for admission to the University when you graduated from high school because you did not meet the Scholarship Requirement, you must:
   A. Complete 60 semester units of transferable college credit with a grade point average of at least 2.4 (no more than 14 semester units may be taken Pass/Not Pass), and;
   B. Complete the following course pattern:
      - two transferable college courses (3 semester units each) in mathematical concepts and quantitative reasoning, and;
      - one transferable college course (3 semester units each) in mathematical concepts and quantitative reasoning, and;
      - four transferable college courses (3 semester units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences.

(students who satisfy the intersegmental general education transfer curriculum, IGTC, prior to transferring to UC may satisfy option 3B of the transfer admission requirements.)

DEADLINES FOR COMPLETING COURSES REQUIRED FOR ADMISSION

Prospective transfer applicants planning to meet the University's minimum admission requirements using Option 3 above must satisfy certain aspects of the requirements by the end of the spring term preceding fall enrollment at some UC campuses. If the prior spring term is not specified, students are permitted to satisfy the requirement during the summer preceding fall enrollment, although they are strongly encouraged to complete the courses earlier. Contact the UC campus Admissions Office for information about course completion deadlines for applicants for the winter and spring terms.

TRANSFER GPA

In 2001, the average GPA of transfer students admitted to the University was 3.3. However, the average GPA varies widely by campus and by major. Consult with your counselor or a UC campus representative to learn about the GPA that may be required for admission to particular campuses and majors. The GPA is only one factor by which an applicant is evaluated. Other factors, such as course patterns, are also important.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) consists of a series of courses that community college students can use to satisfy lower-division general education requirements at a CSU or UC campus. Certification of IGETC will permit the student to transfer from the community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements.

The following courses have been approved by the Intersegmental Committee as fulfilling the IGETC requirements.

SAN JOSE CITY COLLEGE

IGETC: INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM 2003-2004

AREA 1 - ENGLISH COMMUNICATION: 9 UNITS

CSU - 3 courses required, one each from Group A, B and C. UC - 2 courses required, one each from Group A and B.

A: English Composition - English 001A
B: Critical Thinking - English 001C
C: Oral Communication (CSU requirement only) - Communication Studies 020, 040

AREA 2 - MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING: 3 UNITS

A: Math: Mathematics 021+, 025+, 061, 063+, 071+, 072, 073, 078, 079

AREA 3 - ARTS and HUMANITIES: 9 UNITS

At least 3 courses, with at least one course from the Arts and one course from the Humanities.

A: Arts: Art 091, 092; Drama 023, 027, 040; Humanities 001; Music 083, 089, 091, 095
B: Humanities: English 001B, 028, 033, 065, 073, 076A, 076B, 078, 083, 084A, 084B, 086A, 086B; French 002A, 002B, 017, 018; History 010A, 010B; Humanities 002; Japanese 002A, 002B; Philosophy 010, 012, 051, 065, 070; Sign Language 001B, 002A, 002B; Spanish 002A, 002B
CHAPTER 7 — Transfer to Four-Year Institutions

AREA 4 - SOCIAL and BEHAVIORAL SCIENCES: 9 UNITS
At least 3 courses from at least 2 disciplines or an interdisciplinary sequence.
A: Anthropology and Archaeology: Anthropology 062, 063
B: Economics: Economics 010A, 010B
C: Ethnic Studies: Social Science 027; History 009
D: Gender Studies: Ethnic Studies 026; History 009
E: Geography: Geography 010, 011
F: History: Ethnic Studies 027; History 001+*, 009, 017A+*, 017B+*, 021, 024
H: Political Science, Government & Legal Institutions: Political Science 001+*, 002, 004
I: Psychology: Psychology 010, 092, 096, 100
J: Sociology & Criminology: Journalism 010, Sign Language 015, Sociology 010, 011

AREA 5 - PHYSICAL and BIOLOGICAL SCIENCES: 7-9 UNITS
At least 2 courses, one Physical Science course and one Biological Science course; at least one must include a laboratory. Courses in BOLD contain a laboratory component.
A: Physical Science: Astronomy 010; Chemistry 001A+, 015+, 030A+, 030B+; Environmental Science 010*; Geology 010, 010L, 011, 011L; Meteorology 010; Oceanography 010*; Physics 002A+, 003, 004A+, 004B+
B: Biological Science: Anatomy 001; Biology 001+, 020, 021A+, 061, 063, 064; Botany 062; Environmental Science 010*; Oceanography 010*

AREA 6 - UC REQUIREMENT ONLY: 5 UNITS
LANGUAGES OTHER THAN ENGLISH:
Languages other than English: French 001A, 015, 016; Japanese 001A; Sign Language 001A; Spanish 001A

AREA 7 - CSU GRADUATION REQUIREMENT: 6 UNITS
U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS
(NOT PART OF IGETC; MAY BE COMPLETED PRIOR TO TRANSFER)
Option #1: History 017A+ and History 017B+
OR
Option #2: Political Science 001+ and History 001+

Note: A minimum grade of "C" or better is required in each course.
* Course is listed in more than one area but shall not be certified in more than one area.
+ Transfer credit is limited by either UC or CSU or both. Please consult with a counselor.

ADMISSION TO CALIFORNIA STATE UNIVERSITY SYSTEM

LOWER DIVISION TRANSFER REQUIREMENTS
You are eligible for admission with fewer than 56 transferable semester units (84 quarter units) if you:

• Have a college grade point average of 2.0 or better in all transferable college units attempted.
• You are in good standing at the last college or university attended, i.e., you are eligible to re-enroll.
• Meet the admission requirements for a first-time freshman or have successfully completed necessary courses to make up the deficiencies you had in high school if you did not complete the 15-unit pattern of college preparatory subjects.
• Meet the eligibility index required of a freshman.
• Some campuses may require completion of English composition and general education mathematics.
• Contact your campus of choice to determine whether there are limits on admission as lower division transfer. Students who completed college units before they graduated from high school or during the summer between high school graduation and CSU enrollment are considered first-time freshmen and must meet those admission requirements.

UPPER DIVISION TRANSFER REQUIREMENTS
You are eligible for admission with 56 or more transferable semester units (84 quarter units) if you:

• Have a college grade point average of 2.0 or better (2.4 for non-California residents) in all transferable college units attempted.
• You are in good standing at the last college or university attended, i.e., you are eligible to re-enroll.
• Have completed or will complete prior to transfer at least 30 semester units (45 quarter units) of courses equivalent to general education requirements with a grade of "C" or better. The 30 units must include all the general education requirements in communication in English language (English composition, oral communication, and critical thinking) and at least one course of at least 3 semester units (4 quarter units) required in college level mathematics.

GENERAL EDUCATION PATTERN FOR BACHELOR DEGREES AT THE CALIFORNIA STATE UNIVERSITIES

Effective September, 1969, the California State University System authorized the "Certification" or "Partial Certification" of General Education (Degree) Requirements in its 23 campus locations.Outlined below is the Certification Program developed by San José City College. Careful educational planning will enable students to complete not only the general education requirements for transfer, but also the general education required for the Associate Degree awarded by San José City College. Consult a counselor for assistance in correlating these requirements.

Students must complete a total of 39 units in the five categories listed below. A course used to satisfy a requirement in one area may not be used to satisfy a requirement in another area. Generally, courses used to satisfy major requirements may not be used to satisfy general education requirements.

"Certification" or "Partial Certification" may be requested on a Transcript request form available in the Admissions and Records Office.
CSU GENERAL EDUCATION BREADTH PATTERN 2003-2004

General Education Breadth agreements consist of those courses that a student can complete at a community college to satisfy the General Education Breadth requirements at a CSU campus. Some of these requirements are to be completed after transfer, but most of the 39 semester units are to be completed during the freshman and sophomore years. All of Area A and B4 must be completed prior to transferring.

Minimum Units

Area A: Communication in the English Language and Critical Thinking:
Select one course from each category. All Courses must be completed with a grade of "C" or better.
A2: Written Communication - English 001A
A3: Critical Thinking - English 001C; Philosophy 060; Communication Studies 040

Area B: Physical Universe and Its Life Forms:
Select one course from each category. One Physical or Life Science course must include a laboratory experience (underlined). Courses in area B4 must be completed with a grade of "C" or better.
B1: Physical Science - Astronomy 010; Chemistry 001A, 015, 030A, 030B; Environmental Science 010; Geology 010, 010L, 011L; Meteorology 010; Oceanography 010; Physics 002A, 003, 004A, 004B, 004C
B2: Life Science - Anatomy 001; Biology 001, 020, 021A, 061, 063, 064; Botany 062; Environmental Science 010
B3: Laboratory Activity - Students must select at least one laboratory experience course (see underlined courses in areas B1 and B2).
B4: Mathematics and Quantitative Reasoning - Mathematics 021, 022, 025, 051, 052, 061, 063, 070, 071, 072, 073, 078, 079

Area C: Arts, Literature, Philosophy and Foreign Languages:
Select one course from area C1, and one course from area C-2, and one additional course (different discipline) from either C1 or C2.
C1: Arts (Art, Dance, Music, Theatre) - Art 091, 092; Drama 013A, 023, 027, 040; Humanities 001; Music 083, 089, 091, 095, 099
C2: Humanities (Literature, Philosophy, Foreign Language) - Chinese 001A; English 001B, 028, 033, 065, 073, 076A, 076B, 078, 079, 085, 082A, 082B, 083, 084A, 084B, 086A, 086B; French 001A, 001B, 002A, 002B, 015, 016, 017, 018; Humanities 002; Japanese 001A, 001B, 002A, 002B; Philosophy 010, 011, 012, 051, 065, 070; Sign Language 001A, 001B, 002A, 002B; Spanish 001A, 001B, 002A, 002B

Area D: Social, Political and Economic Institutions and Behavior:
Select one course from D1 through D0. Students are expected to complete the American Institutions requirement in this section (course identified in section F1).
D1: Anthropology and Archaeology - Anthropology 062, 063; Social Science 020, 030, 040
D2: Economics - Economics 010A, 010B, 011
D3: Ethnic Studies - English 080, 082A, 082B; Ethnic Studies 026, 027; History 009, 021, 024; Social Science 020, 030, 031, 032, 040
D4: Gender Studies - English 033; Ethnic Studies 026; History 009
D5: Geography - Geography 010, 011
D6: History - Ethnic Studies 027; History 001, 009, 010A, 010B, 017A, 017B, 021, 024
D7: Interdisciplinary Social or Behavioral Science - Computer Information Systems 041; Family and Consumer Studies 070; Journalism 010; Labor Studies 015; Sign Language 015, 016
D8: Political Science, Government and Legal Institutions - Political Science 001, 002, 004
D9: Psychology - Family and Consumer Studies 070; Psychology 010, 012, 020, 060, 088, 092, 096, 099, 100
D0: Sociology and Criminology - Administration of Justice 010, 011, 014; Sociology 010, 011

Area F1: American Institutions - Select Option I or Option II in order to complete the American Institutions Requirement.
Option I - History 017A and History 017B
- OR -
Option II - History 001 and Political Science 001

Area E: Lifelong Understanding and Self-Development: 3 units minimum - Select one (a minimum of three units) course from Area I. Students may select one unit of credit for PE/Activity, Area II courses, in order to complete San José City College Graduation.
Area I - Drama 011; Family and Consumer Studies 019, 050; Health Education 011; Psychology 020, 060, 080, 088, 096, 100
Area II - Activity Courses: Dance 010, 020, 021, 040, 050, 051, 055, 062, 064; Physical Education 001, 008, 009, 010, 012, 013, 014, 017, 018, 020, 024, 030, 034, 038, 039, 040, 042, 046, 048, 052, 055, 056, 098; Adaptive Physical Education 030E, 041E, 042E, 056E

Note:
Baccalaureate level courses are those that transfer to the California State University (C.S.U.). For a complete list of baccalaureate level courses, see your counselor or visit the Career/Transfer Center.
San José City College participates in the CAN System. This system uses a common number to identify some of the transferable lower division, introductory courses commonly taught within each academic discipline at California college campuses. The system assures students that CAN courses on one participating campus will be accepted "in lieu of" the comparable CAN courses on another participating campus. For example, CAN AJ 2 on one campus will be accepted for CAN AJ 2 on another participating campus, while each campus retains its own course number.

The CAN designator is included in the course description chapter of this catalog. A list of participating colleges and their qualified courses is available at the CAN Web Page www.cansystem.org. Counselors are also available to assist students.

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<tr>
<td>CAN MATH 20</td>
<td>MATH 72:</td>
<td>Calculus II with Analytic Geometry</td>
</tr>
<tr>
<td>CAN MATH 22</td>
<td>MATH 73:</td>
<td>Intermediate Calculus</td>
</tr>
</tbody>
</table>
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

Scholastic Standards

HONORS LISTS

Placement on an Honors List recognizes the student’s academic achievement during the previous semester.

To be eligible for any Honors List, the student must have earned at least 6 units of grades “A”, “B”, “C”, or “D” within the semester. Optional “CR” and “NC” grades will exclude a student from any of the Honors Lists; however, the optional “CR” and “NC” can be converted to its corresponding letter grade, at which time the GPA will be recalculated and appropriate academic honors awarded. Mandatory “CR” grades will not exclude a student from any of the Honors Lists, as long as the student has earned at least 6 units of grades “A”, “B”, “C”, or “D” within the semester.

Dean’s List

To be eligible, the student must earn between a 3.5 and a 3.99 grade point average.

President’s List

To be eligible, the student must earn an A 4.0 grade point average.

HONORS AT GRADUATION

Graduation with Honors is granted to graduating students who earn an overall grade point average of between 3.5 and 3.99 in all units attempted from all accredited post secondary institutions.

To be eligible for Honors at graduation, a student must convert all optional credit/no-credit grades to the earned letter grade.

PROBATION AND DISMISSAL PROCEDURES

The probation procedure serves to inform the student that his/her academic performance is below minimum college standards. The combined probation and dismissal procedure is intended to encourage the student to take steps necessary for improvement, and those steps may include a reassessment of educational, vocational and personal goals. The dismissal procedure allows the student the opportunity to justify his/her continued enrollment through a plan of action which is judged by a counselor as enabling the student to meet the minimum academic standards during the next semester of enrollment.

Academic Probation

A student who has attempted at least 12 semester units of letter grades (A, B, C, D and F) shall be placed on Academic Probation if the student has earned a cumulative grade point average below 2.0.
Progress Probation

A student who has enrolled in a total of at least 12 semester units, as shown by the Permanent Record, shall be placed on Progress Probation when the percentage of all units in which a student has enrolled and for which entries of “I”, “W”, and “NC” are recorded reaches or exceeds fifty percent (50%).

Continuing Probation

Students on Probation (Academic or Progress) will be placed on “Continuing Probation” for the next subsequent semester of enrollment if they have not earned the required grade point average necessary to be removed from Academic Probation, or have not received less than 50% of all accumulative grades in “I”, “W”, or “NC” to be removed from Progress Probation.

Academic Dismissal

A student who is on continuing Academic Probation shall be dismissed from the District when the student earns in letter grade classes (A, B, C, D and F) an accumulative grade point average of less than 2.0 in the next two subsequent term of enrollment. (District Policy 6050.402)

Progress Dismissal

A student who is on continuing Progress Probation shall be dismissed if at the end of the second subsequent term of enrollment the percentage of units in which the student has been enrolled and for which entries of “I”, “W”, and “NC” are recorded reaches or exceeds fifty percent (50%).

Clearing Probation or Dismissal

Students may clear Academic Probation or Dismissal when the students accumulated grade point average is 2.0 or higher. A student may clear Progress Probation or Dismissal by receiving less than 50% of all accumulative grades in “I”, “W”, or “NC”.

Readmission after Dismissal

A student must petition for readmission following Dismissal. The petition must contain (1) an explanation of the situation which resulted in dismissal, (2) a plan for future success, and (3) a proposed list of classes for the coming semester. The student has the burden to clearly justify readmission.

Students who are dismissed will have their Petitions for Readmission evaluated by a counselor. The counselor will carefully review the petition and possibly recommend changes in the plan for success or the list of classes. The counselor may also require that a semester or more intervene before readmission.

Petitions that are approved are good for one semester only.

Dismissal contracts are available in the Counseling Office.

Students who are readmitted will continue to be on dismissal status if their performance does not meet minimum academic standards as outlined in the previous section on probation.

ACADEMIC RENEWAL

It is the policy of the San Jose/Evergreen Community College District to grant Academic Renewal in the following ways:

Academic Renewal by Repetition

Students may repeat any course one time in which they have received a “D” or “F” grade at this or another institution.

If the course is taken and repeated at San José City College, students, by petition, may request that the highest grade attained be used in the computation of their grade point average. The change is posted on the San José City College permanent record card. Students’ transcripts shall show the grades for all courses taken.

If the course is initially taken at another institution, but repeated at San José City College, students, by petition, may request to use the highest grade attained at the time of graduation. The change is not posted on the San José City College permanent record card.

No student may repeat a course in which a final grade of “C” or “CR” or better has been received unless the catalog entry with the course title indicates that credit may be earned more than once.

ACADEMIC LEAVE

Academic Leave is intended to provide students an opportunity to pursue activities related to their academic program which would not be possible while otherwise enrolled.

Academic Leave is also intended for students who, for personal or medical reasons beyond their control, must have a break in attendance.

The application for Academic Leave must state clearly the basis for the requested leave and the duration of the leave. If the leave is for academic related reasons, that relationship must be clearly stated. Leave for personal or medical reasons must be substantiated by submitting additional appropriate documentation with the application. The College President or his designee approves academic leave.

Leave may be granted for two consecutive semesters for a maximum of three semesters. Extensions may be granted in extreme hardship.

Applications for Academic Leave must be submitted to the Graduation Appeals Committee no later than the end of the third week of a term. When conditions exist that a student could not reasonably submit the application before the end of the third week, a petition to the Graduation Appeals Committee may be considered.

Upon approval of the application for Academic Leave, the student’s transcripts at the college will be appropriately annotated to reflect the leave for the granted period.

TRANSCRIPTS

A student who plans to transfer to another college should complete a Request for Transcript and file it with the Office of Admissions and Records. The college will forward, without charge, two transcripts at the request of the student. After the first two, a charge for each transcript will be made.
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

AUDITING (ATTENDING CLASSES; NOT OFFICIALLY REGISTERED.)

Auditing of classes is not permitted. All students must be registered and all fees paid prior to attending any classes.

REPEATING COURSES

No students may repeat for credit any course in which they have already received a final grade of C or above unless the catalog entry with the course title indicates that credit may be earned for repeating the course or in the following circumstances.

A course may be repeated once for credit if:

• The student is repeating the course to alleviate sub-standard work which has been recorded in the student’s record. (Title 5, 58161)
• There has been a significant lapse of time since the student previously took the course (over 3 years). (Title 5, 58161)
• The student is currently enrolled in the course, but is failing. (Title 5, 58161, 1b-extenuating circumstances).
• The student dropped the course for extenuating circumstances. (Title 5, 58161, 1b)

"A student is not limited to the number of times he or she can take a course if it is a "legally mandated training requirement as a condition of continued paid or volunteer employment." A student may take these courses any number of times.

Per Title 5 section 58161

DUPLICATE COURSE REGISTRATION

Unless otherwise noted, students may register and receive credit only once for any course within the same semester, regardless of whether the course is repeatable or not.

ATTENDANCE

Satisfactory attendance, like successful scholarship, is the responsibility of the individual student. Excessive absences may cause disqualification from class with the likelihood that a failing grade for the course will be received.

DROPPING CLASSES

A student may withdraw from a class by using the STARReg System to drop a class. Each student is ultimately responsible for dropping the class or classes and informing each instructor. The following rules apply to withdrawing from class:

A student who officially withdraws from a class during the first four weeks or 30% of a term, whichever is less, will not receive a grade or any notation on the student’s permanent record card.

Withdrawal between the end of the fourth week and the last day of the fourteenth week or 75% of a term, whichever is less, shall be recorded as a “W” on the student’s permanent record.

The permanent record of a student who withdraws after the end of the fourteenth week or 75% of a term, whichever is less, must reflect a grade other than a “W”.

FAILURE TO CLEAR OBLIGATIONS

A student leaving the College is responsible for the clearance of all obligations at the College. The District will deny a student who does not clear all obligations at the college further service.

ACADEMIC TERMINOLOGY

LETTER GRADERS

Grade A — Distinguished

The student has mastered the content of the course, is able to apply information learned to new situations, and is able to relate it to other knowledge.

The student consistently distinguishes self in examinations, reports, projects, and class participation.

The student shows independent thinking in assignments and class discussion.

Work is consistently in proper form, shows evidence of careful research, and is submitted punctually.

Where achievement in the course involves development of hand or body skills, the student consistently demonstrates superior skills, ability, and performance.

The student complies with class attendance regulations.

In optional credit/no credit courses the grade of “A” converts to “CR”.

Grade B — Above Average

The student consistently shows mastery of the course content and usually is able to apply it to new situations or to relate it to other knowledge.

The student is consistently above average in examinations, reports, projects, and class participation.

Work is in proper form, shows evidence of research, and is submitted punctually.

Where achievement in the course involves development of hand or body skills, the student consistently demonstrates above average skills, ability, and performance.

The student complies with class attendance regulations.

In optional credit/no credit courses the grade of “B” converts to CR.

Grade C — Average

The student shows evidence of a reasonable comprehension of the subject matter of the course and has an average mastery of the content. The student’s competence in the content is sufficient to indicate progression to the next course in the same field.

Assignments are completed in good form and on time.

If the subject carries transfer credit, the student has indicated sufficient competence in the content to continue in the subject field upon transfer.

The student consistently makes average scores on examinations, projects, and reports.

Where achievement in the course involves development of hand or body skills, the student consistently demonstrates average skills, ability, and performance.

In optional credit/no credit courses the grade of “C” converts to CR.
Grade D — Below Average Minimum Passing

The student falls below the average in examinations, projects and reports, and shows substandard competence in the assigned subject matters of the course, indicating probable difficulty completing the next course in the same field.

Assignments are completed in imperfect form, late, or of inconsistent quality.

Where achievement in the course involves development of hand or body skills, the student consistently demonstrates usable, but below-average skills, ability, and performance.

Grade “D” may permit passing to the next course depending upon course and discipline prerequisites.

The student complies with class attendance regulations.

In optional Credit/No Credit courses the grade of “D” converts to NC.

Grade F — Failing Grade No Credit Earned

The student makes unsatisfactory grades in examinations, projects, and reports.

The student does not show evidence of competence in the subject matter.

Assignments may be omitted or are incomplete. Where achievement in the course involves development of hand or body skills, the student consistently demonstrates unsatisfactory skills, ability, and performance.

The student does not comply with class attendance regulations.

The “F” grade is used in computing the standards of Probation and Dismissal.

In optional credit/no credit courses the grade of “F” converts to NC.

Grade CR — Passing, Credit Earned

Grade CR is offered for two purposes: (1) to provide an opportunity for students to pursue areas outside their fields of major interest and to encourage general education, and/or (2) to indicate a successful completion of developmental courses.

(Optional) Grade CR can be converted to an A, B, or C. (“D” and “F” grades convert to “NC.”)

(Mandatory) Grade CR may be used to progress to the next higher level in designated developmental courses.

Grade NC — Less than Satisfactory, No Credit Earned

Grade NC is used in Credit/No Credit classes only.

The student makes unsatisfactory grades in examinations, projects, and reports.

The student does not show evidence of competence in the subject matter.

Assignments may be omitted or are incomplete.

Where achievement in the course involves development of hand or body skills, the student consistently demonstrates unsatisfactory skills, ability, and performance.

The student does not comply with class attendance regulations.

In optional Credit/No Credit classes “D” and “F” grades convert to “NC.”

The “NC” grade is used in computing Progress Probation or Dismissal.

Symbol W — Withdrawal

A student withdraws from a course or the College before the end of the 14th week of the semester (or 75% of the term, whichever is less).

The Permanent Record Card of a student who remains in class beyond the time limit must reflect a grade other than “W” (unless there are extenuating circumstances).

No notation (“W” or other) shall be made on the Permanent Record of the student who withdraws from a course or the College during the first four weeks or 30% of a term, whichever is less.

Withdrawal between the end of the fourth week and the 14th week or 75% of the term of instruction shall be recorded as a “W” on the student’s Permanent Record.

Withdrawal after the end of the 14th week (or 75% of the term, whichever is less) in extenuating circumstances, as determined by the instructor(s) or appropriate faculty, will be recorded as a “W”. Extenuating circumstances are defined as verifiable cases of accident, illness, or other circumstances beyond the control of the student.

“W” shall not be used in calculating grade point averages, but excessive “W’s” shall be used in calculation of Progress Probation and Dismissal.

Symbol I — Incomplete

Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in a temporary “I” symbol being entered in the student’s record.

The “I” may be given only upon agreement between the student and the instructor.

The instructor in a written record shall state the condition for removal of the “I”. This record shall contain the conditions for removal of the “I” and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the Office of Admissions and Records until the “I” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The “I” may be made up no later than one year following the end of the term in which it was assigned.

The student may not clear the Incomplete by reenrolling in the course.

The symbol of “I” is assigned no grade points in computing the grade point average.

The “I” is used in calculating Progress Probation and Dismissal.
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

Symbol IP — In Progress

The "IP" symbol shall be used to denote that the class extends beyond the normal end of the academic term. It indicates that work is "in progress," but that assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student’s record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages.

"IP" may be assigned only by the Office of Admissions and Records.

Symbol RD — Report Delayed

The "RD" symbol may be assigned by the Office of Admissions and Records only. It is to be used when there is a delay in reporting the grade.

UNITS

A unit is defined as the course credit granted for three hours per week of student lecture-recitation, study, laboratory, seminar or other approved course activity throughout a semester. Thus, one unit of credit is usually granted for any combination of approved course activities that require three hours per week of the student’s time.

Courses requiring fewer than three hours of a student’s time indicate a course value of less than one unit. Credit granted for courses of less than one semester in length is proportionate to that granted on a semester basis.

For practical purposes, the following terms are synonymous: unit, semester unit, semester hour, credit, and credit hour.

GRADE-POINT AVERAGES

The Office of Admissions and Records issues final grades officially at the end of each semester. Letter grades are assigned grade points according to the following system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>0</td>
</tr>
</tbody>
</table>

For any combination of approved course activities that require three hours per week of the student’s time.

Units for courses with grades of "W", "CR", "I", "NC", "IP", or "RD" do not affect the grade point average.

Grade-point average is computed by the following formula:

\[
\text{Grade-point avg.} = \frac{\text{Total grade points earned}}{\text{Total semester units attempted}}
\]

OPTIONAL CREDIT/NO-CREDIT GRADING

To provide the opportunity for students to pursue studies beyond their field of major interest and to encourage general education, specified courses may be taken with a credit/no-credit grade assigned ("CR" or "NC").

Courses which may be taken for an optional credit no-credit grade are identified in the class schedule each semester by a plus sign (+) in the credit column.

Students must declare their intention to receive a letter grade or a credit/no-credit grade by the end of the fifth week of semester-length courses, or before the end of the first 30% of the course, whichever is less.

Upon completion of the semester, for the optional credit/no-credit grade, the student may request a change of grade from "CR" or "NC" to the letter grade earned by applying to the Office of Admissions and Records.

Credit earned on a credit/no-credit basis may be counted toward satisfactory completion of an Associate in Arts degree, but is not used in computing either the grade point average or honors.

STUDENT RECORDS

All official school records are maintained in the Office of Admissions and Records under the custody of the Director of that office. These records consist of a complete listing of all course work attempted at the College (Permanent Record): placement test scores, a transcript from other schools and colleges, Application forms and supporting documents and Change of Record forms. Each college instructor’s complete roll book is also kept on file, along with the record of grades for students in the class. The College maintains no other official record.

Student Access to Records

Any student may review the contents of his/her file by contacting either a counselor or the Office of Admissions and Records during regular working hours. Only the records which pertain directly to that student may be reviewed. A student may challenge the contents and accuracy of the records, by a written request for a review of the records with the Director of Admissions and Records. All such requests will be honored within 15 calendar days.

DESCRIPTION OF COURSES

COURSE PREREQUISITES AND COREQUISITES

Definitions: "Prerequisite" means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

"Corequisite" means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

Location: Pre- and Corequisites are listed under each course in the schedule and catalog.
**Challenge:** A prerequisite or Corequisite may be challenged for any of the following reasons:

- The adopted district process did not establish the prerequisite
- The prerequisite was established in violation of Title 5
- The prerequisite is discriminatory or applied in a discriminatory manner
- The student has the knowledge or ability to succeed despite not meeting the prerequisite
- The student will be delayed because the prerequisite course has not been made reasonably available

**Verification of Equivalency:** A student who believes that he/she has completed the prerequisite(s) or corequisite(s) for a course as listed in the Schedule of Classes or catalog based on previous coursework at another institution should do the following:

- Make an appointment to see a college counselor
- Bring transcripts or other evidence of meeting the course prerequisite

**Challenge Process:** A student who believes that he/she has completed the prerequisite(s) or corequisite(s) for a course as listed in the Schedule of Classes or catalog for any of these reasons should do the following:

- Pick up a prerequisite challenge form at the Office of Admissions and Records or the Counseling Office, complete the required information
- Make an appointment to see a counselor to help the student review his/her experience and guide him/her in the challenge process. If the counselor cannot make a determination about his/her experience, the counselor will refer the student to the instructional dean who supervises the area in which the student wish to take the course
- If there are any unresolved issues after the student meet with the instructional dean, the student may present his/her case to the the Dean of Counseling and Matriculation

**Space Available:** If space is available in a course when a student files a challenge to a prerequisite or corequisite, the college will reserve a seat for the student and allow that student to enroll in the course if the challenge is successful.

When no space is available in the course when a challenge is filed and the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for the subsequent term.

**ADVISORIES ON RECOMMENDED PREPARATION (ADVISORY LEVELS)**

**Definition:** “Advisory on 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.

Advisory Levels are typically met through completion of reading, writing, or math courses listed in the schedule of classes and catalog. Although these levels are advisory rather than mandatory, students are very strongly encouraged to adhere to them and to follow the advice of their counselors related to the advisory levels.

**Location:** Advisory Levels are listed under each course in the schedule and catalog.

**Definitions of Advisory Reading, Writing, and Math Levels**

**ADVISORY READ LEVEL 1:** having the ability to find stated and implied main ideas in simple passages; understand important details; comprehend the use of new vocabulary in textbook reading passages; utilize textbook reading strategies, and understand what it means to read critically.

**List of courses that will provide students this skill level:**

- English 350 (6 units) or or ESL (322 & 323 & 324): "C" or "CR" grade required in all of these courses or placement based on assessment

**ADVISORY READ LEVEL 2:** having the ability to find the stated and main idea in simple and complex passages; summarize information; sequence information in complicated texts, engage in inferential analysis of college reading materials; use study techniques for college textbooks; and use note taking systems.

**List of courses that will provide students this skill level:**

- Reading 301 or ESL 302: "C" or "CR" grade required in all of these courses or placement based on assessment

**ADVISORY READ LEVEL 3:** having the ability to identify the thesis statement in college materials; understand and identify main ideas and supporting details; recognize and identify organizational patterns; make complex inferences; summarize and paraphrase information; separate fact from opinion; recognize connotation and denotation; detect bias; recognize errors in reasoning; use a college level vocabulary; use rate flexibility in reading a wide range of college materials; and to use range of other college level reading skills.

**List of courses that will provide students this skill level:**

- Reading 101 or ESL 091: "C" or "CR" grade required in all of these courses or placement based on assessment

**ADVISORY WRITE LEVEL 2:** having the ability to write simple, compound, and complex sentences; develop a written paragraph; and to use correct grammar and spelling.

**List of courses that will provide students this skill level:**

- English 335 (4 units): C or CR grade required in all of these courses or placement based on assessment
ADVISORY WRITE LEVEL 3: having the ability to write a well-organized five-paragraph essay; use rhetorical modes and methods of organization; write paragraphs with unity and coherence; and use the basic mechanical skills and syntactical arrangements in writing paragraphs.

List of courses that will provide students this skill level:
- English 092 or English 092S (3 units) or ESL 091 (6 units): C or CR grade required in all of these courses or placement based on assessment

ADVISORY WRITE LEVEL 4: having the ability to write a well organized paragraph essay in support of a clearly stated thesis; apply an analytical understanding of college level text; use basic research skills; apply critical thinking skills; and recognize audience, purpose and tone.

List of courses that will provide students this skill level:
- English 001A: C grade required

ADVISORY MATH LEVEL 1: Arithmetic skills including fractions, decimals, and percents

List of courses that will provide students this skill level:
- 3 units of Math 310 with a CR grade or higher
- Bus 001 or 060 or
- Elect 62 or 120A or 120B or 121 or 121C or 122 or 2 units of Elect 320 or
- Acctg 101
- Math 011A or 011R or 011S and courses in other disciplines requiring arithmetic skills

ADVISORY MATH LEVEL 2: Algebra I skills

List of courses that will provide students this skill level:
- Math 011A or 011R or 011S, with C grades or higher or
- Bus 060 or
- Elect 062 or 120B or 122 or 122C

ADVISORY MATH LEVEL 3: Intermediate Algebra

List of courses that will provide students this skill level:
- Math 013, with a C grade or higher or
- Bus 060 or
- Elect 062 or 122

ADVISORY MATH LEVEL 4: Advanced Algebra and Trigonometry (sometimes called precalculus)

List of courses that will provide students this skill level:
- Math 025 or (021 and 022), all with a C grade or higher

ADVISORY MATH LEVEL 5: First semester calculus

List of courses that will provide students this skill level:
- Math 071, both with a C grade or higher

ADVISORY MATH LEVEL 6: Second semester calculus

List of courses that will provide students this skill level:
- Math 072, both with a C grade or higher

ADVISORY MATH LEVEL 7: Multivariable Calculus or Differential Equations or Linear Algebra

List of courses that will provide students this skill level:
- Math 073 or 078 or 079, all with a C grade or higher

Math levels are advisory only for courses outside of the math discipline

OPEN CURRICULUM

Open Curriculum classes have a class that has no prerequisites of any kind. However, some courses such as English 321 and Math 310 may require that placement test results be on file prior to the first day of class. Classes such as this with an additional requirement are marked with an * after the words “open curriculum.”

A course may not be repeated for credit unless this is stated at the end of the course description. A counselor may require the student to obtain the instructor’s written consent before programming, if a course is to be repeated for credit.

TRANSFER VALUE

The San José City College Counseling Staff maintains current information on transfer programs (and/or course equivalent lists) to neighboring four-year institutions.

College catalogs are available in the College Library, Career Center, and in the Counseling Office.

California State universities will not give credit for 300 series courses in this catalog, or for courses numbered in the 200 series. Any other course may be offered for free elective credit upon transfer, but credit will be allowed at state colleges for graduation to the extent that free electives are available in the course pattern for the major selected by the student.

A student who plans to transfer to a state university should consult a counselor about the transfer value of courses that may be offered as free electives.

ABBREVIATIONS AND SYMBOLS

Kind of Grading
- L = Letter Grade Only
- K = Mandatory Credit/No Credit
- O = Optional Credit/No Credit
- N = Non-Graded
- E = Credit by Exam

Transfer Status
- CSU = meets baccalaureate criteria for the California State University system
- UC = accepted by the University of California system
- UC+ = University of California will accept 6 total units of the courses with some stipulations

Degree Applicability
- A.A. = applies to the Associate of Arts Degree
- A.S. = applies to the Associate of Science Degree
- NAA = offered for credit but does not apply to the A.A. or A.S. Degree
- NC = No Credit courses
- DistrictGE = meets criteria for district General Education
- CSU GE = meets criteria for California State University General Education
- IGETC = meets criteria for Intersegmental General Education Transfer Curriculum (applicable to both the California State University system and the University of California system)
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ACCOUNTING

ACCTG-020 - Financial Accounting Units: 4
This introductory course is designed for transfer students in business, information systems, and/or accounting. Topics include the accounting cycle, preparation and analysis of financial statements, internal control, depreciation, inventories, receivables, liabilities, shareholders’ equity, and accounting as a decision-making tool.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L
Prerequisite: ACCTG 020 with C or better
Corequisite: ACCTG 200

Recommended: Knowledge of Computerized Spreadsheets such as Excel.

ACCTG-021 - Managerial Accounting Units: 4
This transfer course introduces students to managerial decision making using accounting information. Topics include knowledge and preparation of the master budget; cost-volume-profit relationships; contribution margin approach to decision making; cost behavior analysis; job order and process costing; activity-based costing and just-in-time manufacturing; standard costs; responsibility accounting; cost performance reporting; special business decisions, incremental analysis and break-even analysis; pricing under absorption and variable costing; Statement of Cash Flows; and financial statement analysis.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L
Prerequisite: ACCTG 020 with C or better
Corequisite: ACCTG 200

Recommended: Knowledge of Computerized Spreadsheets such as Excel.

ACCTG-030 - Computerized Accounting Units: 3
This course is intended for students desiring knowledge of computerized accounting principles; it employs the 'hands on' approach with user-friendly software. This course will provide an overview of the impact of the computer on accounting procedures and identifies some of the major differences between manual and computerized accounting systems on an IBM PC microcomputer system.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: O
Prerequisite: ACCTG 101 or ACCTG 020
Corequisite: ACCTG 200

ACCTG-062 - Cost Accounting Units: 4
This course provides students with cost accounting principles; including essentials of job order, process cost, and standard cost accounting systems. The central focus of the course is how cost accounting helps managers make better decisions for planning, controlling, and profitability analysis in a business environment as well as cost considerations for production, pricing, and customers. Topics covered in this course are of significant value in personal financial management as well.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L
Prerequisite: ACCTG 021 with C or better
CAN: None
Advisory Level: Read: 2 Write: 2 Math: 2

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ACCTG-063 - Intermediate Accounting Units: 4
This course emphasizes the measurement techniques and disclosure requirements under current Generally Accepted Accounting Principles for the Statement of Financial Position, Income Statement, the Statement of Cash Flows, the Retained Earnings Statement, and the Statement of Comprehensice Income. In depth study of investments in securities, both equity and debt, inventories, operational assets, liabilities, capital structure, and revenue recognition methods will prepare the student with the knowledge of accounting theory and practical application to perform the duties on an entry-level position such as an accountant, loan officer, or similar position.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L
Prerequisite: ACCTG 021 with C or better
CAN: None
Advisory Level: Read: 2 Write: 2 Math: 2

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ACCTG-097 - Accounting for Income Taxes Units: 3
This course is an introduction to Federal Individual Income Taxation with emphasis on statutory materials, principles, procedures and terminology. Special attention is made to tax problems encountered by individual taxpayers and the basic concepts of gross income, exclusions, adjusted gross income, deductions, exemptions and tax credits. Tax-avoiding and tax planning techniques will be explored. Other tax entities, like corporations, partnerships and fiduciaries will be covered. Issues of gift and estate taxation will also be discussed. A comparative analysis of California tax law will be provided.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
CAN: None
Advisory Level: Read: 2 Write: 2 Math: 1

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ACCTG-098 - Directed Study in Accounting Units: 0.5-9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: 1.8 Lab Hours: 1.5-27 Repeatable: 17 Grading: O
Recommended: 3 units of MATH 310 with CR or placement based on assessment.
CAN: None
Advisory Level: Read: 2 Write: 2 Math: 1

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
ACCTG-101 - Bookkeeping for Small Business

An introduction to accounting principles and procedure that apply to the operations of a small business. The material is presented through lecture and simulation activities and may include microcomputer and/or WebCT Applications for discussion groups and general information. Transactions are analyzed and processed, financial statements are developed, and records are adjusted and closed for a complete accounting cycle for service and merchandising businesses. This course prepares students for positions as accounting assistants or entry level bookkeepers.

Lecture Hours: 3 Lab Hours: 1 Repeatable: No Grading: O
Corequisite: None
Advisory Level: Read: 2 Write: 2 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ACCTG-136 - Accounting Occupational Work Experience-Parallel Plan

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3-12 Repeatable: 15 Grading: O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or; 2) During a summer session, be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ACCTG-138 - Accounting Occupational Work Experience-Alternate Plan

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3-24 Repeatable: 15 Grading: O
Corequisite: 1) Need not be enrolled in any other class during the semester besides Work Experience. 2) May be enrolled in at least one other class in addition to Work Experience. 3) Must be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ACCTG-200 - Accounting Supervised Skills Lab

Supplemental practice and/or instruction is offered students in a specific discipline. Projects are assigned in courses of concurrent enrollment. General consultation and supervision are provided by the faculty members in charge.

Lecture Hours: None Lab Hours: None Repeatable: 19 Grading: N
Corequisite: ACCTG 020 or ACCTG 021 or ACCTG 030 or ACCTG 101

CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NC
CSU GE: None District GE: None IGETC: None

APE-030E - Adapted Physical Education - Adapted Fitness For Life

This course is designed for students with disabilities who are unable to participate in regular physical education due to their disability and functional limitations. Students will learn physical fitness and wellness exercises and concepts. Students will learn individual and group fitness exercise programs that will enhance muscular strength, flexibility, and endurance.

Lecture Hours: None Lab Hours: 2-3 Repeatable: 7 Grading: O
Open Curriculum: No prerequisite, corequisite or levels

CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: E2 IGETC: None

APE-041E - Adapted Physical Education - Adapted Motor Skill Development

This course is designed for students with disabilities who are unable to participate in regular physical education due to their disability and functional limitations. Students with disabilities will learn how to improve motor development skills, balance, mat exercises, and gait training skills.

Lecture Hours: None Lab Hours: 2-3 Repeatable: 7 Grading: O
Open Curriculum: No prerequisite, corequisite or levels

CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: E2 IGETC: None

APE-042E - Adapted Physical Education - Adapted Aquatics

This course is designed for students with disabilities who are unable to participate in regular physical education swim class due to their disability and functional limitations. Students will learn aquatic exercises and learn swim strokes adapted to their disability. Students will learn proper breathing mechanics, treading water, and water safety techniques.

Lecture Hours: None Lab Hours: 2-3 Repeatable: 7 Grading: O
Open Curriculum: No prerequisite, corequisite or levels

CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: E2 IGETC: None

APE-040E - Adapted Physical Education - Adapted Mobility Development

This course is designed for students with disabilities who are unable to participate in regular physical education due to their disability and functional limitations. Students with disabilities will learn how to improve mobility skills, balance, and posture.

Lecture Hours: None Lab Hours: 2-3 Repeatable: 7 Grading: O
Open Curriculum: No prerequisite, corequisite or levels

CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: E2 IGETC: None
APE-056E - Adapted Physical Education - Adapted Weight Training

This course is designed for students with disabilities who are unable to participate in regular physical education Weight Training due to their disability and functional limitations. Students will learn proper Weight Training Techniques and Concepts. Students will learn their Student Education Contract Goals (S.E.C.) that will enhance muscular strength, flexibility, and endurance. Students with disabilities will learn how to perform progressive resistive exercises. Students will learn how to utilize nautilus and universal machineries in the fitness center.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

CAN: None

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: D  IGETC: None

AJ-010 - Introduction to Administration

This course covers the history and philosophy of administration of justice as it evolved throughout the world. It involves in-depth study of the American system and the various sub-systems; study of the roles and role expectations of criminal justice agents in their interrelationships in society; study of the concepts of crime causations, punishments and rehabilitation; and study of ethics, education and training for professionalism in the social system. This course is required for the major.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Credit by Exam: Yes

CAN: AJ 2

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: D  IGETC: None

AJ-011 - Criminal Law

This course presents the historical development, philosophy and constitutional provisions of the law. It includes definitions and classifications of crime, and their applications to the system of administration of justice, legal research, review of case law methodology and concepts of law as a social force will be reviewed. It explores crimes against persons, property, and the state as a social, religious, and historical ideology. This course is required for the major.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

CAN: AJ 4

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: D0  District GE: D  IGETC: None

AJ-013 - Criminal Procedures

This course covers legal processes from pre-arrest through trial, sentencing, and correctional procedures. It includes a review of the history of a case and common law; conceptual interpretation of law as reflected in court decisions; a study of case law methodology and case research as the decisions impact upon the procedures of the justice system. This course is required for the major.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

AJ-014 - Police and Society

This course broadly views the relationship between police organizations and the diverse racial, ethnic and cultural communities they serve. Specific strategies for crime prevention and community policing, conflict resolution and victim assistance are studied as well as consideration of police relationships with the media, handling citizen complaints, and building amicable cross-cultural interaction. (Required for majors)

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: D  IGETC: None

AJ-015 - Introduction to Investigation

This course covers the fundamentals of investigation, including techniques of crime scene search and recording, collection and preservation of physical evidence, modus operandi processes, sources of information, interview and interrogation, and follow-up investigation. This course is required for the major.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

AJ-103 - Patrol Procedures

This course explores theories, methods, and concepts related to the role expectations of the line enforcement officer. Emphasis is placed on the principal aspects and techniques of patrol, traffic, and public service responsibilities and their relationship to the Administration of Justice system.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

AJ-104 - Report Writing

This course includes basic concepts of organization, content, and modus operandi reporting. It emphasizes felony and misdemeanor crime reporting and meets State of California requirements. It is strongly recommended for Administration of Justice majors who intend to enroll in Law Enforcement Academy and Reserve Officer Training courses.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

AJ-111 - Juvenile Law and Procedures

This course covers the application of specific statutes from the Welfare and Institutions Code and the California Penal Code to the Juvenile justice system. Particular focus is placed on the role of law enforcement, probation services, schools, and parents/guardians in responding to delinquency issues. Also included are discussions relating to gangs, juvenile sex offenders, mentally ill juvenile offenders, and juvenile victimization and exploitation.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
AJ-112 - Introduction to Evidence

The laws of evidence relating to burden of proof, admission and exclusion of evidence, the hearsay rule and its exceptions, relevance, the use of writings and real evidence, judicial notice, order of proof and presumptions, and issues relating to witness examination, competency and privileges.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

AJ-113 - Crime and Violence in America

This course introduces theories of violence, predictors of violence, and approaches to crime measurement. Different forms of criminal homicide, sexual offenses, terrorism, gang and hate crimes, marital violence and elder abuse are addressed. The course examines the impact of violence on quality of life issues as well as exploring crime prevention and intervention strategies.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

AJ-136 - Administration of Justice

Occupational Work Experience - Parallel Plan

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours:None  Lab Hours: 3-12  Repeatable: 15  Grading: O

Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) During a summer session, be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

AJ-138 - Administration of Justice

Occupational Work Experience - Parallel Plan

This course consists of AJ career-oriented work experience. It provides the student with new on-the-job-experiences or further develops and extends career skills previously learned or currently being developed by means of college career-oriented courses and disciplines. Emphasis is placed on application of learned knowledge and skills at the worksite and active employer participation. It must be taken during a semester during which the student is primarily working rather than taking college courses. Repeatable to a maximum of 16 units, including 6 units of general work experience.

Lecture Hours:None  Lab Hours: 3-24  Repeatable: 15  Grading: O

Corequisite: 1) Need not be enrolled in any other class during the semester besides Work Experience. 2) May be enrolled in at most one other class in addition to Work Experience. 3) Must be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

AIR-098 - Directed Study in Air Conditioning

Units: 0.5-9

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours:None  Lab Hours: 1.5-27  Repeatable: 17  Grading: O

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

AIRC-121 - Electrical Principles for Air Conditioning/Refrigeration

Units: 4

This introductory Air Conditioning course includes measurements and the fundamentals of psychrometrics, electrical control systems for heating and cooling, wiring techniques, and reading, drawing and interpreting schematic diagrams for air conditioning. Laboratory projects require application.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L
Credit by Exam: Yes
Recommended: 3 units of MATH 310 with CR or placement based on assessment

CAN: None

Advisory Level: Read: 2  Write: 2  Math: 1
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None
AIRC-122 - Refrigeration Principles Units: 4
This course introduces students to the tools, fittings, and materials involved in the construction of and servicing of refrigeration systems. Presented are the fundamentals of vapor compression systems, characteristics of refrigerants, compressors, heat exchangers, metering devices, evaporators, condensers, gas laws and basic thermodynamics. Instruction includes leak testing, evacuating recovery/recycling and charging methods used in a variety of system types. This course does not include electrical systems.
Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Credit by Exam: Yes
Recommended: 3 units of MATH 310 with CR or placement based on assessment.

CAN: None
Advisory Level: Read: 2 Write: 2  Math: 1
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

AIRC-131 - Intermediate Air Conditioning Units: 4.5
This course, a continuation of Air Conditioning 121 and 122, analyzes the total HVAC system including the air flow, water flow and electrical systems of common systems used in commercial and residential buildings. Emphasis is placed on the construction, operation, adjustment and troubleshooting of each system type. Load calculations and psychrometrics are included.
Lecture Hours: 4 Lab Hours: 1.5 Repeatable: No Grading: L
Prerequisite: AIR C 121 And AIR C 122, both with C or better

CAN: None
Advisory Level: Read: 2 Write: 2  Math: 2
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

AIRC-132 - Refrigeration Service Units: 4.5
This course covers refrigeration systems service, construction, operation, installation and repair. Commercial piping, line sizing, equipment selection and heat load calculations are introduced. Instruction includes walk-in coolers and freezers, ice machines, display cases, multiple evaporator systems, defrost systems and special application.
Lecture Hours: 4.5 Lab Hours: None Repeatable: No Grading: L
Prerequisite: AIR C 121 and AIR C 122, both with C or better

CAN: None
Advisory Level: Read: 2 Write: 2  Math: 2
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

AIRC-136 - Air Conditioning Units: 1-4
Occupational Work Experience - Parallel Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.
Lecture Hours: None Lab Hours: 3-12 Repeatable: 15 Grading: O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or; 2) During a summer session, be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None
Advisory Level: Read: 3 Write: 3  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

AIRC-138 - Air Conditioning Units: 1-8
Occupational Work Experience - Alternate Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.
Lecture Hours: None Lab Hours: 3-24 Repeatable: 15 Grading: O
Corequisite: 1) Need not be enrolled in any other class during the semester besides Work Experience. 2) May be enrolled in at most one other class in addition to Work Experience. 3) Must be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None
Advisory Level: Read: 3 Write: 3  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

AIRC-141 - Hydronics and Air Distribution Units: 3
This course includes the design, installation and service of hydronics heating and cooling systems and air distribution systems for air conditioning. Details of individual components such as fans, blowers pumps, valves, ducts and piping. Boiler operation and safety are included. Related controls are discussed.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: AIRC 131 and AIRC 132 or AIRC 101B and AIRC 102B, with C or better

CAN: None
Advisory Level: Read: 2 Write: 2  Math: 1
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

AIRC-142 - Air Conditioning Control Systems
This course presents the theory, application and operation of HVAC control systems, including electric, pneumatic, solid state and digital control systems.
Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: L
Prerequisite: AIRC 131 AND 132 or AIRC 101B and 102B, with C or better
CAN: None
Advisory Level: Read: 2 Write: 2 Math: 1
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

ALCOHOL AND DRUG STUDIES

ADS-070 - Introduction to Chemical Dependency
This course provides an overview of chemical dependency issues, including a historical perspective on alcohol and drug abuse and its impact on the community; the sociocultural factors that contribute to the use of drugs; issues for special populations; and the pattern and progression of chemical addiction.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ADS-071 - Pharmacology/Physiology of Addiction
This course provides an in-depth look at the pharmacological and physiological effects of alcohol and other drugs; physical consequences of chemical dependency; and pharmacological/physiological treatment and recovery strategies.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ADS-072 - Codependency & Family Dynamics
This course approaches codependency from both a medical and development model approach. Course topics include definitions and characteristics; Pia Mellody's Five Core Symptoms; genograms; dysfunctional and health family systems; inner child work; codependency and parenting; culture and codependency; reparenting; approaches to recovery; and tools of recovery.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ADS-073 - Case Management: Chemical Dependency
This course addresses assessment, orientation, treatment planning, recordkeeping, and relapse prevention (aftercare planning) from both medical and social models.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ADS-074 - Ethics, Personal and Professional Growth
This course will address ethical, personal and professional concerns for alcohol and drug counselors, with an emphasis on continued individual growth and development. Ethical and professional standards, credentialing requirements, assessment of personal strengths and weaknesses, burnout and stress management, recovery implications for counselors, and peer networking will be examined as components of a personal professional growth plan.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ADS-075 - Individual, Family, Group Counseling
This course addresses the theories and purposes of various counseling approaches with individuals, groups, and families. Counseling is defined here as a relationship in which the counselor helps the client to mobilize resources to resolve his/her problem and/or to modify attitudes and behavior.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ADS-076 - Law and Prevention: Community Response
This course examines how the community responds to addiction through alcohol and drug laws, prevention programs, education programs, outreach programs and referral programs.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ADS-077A - Supervised Practicum A
A student in this course will begin the 255 hours of clinical counseling experience in an approved CD treatment facility where direct supervision is provided by a staff person meeting CAADAC ap proved standards. The instructor provides general supervision and guidance for integrating the components of the course and consults at regular intervals with the student and agency supervisor. The field work practicum is the means by which students learn to apply and integrate the acquired knowledge and values, and to refine the skills taught in the class room. This "learning by doing" practicum is required for certification and essential to adequate preparation for professional practice.
Lecture Hours: 3 Lab Hours: 1 Repeatable: No Grading: O
Prerequisite: ADS 070 and ADS 073 and ADS 074 and ADS 075; all with C or better
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
ADS-077B - Supervised Practicum B

Units: 3
A student in this course will complete the 255 hours of clinical counseling experience in an approved CD treatment facility where direct supervision is provided by a staff person meeting CAADAC approved standards. The instructor provides general supervision and guidance for integrating the components of the course and consults at regular intervals with the student and agency supervisor. The field work practicum is the means by which students learn to apply and integrate the acquired knowledge and values, and to refine the skills taught in the classroom. This "learning by doing" practicum is required for certification and essential to adequate preparation for professional practice.

Lecture Hours: 3  Lab Hours: 1  Repeatable: No  Grading: O
Prerequisite: ADS 077A with C or better
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ADS-078 - Current Issues in Alcohol and Drug Treatment

This course explores current trends and controversies in the Chemical Dependency Treatment field. Instruction will provide the most current information available for a variety of topics including: dual diagnosis, criminal justice and addiction, multicultural issues in treatment, developments in program design and outcome studies, advances in adolescent treatment application of current research to the treatment of special population groups, treatment philosophies of harm reduction vs. abstinence as a marker of successful treatment of special population groups, treatment philosophies of harm reduction vs. abstinence as a marker of successful treatment, effective use of outside resources, such as self-help groups, spirituality, and alternative medicine, and relapse prevention.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O
Prerequisite: ADS 070
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ADS-136 - Alcohol and Drug Studies

Occupational Work Experience-Parallel Plan

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours: None  Lab Hours: 3-12  Repeatable: 15  Grading: O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units; or 2) During a summer session, be enrolled in at least one other class in addition to Work Experience course; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ANTH-062 - Introduction to Physical Anthropology

The course will examine human variation including adaptive and nonadaptive variation in genetic and physical traits. Topics will include evolutionary mechanisms, genetic anomalies and diseases, world distribution of genetic variants, and human evolution. By studying the behavior and genetics of our closest relatives, the primates, the course will derive hypotheses about our ancestry. Finally, this course will examine fossil evidence to reconstruct the life and times of our ancestors.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
CAN: ANTH 2
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: D1  District GE: D  IGETC: 4A

ANTH-063 - Introduction to Social and Cultural Anthropology

Cultural factors in anthropology including the nature, growth, and history of culture and cultural phenomena, social organization, religion, and language. The objective of this course is to introduce the student to the basic concepts, terminology, theories and methods of cultural anthropology and to explain the relationships of ethnology to the discipline of anthropology as a whole. The approach is explanatory and comparative. Topics will include concepts of culture and cultural processes; folkways, norms and sanctions; structuralism; proto-human beginnings; communication, language and culture; human ecology; economic patterns, technology and culture; mating, marriage, family and kinship systems; social groups, social strata, social control; governance; ideologies; conflict and war; magic and religion; philosophy and ethics; and human creativeness.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
CAN: ANTH 4
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: D1  District GE: D  IGETC: 4A

ANATOMY

ANAT-001 - Human Anatomy

This course is a study of the structure of the human body. It is designed for a variety of majors, including physical education, nursing, occupational therapy, and medical technology majors. It involves a complete study of human cadavers.

Lecture Hours: 3  Lab Hours: 6  Repeatable: No  Grading: L
Recommended: 3 units of MATH 310 with CR or placement based on assessment.
CAN: BIOL 10
Advisory Level: Read: 3  Write: 3  Math: 1
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B2, B3  District GE: BL  IGETC: 5B
ART

ART-012 - Two-Dimensional Design Units: 3
This course is an introduction to the theories and applications of two dimensional (flat surface) form in Visual Art and Design involving lecture and studio practice. The student will use a variety of media, tools, and techniques in studying line, form, volume, space, value, texture, balance, proportion, movement, light and contrast. This course may include a field trip. Two dimensional design is a core art course for AA degree and transfer.

Lecture Hours: 2        Lab Hours: 4        Repeatable: No        Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: ART 14
Advisory Level: Read: None    Write: None    Math: None
Transfer Status: CSU/UC    Degree Applicable: AA/AS
CSU GE: None    District GE: None    IGETC: None

ART-013 - Three-Dimensional Design Units: 3
This course is an introduction to the theories and applications of three dimensional form through projects in clay, wood, stone, wire, cardboard, etc. The elements of design such as texture, line, value, color, and shape, as well as the principles of design are explored as they apply to three dimensional form. Field trips, critiques, and slide lectures on 3-D design supplement the course.

Lecture Hours: 2        Lab Hours: 4        Repeatable: No        Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: ART 16
Advisory Level: Read: None    Write: None    Math: None
Transfer Status: CSU/UC    Degree Applicable: AA/AS
CSU GE: None    District GE: None    IGETC: None

ART-014 - Color Units: 3
Color Theory is a course in the principles of color and its design as relating to the fine art, applied art and design concentrations. The physical, psychological, and emotional properties of color are explored in a laboratory setting emphasizing direct application in the art studio. Field trips may be taken as needed. Color is a core art course for AA degree and transfer art program (NACAD).

Lecture Hours: 2        Lab Hours: 4        Repeatable: No        Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: ART 22
Advisory Level: Read: None    Write: None    Math: None
Transfer Status: CSU/UC    Degree Applicable: AA/AS
CSU GE: None    District GE: None    IGETC: None

ART-024 - Beginning Drawing Units: 3
This course is an introduction to the fundamental elements and principles of drawing. Lecture and studio practice will emphasize a variety of media, tools, and techniques in studying the elements of line, form, volume, space, value, perspective, texture, and color. The compositional interrelationship of these elements will include the study of balance, proportion, unity, contrast, rhythm, repetition, and scales. The course will also include field trips and journal writing. Basic drawing is a core course for the AA degree and transfer.

Lecture Hours: 2        Lab Hours: 4        Repeatable: No        Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None    Write: None    Math: None
Transfer Status: CSU/UC    Degree Applicable: AA/AS
CSU GE: None    District GE: None    IGETC: None

ART-025 - Expressive Drawing Units: 3
Expressive drawing is a course which expands the use of the principles, materials, and tools of drawing into the visual fields of emotion, psychology, and social comment, emphasizing both the inner and outer worlds. The course will stress developing personal imagery in independent projects. It will encourage developing a philosophy about a way of working and making statements. The course will also include field trips and journal writing. Expressive drawing is a core for the Art AA degree and transfer.

Lecture Hours: 2        Lab Hours: 4        Repeatable: No        Grading: O
Prerequisite: ART 024
CAN: None
Advisory Level: Read: None    Write: None    Math: None
Transfer Status: CSU/UC    Degree Applicable: AA/AS
CSU GE: None    District GE: None    IGETC: None

ART-026 - Representational Drawing and Perspective Units: 3
The representational drawing course teaches students to draw accurate, realistic two-dimensional representations of three-dimensional objects based on visual observation. While there will be particular emphasis on the drawing elements of light, volume and linear perspective in this course, compositional principles will also be explored. A variety of drawing media, techniques and methods will be used during this course. This is a core course for the AA and transfer major and is highly recommended for graphics and interior design majors.

Lecture Hours: 2        Lab Hours: 4        Repeatable: No        Grading: O
Prerequisite: ART 024
CAN: None
Advisory Level: Read: 2    Write: 2    Math: None
Transfer Status: CSU/UC    Degree Applicable: AA/AS
CSU GE: None    District GE: None    IGETC: None

ART-028 - Digital Drawing and Painting Units: 3
This is an introductory course in drawing and painting on the computer. Students will learn traditional and contemporary techniques in conjunction with digital imaging software and pressure-sensitive tablets. Students will also create a digital portfolio and learn about preparing work for printing and other forms of output.

Lecture Hours: 2        Lab Hours: 4        Repeatable: No        Grading: O
CAN: None
Advisory Level: Read: 2    Write: 2    Math: None
Transfer Status: CSU/UC    Degree Applicable: AA/AS
CSU GE: None    District GE: None    IGETC: None

ART-028L - Digital Drawing and Painting Laboratory Units: 1
This laboratory course is subsequent and supplementary to Art 28, Digital Drawing and Painting, and provides hands-on computer experience using digital imaging software and pressure-sensitive tablets to augment and demonstrate concepts presented in Art 28. Students will also create a digital portfolio and learn about preparing work for printing and other forms of output. Repeatable to a maximum of 4 units.

Lecture Hours: None        Lab Hours: 3        Repeatable: 3        Grading: O
Prerequisite: ART 028
CAN: None
Advisory Level: Read: 2    Write: 2    Math: None
Transfer Status: CSU/UC    Degree Applicable: AA/AS
CSU GE: None    District GE: None    IGETC: None
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-046A</td>
<td>Beginning Ceramics I</td>
<td>3</td>
<td>This is a course in elementary clay construction including pinch, coil and slab, methods of ornamentation, glazing, and firing, introduction to the potter's wheel. Field trips may be required.</td>
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<td>Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading:O  CAN: ART 6  Advisory Level: Read: None  Write: None  Math: None  Transfer Status: CSU/UC  Degree Applicable: AA/AS  CSU GE: None  District GE: None  IGETC: None</td>
</tr>
<tr>
<td>ART-046B</td>
<td>Beginning Ceramics II</td>
<td>3</td>
<td>This is a course emphasizing individual aesthetic development and personal expression through the use of the potter's wheel and advanced building technique. Glaze testing and field trips will be required.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading:O  Prerequisite: ART 046A  CAN: None  Advisory Level: Read: None  Write: None  Math: None  Transfer Status: CSU/UC  Degree Applicable: AA/AS  CSU GE: None  District GE: None  IGETC: None</td>
</tr>
<tr>
<td>ART-047</td>
<td>Graphic Design I</td>
<td>3</td>
<td>This course deals with problem solving in graphic communication with the concrete application of theories and techniques of graphic design, including typography, page layout, color use, designing for the internet and prepress issues. The emphasis will be on the development of projects from concept to completion.</td>
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<td></td>
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<td></td>
<td>Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading:O  Prerequisite: ART 042  CAN: None  Advisory Level: Read: 2  Write: 2  Math: None  Transfer Status: CSU  Degree Applicable: AA/AS  CSU GE: None  District GE: None  IGETC: None</td>
</tr>
<tr>
<td>ART-055A</td>
<td>Life Drawing I</td>
<td>3</td>
<td>Life Drawing I is introduction to drawing the human figure. Live models and photo references are used in this course to give students the opportunity to practice drawing a variety of views of the figure. The techniques of gesture, contour, and volumetric rendering will be explored through various media. Students will gain knowledge of proportion, anatomy and foreshortening by practicing the skills of sighting, substructure and construction utilizing the skeleton as well as model. Recommended for all Art majors.</td>
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<td>Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading:O  Prerequisite: ART 024  CAN: ART 24  Advisory Level: Read: None  Write: None  Math: None  Transfer Status: CSU/UC  Degree Applicable: AA/AS  CSU GE: None  District GE: None  IGETC: None</td>
</tr>
<tr>
<td>ART-055B</td>
<td>Life Drawing II</td>
<td>3</td>
<td>Life Drawing II is an intermediate course in drawing the human figure. Composition, issues of content, and individual techniques are stressed, encouraging the student to use the figure as a means of expression in aesthetically resolved art work. This course also introduces the use of color in relation to the figure.</td>
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<td>Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading:O  Prerequisite: ART 055A  CAN: None  Advisory Level: Read: None  Write: None  Math: None  Transfer Status: CSU/UC  Degree Applicable: AA/AS  CSU GE: None  District GE: None  IGETC: None</td>
</tr>
<tr>
<td>ART-056</td>
<td>Beginning Painting I</td>
<td>3</td>
<td>This course provides studio practice in painting, using traditional and experimental oil and water base media. Demonstrations and illustrated lecture using the different media on canvas and synthetic supports given and traditional and contemporary pointing methods will be explored. Recommended for all Art majors.</td>
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<td>Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading:O  Prerequisite: ART 014  Recommended: Highly recommended ART 024  CAN: ART 10  Advisory Level: Read: None  Write: None  Math: None  Transfer Status: CSU/UC  Degree Applicable: AA/AS  CSU GE: None  District GE: None  IGETC: None</td>
</tr>
<tr>
<td>ART-057</td>
<td>Beginning Painting II</td>
<td>3</td>
<td>In this course, individual style and personal aesthetic development are emphasized. Students can work in either acrylic or oils. Stretching canvas and framing paintings are learned. In addition to studio projects, curriculum may include critiques, slide lectures and field trips.</td>
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<td>Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading:O  Prerequisite: ART 060  CAN: None  Advisory Level: Read: None  Write: None  Math: None  Transfer Status: CSU/UC  Degree Applicable: AA/AS  CSU GE: None  District GE: None  IGETC: None</td>
</tr>
<tr>
<td>ART-071</td>
<td>Introduction to Multimedia</td>
<td>3</td>
<td>This course will cover the key concepts of interactive multimedia, including its history, hardware and software, current applications, tools and techniques, aesthetics, content development, and career development. It will also include the development of a short multimedia piece. Field trips will be scheduled.</td>
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<td>Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading:O  CAN: None  Advisory Level: Read: 2  Write: 2  Math: None  Transfer Status: CSU  Degree Applicable: AA/AS  CSU GE: None  District GE: C1  IGETC: None</td>
</tr>
<tr>
<td>ART-072</td>
<td>Computer Graphics</td>
<td>3</td>
<td>This is a computer based course in the fundamental elements and principles of design that are used by all designers. Topics will include composition, balance, line, shape, texture, value, color and scale. Technical issues such as resolution, color depth, types of color systems (RGB, CYMK) and anti-aliasing will also be covered.</td>
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<td></td>
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<td>Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading:O  CAN: None  Advisory Level: Read: 2  Write: 2  Math: None  Transfer Status: CSU  Degree Applicable: AA/AS  CSU GE: None  District GE: None  IGETC: None</td>
</tr>
<tr>
<td>ART-074</td>
<td>Multimedia Design and Development</td>
<td>3</td>
<td>This course will focus on how to develop, analyze and produce a multimedia project. Topics will include script writing, storyboarding, organizational models, interaction and interface design, authoring and production methods. Students will use authoring, digitizing and imaging software to develop a short interactive multimedia production.</td>
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<td></td>
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<td></td>
<td>Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading:O  Prerequisite: ART 071 or ART 078 or ART 084 or ART 084A with C or better  CAN: None  Advisory Level: Read: 2  Write: 2  Math: None  Transfer Status: CSU  Degree Applicable: A.A./A.S.  CSU GE: None  District GE: None  IGETC: None</td>
</tr>
</tbody>
</table>
ART-076 - Portfolio Preparation and Professional Development
Units: 3

This course deals with the professional aspects of a career in multimedia. Students will focus on developing a high quality portfolio and presenting their portfolio to professionals for review. The course will also include an in depth analysis of various multimedia careers and the challenges they face, including the rapid rate of evolution in the field and the importance of time and money management for temporary workers.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: O

Prerequisite: ART 074

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-077 - Beginning 3D Animation
Units: 3

In this course, students will learn the basic principles of 3D modeling and animation using entry level 3D software and graphic programs. Concepts and practices such as object modeling, surface and texture maps, motion theory and rendering will be covered. Field trips and laboratory fees required.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: O

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-078 - Digital Media
Units: 3

In this course, students will learn how to digitize sound and video for use in multimedia productions. Topics will include an overview of tools available for digital media production, selecting and/or creating audio and video elements, digitizing and editing audio and video, and copyright and legal issues.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: O

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-079 - Web Graphics
Units: 3

This course covers the key concepts of creating graphics for the Internet and designing dynamic Web pages. Topics include file formats, compression, and web-safe colors, typography and page layout, graphic elements such as buttons, banners, backgrounds and icons; and an overview of current and future Internet technologies, including an introduction to HTML.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: O

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-080 - Practical Tools for the Emerging Artist
Units: 3

This beginning course is designed for anyone interested in learning how to professionally present art work. Construction techniques, including stretcher fabrication and picture framing will be covered. Exhibit Installation Techniques and Art Career Profiles will also be included. Required lab fee $30.00.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: O

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-081 - Intermediate 3D Animation
Units: 3

In this course, students build upon the basic skills of 3D modeling and animation learned in Introduction to 3D animation. Concepts and practices such as complex object modeling, advanced surfaces, lighting strategies, character development and animation, rendering and output will be covered.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L

Prerequisite: ART 077

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-083 - Multimedia Project Studio
Units: 3

In this course, students will work in teams to plan and produce multimedia projects for real clients. This will give students the kind of experience that is crucial for employment in the multimedia field. The emphasis will be on applying skills in writing, editing, design, production and presentation, meeting deadlines, working with clients, managing projects and developing team skills. Projects developed by students will be included in their portfolios.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L

Recommended: Computer Literacy, knowledge of imaging software.

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-084A - Flash 1
Units: 3

In this course, students will plan, develop, test and post a Web site using Macromedia Flash, a powerful tool for creating animated Web sites. Topics include vector and bitmap graphic images, two and three dimensional animation, labels and actions, audio and video for the web, interface elements and design, symbols and libraries, commands and scripting, testing, integration and distribution.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: O

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-084B - Flash 2
Units: 3

In this course, students will learn to create animation and interactivity using Macromedia Flash. The emphasis will be on learning basic ActionScript script writing and developing more complex presentations in Flash.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: O

Recommended: ART 084 or ART 084A with C or better.

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-085 - The Digital Documentary
Units: 3

This course combines communication and writing with digital video production. Students work individually and in teams to script, storyboard, shoot and edit documentary projects on a variety of subjects.

Lecture Hours: 3-2  Lab Hours: 4  Repeatable: No  Grading: O

Prerequisite: ART 078 with C or better

Corequisite: Or Concurrent enrollment in ART 078

CAN: None

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
ART-089 - Special Projects in Ceramics  
Units: 3  
Supplemental work for ceramics students to provide opportunities to improve and develop skills in a specialized area of ceramic art.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: O

Prerequisite: ART 046B

Advisory Level: Read: None  Write: None  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

ART-091 - Survey of Art History:  
Prehistoric Through Gothic  
Units: 3  
This course is an illustrated survey of Art History from prehistoric times through the Middle Ages. Course content emphasizes architecture, painting and sculpture from the most important civilized centers of the world, and how art reflects historical occurrences and the social, political, and religious attitudes of the time. Presentation of the material is through visual presentation using current technologies that includes comparative analysis and critical evaluation of aesthetics. Topics include ancient Egyptian, Mesopotamian, Greek, Roman, early and medieval Christian, and Islamic art, plus units on major artistic movements that were occurring in Africa, Latin America and Asia. Field trips may be included.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level: Read: 3  Write: 3  Math: 1

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: C1  District GE: C1  IGETC: 3A

ART-092 - Survey of Art History:  
Renaissance to the Present  
Units: 3  
This course is an illustrated survey of Art History from the early Italian Renaissance to the present day. Course content emphasizes architecture, painting and sculpture from the most important civilized centers of the world, and how art reflects historical occurrences and the social, political, and religious attitudes of the time. Presentation of the material is through visual presentation using current technologies that includes comparative analysis and critical evaluation of aesthetics. The course will also present alternative modes of art making, such as performance art, critical evaluation of aesthetics. Topics include ancient Egyptian, Mesopotamian, Greek, Roman, early and medieval Christian, and Islamic art, plus units on major artistic movements that were occurring in Africa, Latin America and Asia. Field trips may be included.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level: Read: 3  Write: 3  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: C1  District GE: C1  IGETC: 3A

ART-098 - Directed Study in Art  
Units: 0.5-9  
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.

Lecture Hours: None  Lab Hours: 1.5-18  Repeatable: 17  Grading: O

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None

Transfer Status: CSU  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

ASTRO-010 - Introductory Astronomy  
Units: 3  
Astronomy 10 is an introductory course in general astronomy. Its topics include the history of astronomy and the development of modern astrophysics, the structure and origin of the solar system and the Milky Way, the birth and death of stars, galaxies, and the search for extraterrestrial life. The Scientific Method and the fundamental laws of physics are stressed. Special emphasis is placed on recent research in astronomy and the latest discoveries and tools used in modern astronomy. Astronomy 10 satisfies the requirement for a general education course in Physical Science.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

CAN: None

Advisory Level: Read: 2  Write: 2  Math: 1

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: B1  District GE: B  IGETC: 5A

ASTRO-010L - Introductory Astronomy Lab  
Units: 1  
Astronomy 10L is an introductory laboratory course in general astronomy. It can be taken alone or in conjunction with Astronomy 10. The course includes the use of telescopes and other tools of the astronomer, exploration of the motions of the planets, stars and galaxies, and the search intelligent life in the Universe.

Lecture Hours: None  Lab Hours: 3  Repeatable: 1  Grading: L

CAN: None

Advisory Level: Read: 3  Write: 3  Math: 1

Transfer Status: CSU  Degree Applicable: AA/AS

CSU GE: None  District GE: BL  IGETC: None

ATHLETICS INTERCOLLEGIATE MEN

ATHM-010 - Intercollegiate Baseball  
Units: 3  
Intercollegiate Baseball emphasizes intercollegiate team competition. The player must have participated in high school varsity baseball or equivalent to take this class. Repeatable to a maximum of 12 units.

Lecture Hours: None  Lab Hours: 10  Repeatable: 3  Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None  Write: None  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

ATHM-012 - Intercollegiate Basketball  
Units: 3  
This is an athletic course designed to teach students the basic fundamental skills of basketball and to develop a total team concept, while competing on a very high level of competition. This class may be offered at the intermediate or advanced skill level. Repeatable to a maximum of 12 units.

Lecture Hours: None  Lab Hours: 10  Repeatable: 3  Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None  Write: None  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None
ATHM-018 - Intercollegiate Cross Country Team
This course is designed to teach students the skills needed for cross country. Students will be given an opportunity to practice and compete on an intercollegiate basis. Repeatable to a maximum of 12 units.
Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ATHM-020 - Intercollegiate Football Units: 3
This is a physical education football activities course, with emphasis on intercollegiate competition in team sports. Repeatable to a maximum of 12 units.
Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ATHM-024 - Intercollegiate Golf Units: 3
This course emphasizes all aspects of intercollegiate golf on a competitive level. The course will cover all shot making techniques as well as the philosophical and psychological approaches to the game. Repeatable to a maximum of 12 units.
Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ATHM-048 - Intercollegiate Track and Field
This course is designed to teach students various aspects of Track and Field. Students will be given the opportunity to practice and compete on an intercollegiate basis. Repeatable to a maximum of 12 units.
Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ATHW-012 - Intercollegiate Basketball Units: 3
This is a physical activity course designed to help students increase their knowledge and physical skills required for playing basketball. This class may be offered at the intermediate or advanced level. Repeatable to a maximum of 12 units.
Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ATHW-018 - Cross Country Units: 3
This is a physical activity course designed to help students increase their knowledge and physical skills required for playing basketball. This class may be offered at the intermediate or advanced level. Repeatable to a maximum of 12 units.
Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ATHW-040 - Intercollegiate Softball Units: 3
This course is designed to teach the student various aspects of intercollegiate softball. Emphasis will be placed on developing skills necessary to compete at the collegiate level. Repeatable to a maximum of 12 units.
Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ATHW-048 - Intercollegiate Track and Field
This course is designed to teach students various aspects of Track and Field. Students will be given the opportunity to practice and compete on an intercollegiate basis. Repeatable to a maximum of 12 units.
Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ATHW-052 - Intercollegiate Volleyball Units: 3
This course is designed to teach students various aspects of intercollegiate volleyball. Emphasis will be placed on developing the skills necessary to compete at the collegiate level. Repeatable to a maximum of 12 units.
Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

ATHW-098 - Directed Study in Athletics - Intercollegiate Women
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None  Lab Hours: 1.5-27  Repeatable: 17  Grading:O

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None

Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

BIOL-001 - General Principles of Biology  Units: 5
This is an introductory course emphasizing fundamental biological principles and interrelationships and focusing on animal organization, development, heredity and taxonomy. This course is designed for all biological science and related pre-professional majors, including medicine, dentistry, forestry, pharmacy, conservation and others. Field trips may be required.

Lecture Hours: 3  Lab Hours: 6  Repeatable: No  Grading:L

Recommended: Completion of General Biology (021A). 3 units of Math 310 with CR or placement based on assessment.

CAN: BIOL 4; BIOL SEQ A = BIOL 1+2+3

Advisory Level: Read: 2  Write: 2  Math: 1

Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B2, B3  District GE: BL  IGETC: 5B

BIOL-002 - Organismal Biology  Units: 5
Biology 002 is the second course in a three term sequence for students exploring a career in the sciences, teaching, medicine, or biochemistry. This lecture and laboratory course emphasizes plant and animal organismal biology, with central themes of homeostasis, integration, and structure. The first third of the course considers higher plant anatomy and physiology, the second third addresses animals, reproduction, and the introduction to the concept of homeostasis, while the last third considers the structure and control mechanisms of human organ systems.

Lecture Hours: 3  Lab Hours: 6  Repeatable: No  Grading:L

Prerequisite: BIOL 001 and (CHEM 001A or CHEM 015), with C or better

Corequisite: Or BIOL 001 with C or better and concurrent enrollment in CHEM 001A or CHEM 015.

CAN: BIOL 6; BIOL SEQ A = BIOL 2+1+3

Advisory Level: Read: 3  Write: 3  Math: 3

Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B2, B3  District GE: None  IGETC: None

BIOL-003 - Cell and Molecular Biology  Units: 4
Biology 3 is a sequence course for majors covering the cellular, chemical and molecular nature of living systems; integrating cell structure with macromolecular and biological energy reactions; gene regulation; cell interaction and development. Field trips may be required. This course is one of three in the biology series for all biological science and related pre-professional majors.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading:L

Prerequisite: BIOL 001 and (CHEM 001A or CHEM 015), all with C or better

Recommended: A solid command of the English language, particularly strong reading and writing skills.

CAN: BIOL 2; BIOL SEQ A = BIOL 3+1+2

Advisory Level: Read: 3  Write: 3  Math: 3

Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

BIOL-020 - Human Biology  Units: 4
The principles of human biology is intended for non-science majors to meet general education science requirements. It covers basic body structure and function including reproduction, genetic diseases, biotechnology and human ecology. The format includes lecture and laboratory.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading:L

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B2, B3  District GE: BL  IGETC: 5B

BIOL-021A - General Biology  Units: 4
This introductory course covers the general principles and basic concepts of biology for the non-science major. The course includes characteristics and classification of living systems, the cell, metabolism, development, reproduction, genetics, evolution, ecology and dissection. This course is not open to biology or related pre-professional majors.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading:L

Recommended: 3 units of MATH 310 with CR or placement based on assessment.

CAN: None

Advisory Level: Read: 2  Write: 2  Math: 1

Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B2, B3  District GE: BL  IGETC: 5B

BIOL-061 - Human Heredity  Units: 3
This course stresses the importance of human heredity in our lives. Students learn how to keep up with the rapidly changing areas of human heredity and how to learn more about specific genetic disorders that are of interest to each individual student and their family. It covers the role and importance of genetic counselors and the genetic tests for disorders. The course includes the role of genetics in medicine, agriculture, and Recombinant DNA technology. This transferable general education science course provides and understanding of the biology of human genetics at the non-science major level.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:L

CAN: None

Advisory Level: Read: 3  Write: 3  Math: 2

Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B2  District GE: B  IGETC: 5B

CSU = Meets baccalaureate criteria
UC = Course is accepted by UC system

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### BIOL-063 - Ecology
**Units:** 3  
This is a general biological science course designed for non-majors and carrying elective science transfer credit. Emphasis is placed on energy and matter and their relationships to natural cycles, to principles of ecology and ecological systems, to succession and conservation, and to the multiple ecological crises in the world today.  
**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** L  
**CAN:** None  
**Advisory Level:** Read: 3  
Write: 3  
Math: 2  
**Transfer Status:** CSU/UC  
Degree Applicable: AA/AS  
**CSU GE:** B2  
**District GE:** B  
**IGETC:** SB

### BIOL-064 - Marine Biology
**Units:** 4  
This is a lecture, lab and field course that investigates animals, plants, microorganisms, plankton, human impacts, physical factors of the sea, human oceanic history, technology, and uses of the sea such as mariculture, energy production, and fisheries biology. Special topics on tropical habitats, shark biology, whaling operations and local marine habitats are presented in depth through lecture, laboratory and field investigations. The biology of San Francisco Bay and Monterey Bay is accentuated in this course.  
**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** L  
**CAN:** None  
**Advisory Level:** Read: 2  
Write: 2  
Math: None  
**Transfer Status:** CSU/UC  
Degree Applicable: AA/AS  
**CSU GE:** B2  
**District GE:** B  
**IGETC:** SB

### BIOL-098 - Directed Study in Biology
**Units:** 0.5-9  
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.  
**Lecture Hours:** None  
**Lab Hours:** 1.5-27  
**Repeatable:** 17  
**Grading:** O  
**CAN:** None  
**Advisory Level:** Read: 2  
Write: 2  
Math: None  
**Transfer Status:** CSU/UC  
Degree Applicable: AA/AS  
**CSU GE:** None  
**District GE:** BL  
**IGETC:** SB

### BUS-001 - Business Mathematics
**Units:** 3  
This course provides a general review of basic mathematics needed for success in business. Topics include percentage, discounts, payroll, interest, depreciation, income taxes, retailing, and other business applications. Students will develop business math competencies for fields such as accounting, management, retailing, real estate, secretarial, or marketing.  
**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** O  
**Prerequisite:** 3 units of MATH 310 with CR or placement based on assessment.  
**CAN:** None  
**Advisory Level:** Read: 2  
Write: 2  
Math: None  
**Transfer Status:** None  
Degree Applicable: AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

### BUS-007B - Business Writing
**Units:** 3  
This course features the development of content and presentation in business letters and memos. The planning, development, composition, and editing of a variety of messages are presented. Letter styles and formatting are reviewed.  
**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** O  
**Prerequisite:** BUS 007A or BIS 007A  
**CAN:** None  
**Advisory Level:** Read: 2  
Write: 2  
Math: None  
**Transfer Status:** CSU  
Degree Applicable: AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

### BUS-025 - Introduction to Investments
**Units:** 3  
This is an introductory course that focuses on the fundamentals of personal investing. The student will be introduced to the stock market, mutual funds, bonds, stock options, real estate as well as other types of financial investments. The student will learn about financial markets and how financial institutions work. Topics such as portfolio management, tax consequences, and risk management are covered. The student will also be introduced to basic retirement and estate planning concepts.  
**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** L  
**CAN:** None  
**Advisory Level:** Read: 2  
Write: 2  
Math: None  
**Transfer Status:** CSU  
Degree Applicable: AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

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**BUSINESS**

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**BOTANY**

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**BOT-062 - Plants and Human Welfare**
**Units:** 3  
This course is a lecture-demonstration course dealing with the world of plants and their ecological importance to man; their impact on the development of civilizations; the need for conservation; and an appreciation for plants in the total environment. At least one field trip will be required.  
**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** L  
**Recommended:** 3 units of MATH 310 with CR or placement based on assessment.  
**CAN:** None  
**Advisory Level:** Read: 2  
Write: 2  
Math: 1  
**Transfer Status:** CSU/UC  
Degree Applicable: AA/AS  
**CSU GE:** B2  
**District GE:** B  
**IGETC:** SB
BUS-050 - Survey of International Business

A comprehensive overview of international business designed to provide a global perspective on international trade, including foreign investments, impact of financial markets, international marketing, and the operation of multinational companies.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L

CAN: None

Advisory Level: Read: 2 Write: 2 Math: 3
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

BUS-059 - Introduction to Importing/Exporting

An introductory course designed primarily to acquaint the student with the vocabulary, acronyms, and the basic information needed for an understanding of importing and exporting goods and services. In the future the growth of the American economy will depend on global sales through exporting and importing. The idea of a global consumer culture as a way of positioning products in a variety of markets is a new and interesting concept for the 21st century.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

BUS-060 - Fundamentals of Business Statistics

This course introduces statistics with an emphasis on business applications. Students will learn how to collect, analyze, interpret, and present numerical data for the purpose of making more effective decisions. Topics include descriptive statistics, inferential statistics, probability, sampling, hypothesis testing, analysis of variance, regression, correlation, and nonparametric methods. This course requires the use of quantitative skills acquired in intermediate algebra and finite math. Concurrent enrollment in the Business 60 Lab is strongly recommended.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L

Prerequisite: MATH 013 with CR or placement based on math assessment

Recommended: MATH 061 with C or better. Concurrent enrollment in BUS 060 Lab strongly recommended.

CAN: STAT 2

Advisory Level: Read: 2 Write: 2 Math: 3
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

BUS-068 - Small Business Management

This course familiarizes students with the basic elements of starting and managing a small business. It reviews management fundamentals including planning, organizing, staffing, directing and controlling. Students are expected to develop a business plan which includes the following: site location; legal form of business; capital requirements and how the capital will be raised; developing a cash flow budget; marketing and promotional plans. The use of personal computers by small businesses is introduced.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

BUS-071 - Legal Environment of Business

This course covers laws and regulations affecting business decisions including legal concepts and cases in areas of ethics, employment, consumer transactions, competition, the environment, business torts and crimes, contracts, agency and business organizations.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L

CAN: BUS 8

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

BUS-075 - Business Ethics and Society

This course is built around the following five aspects of business ethics: 1) introduction of business ethics, 2) business ethics from a business perspective, 3) external stakeholders, 4) internal stakeholders, 5) strategic management.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

BUS-082 - Introduction to Business

This course is an introduction to the business functions and practices as they have developed over time in the U.S. economic system. Students will be introduced to topics including organizational structure and behavior, management, marketing, finance and accounting, operations and information systems, and ethical responsibilities of corporations. Special emphasis will be placed on the emergence of global business, its impact and the significance of small businesses.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L

CAN: None

Advisory Level: Read: 2 Write: 2 Math: 2
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

BUS-098 - Directed Study in Business

This course provides a study of business organizations in the context of an economic and political system such as operates in the United States. It examines the way in which business is structured, emphasizing the five functions of management. It stresses the importance of employee involvement in the decision making process in order to assure high levels of efficiency and productivity. It is designed for management-oriented business majors in transfer programs.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

BUS-098 - Directed Study in Business

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.5-27 Repeatable: 17 Grading:L

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

BUS-113 - Principles of Management  Units: 3
This course provides the fundamentals of theories of management, staffing, planning, organizing, controlling and leading as well as management concepts of motivation and communications. It also examines the application of formal organizational structure and studies the impact of individual and small group behavior on organizational processes and performance. Case studies are included.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
can: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

BUS-114 - Human Resources Management  Units: 3
This is an introduction to the fundamental understanding of the management of human resources and its impact and accountability to the organization as a part of the strategic plan. Emphasis is placed on overall planning activities in recruiting, training and development, compensation and benefits and performance evaluation. Also covered in this course are social and organizational realities, legal implications and employee rights, union/non-union practices and global human resources environment.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
can: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

BUS-135 - Human Relations and Leadership  Units: 3
Basic concepts of individual, group, and organizational human behavior in relationship to interpersonal skills affecting productivity, performance and human relations in the workplace. This course will focus on the interpersonal, informational and formal communication processes, development of leadership, employer-employee and cross cultural relationship.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
can: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

BUS-136 - Business Occupational Work Experience-Parallel Plan  Units: 1-4
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A minimum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.
Lecture Hours: None  Lab Hours: 3-24  Repeatable: 15  Grading: O
Corequisite: 1) Need not be enrolled in any other class during the semester besides Work Experience. 2) May be enrolled in at most one other class in addition to Work Experience. 3) Must be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.
can: None
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

BUS-138 - Business Occupational Work ExperienceAlternate Plan Units: 1-8
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.
Lecture Hours: None  Lab Hours: 3-24  Repeatable: 15  Grading: O
Corequisite: 1) Need not be enrolled in any other class during the semester besides Work Experience. 2) May be enrolled in at most one other class in addition to Work Experience. 3) Must be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.
can: None
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

BUS-160 - e-Commerce and Technology  Units: 3
This course will examine the emergence of electronic commerce and its impact on our economy, society, and the global business environment. A substantial portion of the course will be devoted to the Internet and the Web technology, related hardware and software, web architecture, languages, protocols and electronic payment systems. An equal amount of the course will be devoted to business issues including business models, strategies and tactics, and marketing. Legal and social issues will also be discussed.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
can: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CHEMISTRY

CHEM-001A - General Chemistry  Units: 5
This course is the first semester of the one year college level general chemistry sequence. It covers basic chemical principles: classification of matter, atomic structure and periodicity, chemical nomenclature, types of reactions, stoichiometry, thermochemistry, chemical bonds, physical states of matter and solution chemistry. This course is required for students majoring in physical and biological sciences and preprofessional majors such as pre-medicine and dentistry. Chemistry 1A also meets the one-semester requirement for all engineering majors.
Lecture Hours: 3  Lab Hours: 6  Repeatable: No  Grading: L
Prerequisite: CHEM 015 and MATH 013, both with C or better
Corequisite: Or CHEM 015 with C or better and concurrent enrollment in MATH 013
can: CHEM 2;CHEM SEQ A = CHEM 1A+1B
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B1, B3  District GE: None  IGETC: 5A
CHEM-012A - Organic Chemistry Units: 5
This is the first semester of the year-long organic chemistry course designed to acquire a comprehensive understanding with emphasis on structure, of reaction mechanisms and kinetics of organic molecules. Topics include nomenclature, stereochemistry, mechanisms, reactions, and spectroscopic studies of organic compounds. Problem-solving techniques will be used to elucidate mechanistic and structural and stereochemical features of reactions and molecules, respectively. Lectures and laboratory methods will focus on synthesis, isolation, purification, elucidation and identification of organic structures as well as instrumental methods and data interpretation.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading:L
Prerequisite: CHEM 001B with C or better
CAN: CHEM 4;CHEM SEQ A = CHEM 1B + 1A
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CHEM-012B - Organic Chemistry Units: 5
The second semester of the year-long chemistry course designed to follow Chemistry 012A. Topics include nomenclature, stereochemistry, mechanisms, reactions, and spectroscopic studies of aliphatic and aromatic alcohols, aldehydes, ketones, acids, and other classes of organic and biological compounds (such as amino acids, proteins, and nucleic acids). Problem-solving techniques will be used to elucidate mechanistic and structural and stereochemical features of reactions and molecules, respectively. Lectures and laboratory methods will focus on synthesis, isolation, purification, elucidation and identification of organic structures as well as instrumental methods and data interpretation.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading:L
Prerequisite: CHEM 012A with C or better
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CHEM-015 - Fundamentals of Chemistry Units: 4
This course is a preparatory chemistry course covering the fundamentals of modern inorganic chemistry with emphasis in classification of matter, atomic structure, chemical formula and nomenclature, chemical equations and their stoichiometry, gas laws and solutions. Chemistry 15 is intended primarily as a preparation for students planning to take college level Chemistry 1A. This course also meets the associate degree General Education science requirement with lab for non-science majors.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading:L
CAN: None
Advisory Level: Read: 2 Write: 2 Math: 2
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1, B3 District GE: BL IGETC: 5A

CHEM-030A - Introduction to Chemistry Units: 3
This course covers the basic principles of chemistry and tends to be descriptive rather than mathematical. Contents include measurements; matter and energy; atomic structure, chemical bonding and nomenclature; chemical reactions and equilibria; acids, bases, and salts; solutions and colloids; oxygen and water; metals and non-metals. Chemistry 030A is a prerequisite for microbiology and physiology and is designed to meet the chemistry requirements for the following majors: allied health, dental assistant, x-ray technician, vacuum technology, and home economics as well as industrial arts and industrial technology. This course also meets the associate degree GE science requirement with lab for non science majors.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading:L
CAN: CHEM 6;CHEM SEQ B = CHEM 30A+30B
Advisory Level: Read: 2 Write: 2 Math: 1
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1, B3 District GE: BL IGETC: 5A

CHEM-030B - Introduction to Chemistry Units: 3
This course is a continuation of Chemistry 030A, is designed for allied health, aeronautical operations and industrial technology majors. Topics include hydrocarbons, fossil fuels and octane ratings; hydrocarbon derivatives such as alcoholize, ethers, carboxyl compounds, carboxylic acids, esters and amines; and an introduction to structure and properties of carbohydrates, lipids, proteins and nucleus of natural products, drugs, agricultural chemicals and polymers such as polyethylene, Nylon and Dacron.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading:L
Prerequisite: CHEM 030A or CHEM 015 OR CHEM 001A
CAN: CHEM 8;CHEM SEQ B = CHEM 30B+30A
Advisory Level: Read: 2 Write: 2 Math: 1
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1, B3 District GE: BL IGETC: 5A

CHEM-032A - Intro to General, Organic & Biological Chemistry
An introductory course covering basic principles of chemistry more descriptive than quantitative in emphasis. Topics include atomic structure, trends in the periodic table, the three states of matter (i.e. gas, liquid, solid), energy, chemical bonding in ionic and molecular compounds, nomenclature, measurement and the metric system, chemical reactions and equations, solutions, acids, bases, salts and electrolyte systems. Applicable to health care paraprofessionals and can be taken by non-science majors.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading:L
CAN: None
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

CHIN-091A - Conversational Mandarin, Units: 3
Level 1
This course introduces the students to elementary communication skills of Mandarin. The course emphasizes practical communication for everyday use and business, particularly conversational fluency. Basic pinyin pronunciation and writing system will be introduced. Instruction also provides cultural information.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
CAN: None

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CHIN-091B - Conversational Mandarin, Units: 3
Level II
This course introduces the students to intermediate communication skills of Mandarin who have completed Conversational Mandarin 091A or equivalent. The course emphasizes practical communication for everyday use and business, particularly conversational fluency. Pinyin and writing system will be reviewed. Instruction provides cultural information.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
CAN: None

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CHIN-098 - Directed Study in Chinese, Units: 0.5-9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.5-27 Repeatable: 17 Grading: O
CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CHEM-032B - Intro to General, Organic & Biological Chemistry
This course is the second descriptive course in introduction to chemistry covering the basic principles of organic chemistry. It is designed for allied health, aeronautical operations and industrial technology majors and meets part of GE physical science requirement. Content includes further study of hydrocarbons, as well as alcohols, phenols, ethers, thiols, disulfides, alkyl halides, amines, aldehydes, ketones, carboxylic acids (and derivatives thereof), carbohydrates, lipids, amino acids, polymers and nucleic acids.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
CAN: None

Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: B, BL IGETC: None

CHEM-065 - Quantitative Analysis, Units: 4
This course is an introduction to techniques in gravimetric and volumetric analysis, electroanalytical and spectrophotometric procedure.

Lecture Hours: 2 Lab Hours: 2 Repeatable: No Grading: L
Prerequisite: CHEM 001B with C or better
CAN: CHEM 12

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CHEM-089 - Organic Chemistry, Units: 5
This course is the study of carbon compounds and their derivatives. Topics include hydrocarbons, functional groups, nomenclature, isomers reactions and an introduction to the chemistry of carbohydrates, lipids, proteins and nucleic acids. Laboratory experiments include physical methods of separation such as crystallization, extraction, distillation and chromatography; identification of functional groups; and synthesis and structural elucidation using infrared, ultra violet and nuclear magnetic resonance spectroscopy. The course is required for all biological science majors and is highly recommended for chemistry majors who plan to transfer to UC or CSU.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L
Prerequisite: CHEM 001A
CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CHINESE

CHIN-001A - Elementary Mandarin, Units: 5
A comprehensive introduction to elementary Mandarin as a second language for students with no background in Mandarin; equal emphasis on listening, speaking, reading, writing Mandarin characters and translation; active vocabulary of about 300 single Chinese characters and over a hundred phrases and idiomatic expressions.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: O
Corequisite: CHIN 200
CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: None IGETC: 6A

CHIN-010 - Intro to Chinese Language, Units: 3
This course introduces the students to intermediate level Mandarin Chinese. The course emphasizes conversational fluency. Basic pinyin pronunciation and writing system will be introduced. Instruction also provides cultural information.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: O
CAN: None

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CHIN-091A - Conversational Mandarin, Units: 3
Level 1
This course introduces the students to elementary communication skills of Mandarin. The course emphasizes practical communication for everyday use and business, particularly conversational fluency. Basic pinyin pronunciation and writing system will be introduced. Instruction also provides cultural information.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
CAN: None

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CHIN-091B - Conversational Mandarin, Units: 3
Level II
This course introduces the students to intermediate communication skills of Mandarin who have completed Conversational Mandarin 091A or equivalent. The course emphasizes practical communication for everyday use and business, particularly conversational fluency. Pinyin and writing system will be reviewed. Instruction provides cultural information.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
CAN: None

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CHIN-098 - Directed Study in Chinese, Units: 0.5-9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.5-27 Repeatable: 17 Grading: O
CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CHIN-200 - Chinese Language Supervised Skills Lab
Supplemental practice and/or instruction is offered students in a specific discipline. Projects are assigned in courses of concurrent enrollment. General consultation and supervision are provided by the faculty members in charge.

Lecture Hours: None Lab Hours: None Repeatable: 19 Grading: N
Corequisite: CHIN 001A
CAN: None

Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NC
CSU GE: None District GE: None IGETC: None
## COMMUNICATION STUDIES

**COMS-020 - Oral Communication**  
Units: 3  
This course introduces students to public speaking and rhetorical theory. Students learn how to evaluate a topic, the speech situation, and the audience, with emphasis on developing an awareness of the relatedness and interdependence of ideas in various contexts. Students develop skills in methods of research, organization, and delivery. The chief emphasis is on developing and cogent support for statements of position. Critical listening and analytical faculties are developed through the application of rhetorical theory to exemplary speeches on a variety of universal topics and to classroom presentations. Students are required to review and analyze video speeches in the lab.  
Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: O  
CAN: SPCH 4  
Advisory Level: Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: A1  
District GE: A1  
IGETC: C1

**COMS-020N - Oral Communication for Nonnative Speakers**  
Units: 3  
This is a public speaking course designed for the non-native speaker. Course content is identical to Communication Studies 20 with a voice and articulation emphasis. This course introduces students to public speaking and rhetorical theory. Students learn how to evaluate a topic, the speech situation, and the audience, with emphasis on developing an awareness of the relatedness and interdependence of ideas in various contexts. Students develop skills in methods of research, organization, and delivery. The chief emphasis is on developing and cogent support for statements of position. Critical listening and analytical faculties are developed through the application of rhetorical theory to exemplary speeches on a variety of universal topics and to classroom presentations. Though open to all students, issues and concerns regarding speakers of English as a second language will be addressed. This course shall provide a supportive learning environment for nonnative speakers.  
Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: O  
CAN: None  
Advisory Level: Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**COMS-040 - Introduction to Argumentation**  
Units: 3  
This course provides students with an understanding of how to support intelligent decisions by using reasoned discourse. Instruction in: logical analysis of modern controversies; the formulation of propositions for argument; constructing arguments; practical application through discussion and debate. Emphasizes the social importance of competent advocacy in a free society.  
Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L  
CAN: SPCH 6  
Advisory Level: Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: A1, A3  
District GE: A1, A3  
IGETC: C1

**COMS-045 - Small Group Communication**  
Units: 3  
Emphasis will be placed on two perspectives within the group context — decision making and communication. Communication is considered the organizing means of the group; decision making is the purpose of the group. Concepts such as group interaction; leadership, status, and power; conflict and cohesiveness; rules and roles; verbal and non verbal messages and problem-solving as they apply to social and political institutions as well as the world of work in both the public and private sectors will be investigated.  
Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: O  
CAN: None  
Advisory Level: Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: A1  
District GE: A1  
IGETC: None

## COMPUTER AIDED DESIGN & DRAFTING

**CADD-010 - Basic Drawing**  
Units: 3  
This course is an entry level drafting course where the students will learn the basic elements of technical drafting. The students will learn how to apply standard concepts of graphic presentation (such as freehand sketching, emulative projection, sectioning, auxiliaries, dimensioning, and pictorial illustration) when drawing clear and accurate solutions to problems. In this course, the students will learn manual drafting techniques, and an introduction to CADD will be included.  
Lecture Hours: 2  
Lab Hours: 4  
Repeatable: No  
Grading: O  
Credit by Exam: Yes  
Recommended: 3 units of MATH 310 with a grade of CR or placement based on Math Assessment  
CAN: None  
Advisory Level: Read: 2  
Write: 2  
Math: 1  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**CADD-098 - Directed Study in Computer Aided Design and Drafting**  
Units: 0.5-9  
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.  
Lecture Hours: None  
Lab Hours: 1.5-27  
Repeatable: 17  
Grading: O  
Credit by Exam: Yes  
CAN: None  
Advisory Level: Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**CADD-136 - CADD Occupational Work Experience-Parallel Plan**  
Units: 1-4  
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.  
Lecture Hours: None  
Lab Hours: 3-12  
Repeatable: 15  
Grading: O  
CAN: None  
Advisory Level: Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or; 2) During a summer session, be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

COMPUTER APPLICATIONS

CA-010A - Computer Keyboarding Units: 1
This course is designed for students with no prior keyboarding experience. Keyboard mastery is developed using touch techniques. Skill development and measurement are addressed as well as proofreading skills.
Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: O
Prerequisite: CA 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CA-011 - Speed and Accuracy Units: 1-2
This course provides an intense program to improve proficiency in keyboarding. Using effective practice materials, students will achieve statistically significant gains in speed and accuracy. Speed and accuracy is appropriate for students enrolled in computer application, word processing, or MOUS certification courses. It is also recommended for students wishing to upgrade or refresh their keyboarding skills. Repeatable in a separate semester to a maximum of 2 units.
Lecture Hours: None Lab Hours: 3 Repeatable: 1 Grading: O
Prerequisite: CA 010A or CA 015A or OTP 011A or OTP 011B or BIS 011 or BUS 011 or OTP 145
Corequisite: CA 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CA-015A - Document Processing Units: 2
This course is a continuation of CA 010A and assumes keyboard touch typing skills of 25+ wpm. Keyboard mastery is emphasized and skill development, proofreading, and measurement are addressed. Students will construct basic business letters, memos, tables, and reports.
Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: O
Prerequisite: CA 010A with C or better or OTP 011A or OTP 145 or type 25 words per minute
Corequisite: CA 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CA-020A - Microsoft Windows 2000 Units: 1
This is an introductory course in the use of Windows 2000. Topics covered include using a graphical user interface, starting and exiting Windows, adding, arranging, and deleting windows and icons on the desktop, creating and manipulating folders, running multiple applications, transferring information from one application to another, and saving and retrieving files from the disk.
Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: No Grading: O
Corequisite: CA 200
Recommended: Basic touch keyboarding skill of 25 net words a minute.
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CA-030A - Internet for Beginners Units: 1
Fundamentals of the Internet: Student will learn to use a browser, search the Web using search tools and techniques, and download information and software. They will learn to use the Internet for Business and personal use.
Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: No Grading: O
Corequisite: CA 200
Recommended: Basic touch keyboarding skill of 25 net words a minute.
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CA-040B - Microsoft Word XP 2002 Units: 2
This is a comprehensive course in the use of Microsoft Word XP. The course covers such topics as entering text into a document, editing and formatting documents, tables and graphs, styles and templates, columns, and drawing tools. Preparation for the Microsoft Office User Specialist (MOUS) Word certification is also addressed.
Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: O
Corequisite: CA 200
Recommended: Basic touch keyboarding skill.
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CA-050B - Microsoft Excel XP 2002 Units: 2
This is an introductory course in the use of Microsoft Excel XP. The course covers such topics as entering text into a document, editing and formatting documents, tables and graphs, styles and templates, columns, and drawing tools. Preparation for the Microsoft Office User Specialist (MOUS) Excel certification is also addressed.
Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: O
Corequisite: CA 200
Recommended: Basic touch keyboarding skill of 25 net words a minute.
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CA-060B - Microsoft Access XP 2002 Units: 2
This is an introductory course in the use of Microsoft Access XP (2002). The course covers such topics as database management, mailing lists, inventories, queries, forms, and reports for business and database applications.
Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: O
Corequisite: CA 200
Recommended: Basic touch keyboarding skill of 25 net words a minute.
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
CA-070B - Microsoft PowerPoint XP 2002  Units: 2
This is a course in the use of Microsoft PowerPoint XP. The course covers such topics as creating a new presentation, modifying a presentation, changing the appearance, formatting text and bullets, working with charts, automating the slide show, and enhancing the presentation with pictures, video, and sound. Preparation for the Microsoft Office User Specialist (MOUS) PowerPoint XP exam is also addressed.
Lecture Hours:1  Lab Hours: 3  Repeatable: No  Grading:O
Corequisite: CA 200
Recommended: Basic touch keyboarding skill of 25 net words a minute.
CAN: None

Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CA-080B - Microsoft Outlook XP 2002  Units: 1
This is a basic course in the use of Microsoft Outlook 2002. The course covers communicating with Outlook (e-mail), and the use of calendars, contact lists, tasks and notes.
Lecture Hours:0.5  Lab Hours: 1.5  Repeatable: No  Grading:O
Corequisite: CA 200
Recommended: Touch keyboarding skill of 25 net words a minute and familiarity with PC mouse.
CAN: None

Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CA-100B - Microsoft Office XP 2002  Units: 3
In this course, students will gain practical hands-on experience in creating business documents using Microsoft Windows and MS Office applications. Students will learn to create and integrate word-processing and spreadsheet documents. Additionally, students will learn database and presentation documents in a Windows environment and the integration of all office applications.
Lecture Hours:2.5  Lab Hours: 1.5  Repeatable: No  Grading:O
Corequisite: CA 200
Recommended: Basic touch keyboarding skill of 25 net words a minute.
CAN: None

Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CA-136 - Computer Applications  Units: 1-4
Occupational Work Experience - Parallel Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.
Lecture Hours:None  Lab Hours: 3-12  Repeatable: 15  Grading:O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units; or; 2) During a summer session, be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.
CAN: None

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CA-138 - Computer Applications  Units: 1-8
Occupational Work Experience - Alternate Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.
Lecture Hours:None  Lab Hours: 3-24  Repeatable: 15  Grading:O
Corequisite: 1) Need not be enrolled in any other class during the semester besides Work Experience. 2) May be enrolled in at most one other class in addition to Work Experience. 3) Must be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.
CAN: None

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CA-200 - Supervised Skills Lab  Units: None
Supplemental practice and/or instruction is offered to CA 200 students. Projects are assigned in courses of concurrent enrollment. Faculty members in charge provide general consultation and supervision.
Lecture Hours:None  Lab Hours:None  Repeatable:19  Grading:N
Corequisite: CA 010A or CA 015A or CA 011 or CA 020A or CA 030A or CA 040B or CA 050B or CA 060B or CA 070B or CA 080B or CA 100B
CAN: None

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: NC
CSU GE: None  District GE: None  IGETC: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

CA-302 - Getting Started with Windows Units: 0.5
This is a basic computer skills course designed to teach students fundamental computer skills such as using the mouse, opening and closing programs on the desktop, and saving information in electronic in electronic format in folders. Students can enroll in this course several times during the semester. The course includes an introductory class meeting, a workbook containing exercises to complete, and a competency assessment at the end of the course.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

CA-303 - Getting Started with Microsoft Word
This is a basic computer skills course designed to teach the student the fundamentals of word processing skills. This includes skills such as creating, saving, revising, formatting, and adding graphics to a document. The course includes an introductory class meeting, a workbook containing exercises to complete, and a competency assessment at the end of the course.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

CA-304 - Getting Started with Excel Units: 0.5
This is a basic computer skills course designed to teach students how to use Excel spreadsheets to display information, calculate formulas, and replicate formulas.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

CA-305 - Getting Started with PowerPoint Units: 0.5
This is a basic computer skills course designed to teach the fundamentals of making presentations. This includes skills such as utilizing PowerPoint's pull-down menus, clip art, text, images (graphics), panes, and templates. The course includes an introductory class meeting, a workbook containing exercises to complete, and a competency assessment at the end of the course. The course is offered on a mandatory credit/no credit basis. Students may enroll at any time during the semester.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

CA-306 - Getting Started with the Internet Units: 0.5
This is a basic computer skills course designed to teach the fundamentals of the Internet. This includes skills such as utilizing Microsoft's Internet Explorer's (IE's) pull-down menus, searching the web, copying and saving text images (graphics), and downloading information. Students, faculty and staff will also learn how to use an internet mail tool (e.g., Yahoo mail) and save pages (bookmarks). The course includes an introductory class meeting, a workbook containing exercises to complete, and a competency assessment at the end of the course. The course is offered on a mandatory credit/no credit basis. Students may enroll at any time during the semester.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

CA-307 - Getting Started with Graphics Units: 0.5
This is a basic computer skills course designed to teach students how to format and use graphics effectively in a variety of documents such as Word and Web pages.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

CA-308 - Getting Started with PC Hardware Units: 0.5
This is a basic computer skills course designed to teach how to install hardware devices, identify problems, and configure peripheral devices. The course includes a discussion of motherboards, I/O Interfaces, processors, memory, floppy and hard disk drives, CD-ROM drives, keyboards, mice, video cards, monitors, printers, and communications devices.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

CA-309 - Getting Started with Writing Units: 0.5
This is a basic computer course designed for the student to learn how to use writing tools to create a document containing several paragraphs and a topic sentence with tables of contents, indices, headers, footers, and footnotes. Students will learn how to use word processing and writing software to format ideas about a topic, write sentences, organize the sentences into a well-designed document with several paragraphs, a topic sentence, and effective introductory and concluding paragraphs.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

CA-310 - Getting Started with Web Page  Units: 0.5
Design
This is a basic computer skills course designed to teach students the fundamentals of creating a simple Web page, including hypertext links, design issues, evaluation criteria, copyright issues, and audience requirements. Students create Web sites from the user’s perspective and needs, including ADA (Americans with Disabilities Act) guidelines. The course includes an introductory class meeting, a workbook containing exercises to complete, and a competency assessment at the end of the course.

Lecture Hours: 0-1.5  Lab Hours: None  Repeatable: No  Grading: K
Open Curriculum: None prerequisite, corequisite or levels
CAN: None
Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

COMPUTER INFORMATION SYSTEMS

CIS-014 - Networking TCP/IP on NT 4.0  Units: 1-3
This course provides individuals who possess knowledge of the function and uses of local area network hardware, including network cards, cabling, bridges, and routers, as well as knowledge of the functions of the seven layers in the open system interconnect (OSI) reference model, with the knowledge and skills required to set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on Microsoft Windows NT operating system version 4.0. This course will help the student prepare the Microsoft Certified Professional exam #70-059.

Lecture Hours: 1-3  Lab Hours: None  Repeatable: 2  Grading: O
Corequisite: CIS 200
CAN: None
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CIS-016C - Microsoft® Windows® 2000  Units: 3
Prerequisite: CIS 016D with C or better
Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Corequisite: CIS 200
CAN: None
Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: CIS 200  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

Prerequisite: CIS 016C
Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Corequisite: CIS 200
CAN: None
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CIS-016E - Microsoft® Windows® 2000  Units: 3
Prerequisite: CIS 016D
Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Corequisite: CIS 200
CAN: None
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CIS-016F - Microsoft® Windows® 2000 Network Infrastructure Administration: Exam 70-216
Prerequisite: CIS 016D with C or better
Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Corequisite: CIS 200
CAN: None
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CSU = Meets baccalaureate criteria
UC = Course is accepted by UC system
This course prepares the students to analyze an organization's business and technical requirements and design security for a Windows 2000 network. This course includes all the aspects to design Windows 2000 network security, from authentication strategies to Demilitarized Zones (DMZ) to protecting Internet-accessible resources. This course meets the requirement of industry standards in developing strategies to provide security measures against cyber and Internet related attacks from malicious hackers. This course helps the students to prepare for the MCSE exam 70-220.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: O
Prerequisite: CIS 016D with C or better
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CIS-016H - Microsoft® Windows® 2000 Network Environment: Exam 70-218
This course provides a foundation for students who want to learn how to administer and manage Microsoft® Windows® 2000 on enterprise networks, including the skills required to manage and support a networked system. Administration of Microsoft® Windows® 2000 Network Environment is emphasized. Students have at least six months of experience administering and supporting Windows® 2000 server and client operating systems that use Active Directory™ directory services in the above environment, or proficiency in CIS 16D & CIS 16E. This course prepares students for the MCSE exam 70-218 that measures the student's ability to administer, support and troubleshoot information systems that incorporate Microsoft® Windows® 2000.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: CIS 016D with C or better
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CIS-018A - Cisco Network Essentials Units: 3
This course introduces students to the fundamentals of local area networks (LANs) and emphasizes preparation for the Cisco Certified Network Associate (CCNA) certification test. It includes topics such as the OSI model and industry standards, network topologies, IP addressing, subnet masks, networking components, and basic network design.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: O
Prerequisite: CIS 041
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CIS-018B - Cisco Router and IOS Software Units: 3
This course covers the fundamentals of wide area networks (WANs) and prepares students for the Cisco Certified Network Associate (CCNA) certification test. It includes topics such as Cisco router configurations, the differences between routed and routing protocols, routing tables, and network packet transmission methodology. It also includes configuration of IP addresses and techniques to reduce routing problems.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: O
Prerequisite: CIS 018A
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CIS-018C - Cisco Local Area Network Design Units: 3
This course covers the design of a LAN and prepares students for the Cisco Certified Network Associate (CCNA) test. Students will design and configure an actual network for a typical LAN. Topics covered include IPX addresses and access list, advantages of LAN segmentation using bridges, routers, and switches. The course also covers features and benefits of Fast Ethernet connections and VLANs.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: O
Prerequisite: CIS 018B
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CIS-018D - Cisco Wide Area Network Design Units: 3
This course covers the design of a wide area network (WAN) and prepares students for the Cisco Certified Network Associate (CCNA) test. Students will design and configure an actual WAN. The course covers topics such as WAN theory and design, Frame Relay terms and features, PPP operations, and ISDN networking and protocols.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: O
Prerequisite: CIS 018C
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CIS-018E - CCNP Advanced Routing Units: 3
This course covers advanced concepts of routing, and prepares students for the Cisco Certified Networking Professional (CCNP) Routing exam, one of the four certification tests for the CCNP. It includes topics such as Managing Network Traffic, Optimizing Routing Operation, configuring major protocols (OSPF, EIGRP, BGP), and quality of Service (QOS). Target audience is students who want to analyze, plan, and evaluate computer networks.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: O
Prerequisite: CIS 018D with C or better or CCNA certification
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
CIS-018F - CCNP Remote Access Units: 3
This course covers remote access to networks, and prepares students for the Cisco Certified Networking Professional (CCNP) Remote Access exam, one of the four certification tests for the CCNP. It includes topics such as Configuring PPP, PAP and CHAP; Using ISDN and DDR; setting up Frame Relay; Traffic Shaping; Backup Connections; Optimizing WAN Traffic; PAT and NAT; and Troubleshooting Remote Access Networks. Target audience is students who want to analyze, plan, and evaluate computer networks.

Lecture Hours:2.5 Lab Hours: 1.5 Repeatable: No Grading:L
Prerequisite: CIS 018D or achievement of CCNA certification
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CIS-018G - CCNP Multi-Layer Switching Units: 3
This course covers advanced concepts of switching, and prepares students for the Cisco Certified Networking Professional (CCNP) Switching exam, one of the four certification tests for the CCNP. It includes topics such as Planning and Implementing Virtual LANs; Managing Switches; and Troubleshooting Switches. Target audience is students who want to analyze, plan, and evaluate computer networks.

Lecture Hours:2.5 Lab Hours: 1.5 Repeatable: No Grading:L
Prerequisite: CIS 018D or achievement of CCNA certification
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CIS-018H - CCNP Network Troubleshooting Units: 3
This course covers advanced concepts of switching, and prepares students for the Cisco Certified Networking Professional (CCNP) Switching exam, one of the four certification tests for the CCNP. It includes topics such as Selecting and Applying Methods and Tools of Troubleshooting; Diagnosing and Correcting Campus TCP/IP Problems, Frame Relay Problems, and ISDN BRI Problems. Target audience is students who want to analyze, plan, and evaluate computer networks.

Lecture Hours:2.5 Lab Hours: 1.5 Repeatable: No Grading:L
Prerequisite: CIS 018E and CIS 018F and CIS 018G
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CIS-020 - XML Fundamentals Units: 3
Students will learn how to use XML to create dynamic web pages, and learn why XML is gaining popularity more rapidly than any other web technology. Students will create their own XML documents, XML document type definitions and schemas to describe their structure and content. Students will also discover how to use cascading style sheets (CSS) to render XML documents using an ordinary web browser.

Lecture Hours:2.5 Lab Hours: 1.5 Repeatable: No Grading:L
CAN: None
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

CIS-023 - JavaScript Programming for the Web Units: 2
This is an introductory course in the use of JavaScript, a cross-platform scripting language used for creating interactive Web pages. The course covers forms, communicating with other Web tools, and customizing Web pages.

Lecture Hours:1 Lab Hours: 3 Repeatable: No Grading:L
Prerequisite: CIS 042
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CIS-024 - CGI and Perl Programming for the Web Units: 3
This course covers CGI, Perl, and other techniques for creating interactive Web pages. It is intended for students who have a preliminary knowledge of programming and HTML. The course teaches students how to use Perl to work with forms, searchable databases, and e-mail responses. Students will use CGI scripts to retrieve and manipulate data in Web pages and Web page databases. This is not a complete Perl programming class; it covers only the commands in Perl that are necessary to make Web pages interactive.

Lecture Hours:2.5 Lab Hours: 1.5 Repeatable: No Grading:L
Prerequisite: CIS 042
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CIS-025 - VB6 and ActiveX Controls Units: 3
This course covers the development of ActiveX controls, and the use of the Visual Basic Language to create interactive Web pages. Students will learn how to design and implement ActiveX controls, and how to use them in their own applications. The course also provides an introduction to the ActiveX technology and the related development tools.

Lecture Hours:2.5 Lab Hours: 1.5 Repeatable: No Grading:L
Prerequisite: CIS 018G
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CIS-026 - Designing Web-Based Courses and Training Materials Units: 3
This course covers the design and implementation of Web-based courses and training materials. Students will learn how to use Web development tools such as Adobe Dreamweaver, Flash, and Photoshop to create interactive Web pages. They will also learn how to create and manage databases, and how to use multimedia objects such as animations and audio files to enhance the learning experience.

Lecture Hours:2.5 Lab Hours: 1.5 Repeatable: No Grading:L
Corequisite: in CIS 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
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CIS-027 - Web Application Solutions Units: 3
This is a second level course which provides an in-depth discussion of Internet file formats such as HTML, VRML, XML, DOM, RDF, and CSS used for documents, video and sound clips. It also covers data encryption procedures and the use of Java applets.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L
Prerequisite: CIS 023 and CIS 024 and CIS 025
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CIS-028 - Web Site Administration I Units: 3
This is a first level course that covers the basic information and tools required to establish a Web site in a business or academic environment.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L
Prerequisite: CIS 042 and CIS 060 and CIS 063 and CIS 157
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CIS-029 - Web Site Administration II Units: 3
This course is intended for students who are already familiar with programming and HTML. The course gives students an understanding of operating systems and site administration tools as they relate to Web site programming, design, and publishing. This course is designed to help students prepare to pass the International Web Administrators (IWA) certified Web professional exams.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L
Prerequisite: CIS 014 and CIS 028
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CIS-041 - Introduction to Computer Information Systems Units: 3
Students will develop an understanding of what constitutes a computer information system, acquire knowledge about hardware, software, data, computer number systems, and procedures and expand that understanding to include the impact and application of computers in business, government, and social organizations. The influence of the Internet on business is discussed, and terms relating to the Web are explained. Students will gain skills in performing the fundamental functions that an operating system provides, be given an opportunity for hands-on practice of introductory level skills in word processing, spreadsheets, presentation graphics, and use of Internet. Students will be exposed to a programming language.

Lecture Hours: 3 Lab Hours: 1 Repeatable: No Grading: L
Corequisite: CIS 200
CAN: BUS 6
Advisory Level: Read: 2 Write: 2 Math: 2
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D District GE: D IGETC: None

CIS-042 - Program Design and Development Units: 3
This course is an introduction to modern structured and object-oriented programming. Analysis of project definitions is performed to design and implement solutions to information systems problems. Students will use systematic problem solving techniques to develop and test program specifications and detailed logic plans. Programs will be described and designed with tools such as structure charts and pseudocode. Students will use a structured programming language to code computer instructions that implement their designs. Students will use a visual programming language to develop programs using objects. Testing and debugging will be treated as extensions of the coding task.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L
Prerequisite: CIS 041 or CIT 010
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CIS-051 - Assembly Language Programming for Micros Units: 3
This course introduces the architecture of the microprocessor, its instruction set repertoire, and assembly language programming concepts and techniques. Students will learn how to use assembly language to control I/O devices, add new I/O interfaces, and perform tasks outside the scope of high level languages.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L
Prerequisite: CIS 042
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CIS-054 - C Programming Units: 3
“C” is a general-purpose programming language which features economy of expression, modern control flow and data structures, and a rich set of operators. Participant will explore these features through a variety of programming assignments. This course is for students and professional programmers whose needs include applications packages and/or systems software in micro and minicomputer environments where efficiency and portability are important.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: O
Prerequisite: CIS 042 or equivalent high level language
Corequisite: CIS 200
CAN: CSCI 16
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CIS-055 - Data Structures Units: 3
This course provides an independent treatment of topics including computer organization, data formats, file organization, recursion, and abstract data types. Data structures to be covered will include arrays, link lists, stacks, queues, binary trees, heaps, balanced trees and priority queues. Applications of recursion will be discussed in some detail. Techniques for sorting and searching will also be presented.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L
Prerequisite: CIS 042 and 054
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
CIS-059 - Object Oriented Programming  Units: 3
This course teaches the fundamentals and techniques of Object Oriented Programming (OOP). Topics covered include: the elements of OOP, classes and objects, inheritance, polymorphism, overloading, member functions, member access, virtual functions, pointers, memory management, constructors and destructors, derived classes, dynamic objects, queues and stacks. Modern programming and debugging techniques will be stressed throughout the course. Currently using C++.

Lecture Hours:2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: CIS 054
Corequisite: CIS 200

CIS-059C - Visual C++ using Microsoft  Units: 3
Foundation Classes
This is an advanced programming course that introduces Windows Application Programming. The course builds on object oriented programming (OOP) techniques including inheritance, polymorphism and encapsulation. The Microsoft Foundation Class (MFC) Library for Microsoft Windows is the standard C++ application programming interface (API) for all versions of Microsoft Windows. This course covers how to use MFC (version 2.0 or higher) and the Visual C++ development environment to create portable programs for these operating systems. Topics include: Class Hierarchy, Class Wizard, Graphics Device Interface, Menus, Dialogs, Toolbars, Document View Architecture, Files and Archiving, Print and Print Preview.

Lecture Hours:2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: CIS 059 with C or better
Corequisite: CIS 200
Recommended: MATH 021

CIS-060 - Systems Analysis and Design  Units: 3
System Analysis and Design begins with the definition of a problem followed by the design and implementation of a new system created to correct the problem. Students will apply the concepts of the systems analysis development cycle which includes: problem definition; data collection; and analysis; analysis of systems alternatives; determination of feasibility; development of the system proposal; pilot or prototype systems development; system design; program development; systems implementation; systems review and evaluation.

Lecture Hours:3  Lab Hours: None  Repeatable: No  Grading: L
Corequisite: CIS 200

CIS-062A - Introduction to PC Hardware and Diagnostics  Units: 2
This course introduces students to the basic understanding and supporting of today's PC hardware. Students are familiarized with hardware architecture and terms including processors, motherboards, memory, storage devices, peripherals, and video. Hands-on projects are included to help students become more familiar with computer hardware basics. This class prepares students to take more advanced A+ PC Technician courses and is a prerequisite for CIS 62B or CIS 62C.

Lecture Hours:1.5  Lab Hours: 1.5  Repeatable: No  Grading: O
Corequisite: CIS 200

CIS-062B - A+ Core PC Hardware Technology  Units: 2
This course teaches the skills needed to be a successful computer technician and prepares students for CompTIA's A+ Core Hardware certification exam. This hands-on class teaches the techniques needed to diagnose hardware problems, configure PC components, and replace defective computer parts. Students learn how to install boards, configure multiple hard drives, add peripheral devices, work with network adapters, solve basic printer problems, and modify CMOS setups. Diagnostic software and hardware procedures are included.

Lecture Hours:1.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Corequisite: CIS 062A with C or better

CIS-062C - A+ Core PC Operating Systems Technology  Units: 2
This course teaches the fundamentals and techniques to service PC's or obtain A+ certification. It introduces the concepts and skills needed to load and use OS's ranging from DOS to Windows 98/2000 and prepares students for the CompTIA Operating Systems Technologies exam. Topics include the use of the command prompt, essential utilities, boot files, file systems, OS installation procedures, Windows configuration and hard disk partitioning strategies.

Lecture Hours:1.5  Lab Hours: 1.5  Repeatable: No  Grading: O
Prerequisite: CIS 062A with C or better
Corequisite: CIS 200

CIS-063 - Network Telecommunications  Units: 3
This course provides a general overview regarding aspects of networking. It is designed to make the student aware of the various elements, protocols and suites within the networking environment. The course prepares the student to take the Microsoft certified Professional exam.

Lecture Hours:2.5  Lab Hours: 1.5  Repeatable: No  Grading: O
Prerequisite: CIS 041 or CIT 010
Corequisite: CIS 200

CSU = Meets baccalaureate criteria
UC = Course is accepted by UC system
CIS-067 - Administering Microsoft Exchange Server  
**Units: 3**
This course teaches students how to configure and maintain an Exchange server. It covers system architecture, messaging systems, protocols used to communicate with clients, distribution lists, files, and directories. Students learn how to configure message recipients and configure server locations efficiently according to the requirements of a business environment.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: O
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
   CSU GE: None  District GE: None  IGETC: None

CIS-068 - Administering Microsoft SQL Server  
**Units: 3**
This course teaches students who to install, maintain, repair, and support the MS SQL server. It covers the tasks of an SQL administrator and explains how to manage storage, import and export data, and troubleshooting. The course also provides guidelines on how to manage database activities for groups of users.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: O
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
   CSU GE: None  District GE: None  IGETC: None

CIS-069 - Novell System Administration I  
**Units: 3**
This course provides basic understanding and skills necessary to manage, monitor and maintain Local Area Network(s) with NetWare Operating System. The students gain first-hand experience with the following kinds of management tasks they would perform routinely as network administrators: network configuration, file and directory configuration, network security, backup/recovery system, print server, printer, print queue, automation. Additionally, this course will enable the student to perform basic troubleshooting techniques. The course covers the content required by Novell for System Manager which can lead to CNA and/or CNE certification.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: O
Prerequisite: CIS 063
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
   CSU GE: None  District GE: None  IGETC: None

CIS-070 - Novell System Administration II  
**Units: 3**
This course teaches the content required by Novell for System Manager Plus which can lead to CNA and/or CNE certification. The course covers the content required by Novell for System Manager Plus which can lead to CNA and/or CNE certification.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: O
Prerequisite: CIS 063
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
   CSU GE: None  District GE: None  IGETC: None

CIS-073 - Visual Basic Programming  
**Units: 3**
Visual Basic is a programming language that allows rapid development of Microsoft Windows- graphical user interface applications. This course covers Visual Basic concepts, tools, and programming methodology to create user friendly Microsoft Windows applications.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: CIS 042 or CIS 054 or CIS 059 or equivalent programming language.
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
   CSU GE: None  District GE: None  IGETC: None

CIS-084 - Java Programming  
**Units: 3**
This course is intended for students with some knowledge of programming who want to develop Java applets and stand-alone applications. Java interfaces, classes, inheritance, threads exceptions will be covered. Applications covering I/O, graphics and networking will also be addressed.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: O
Prerequisite: CIS 042
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
   CSU GE: None  District GE: None  IGETC: None

CIS-085 - Advanced Java Programming  
**Units: 3**
This course covers advanced Java language concepts, such as event models, networking with applets, database access, and thread groups. Students will also write programs using inner classes, collections, and exceptions. In addition, I/O routines, Java Database Connectivity (JDBC) functionality, and Servlets will be covered in detail. Students will gain experience enhancing Java programs with Swing and JavaBean components.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: CIS 084 with C or better
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
   CSU GE: None  District GE: None  IGETC: None

CIS-086 - Networking I  
**Units: 3**
This course covers the networking concepts and technologies that are necessary to use other computer applications and file handling procedures for floppy and fixed disks. Emphasis is placed on functionality rather than commands. Emphasis is placed on using the command-line, text based DOS interface to manipulate files and directories and to use troubleshooting tools to analyze and enhance system performance.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: CIS 063
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
   CSU GE: None  District GE: None  IGETC: None

CIS-087 - Networking II  
**Units: 3**
This course covers the networking concepts and technologies that are necessary to use other computer applications and file handling procedures for floppy and fixed disks. Emphasis is placed on functionality rather than commands. Emphasis is placed on using the command-line, text based DOS interface to manipulate files and directories and to use troubleshooting tools to analyze and enhance system performance.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: CIS 063
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
   CSU GE: None  District GE: None  IGETC: None

CIS-100 - DOS for Microcomputers  
**Units: 2**
In this course students learn to use Disk Operating System (DOS). The course provides in depth coverage and understanding of the DOS commands and concepts that are necessary to use other computer applications and file handling procedures for floppy and fixed disks. Emphasis is placed on functionality rather than commands. Emphasis is placed on using the command-line, text based DOS interface to manipulate files and directories and to use troubleshooting tools to analyze and enhance system performance.

Lecture Hours: 1  Lab Hours: 3  Repeatable: No  Grading: L
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
   CSU GE: None  District GE: None  IGETC: None
CIS-131 - Introduction to Internet  Units: 1
Internet is a world wide collection of computer networks that transmit data using the Internet Protocol. This course provides the basic skills needed to use Internet services of electronic mail, file transfer, remote login, news, sharing software and accessing information.
Lecture Hours:0.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Corequisite:  CIS 200
CAN:  None
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status:  CSU  Degree Applicable: AA/AS
CSU GE:  None  District GE:  None  IGETC:  None

CIS-132 - Web Pages with HTML  Units: 3
This is an introductory course for students who want to be proficient using HTML commands. Students will discover what makes some World Wide Web pages stand out and why so many Web sites never get noticed. Students will design multiple web pages to attract their target audience and have them navigate through key information. Students will learn the code-writing commands needed to program their own home page to appear the way it is envisioned, to make web page easily accessible to all who visit it, and to inspect page outline and make changes whenever needed.
Lecture Hours:2.5  Lab Hours: 1.5  Repeatable: No  Grading: O
Prerequisite:  CIS 131
Corequisite:  CIS 200
CAN:  None
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status:  CSU  Degree Applicable: AA/AS
CSU GE:  None  District GE:  None  IGETC:  None

CIS-136 - Computer Information  Units: 1-4
Systems Occupational Work Experience - Parallel Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.
Lecture Hours:None  Lab Hours: 3-24  Repeatable: 15  Grading: O
Corequisite:  1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or; 2) During a summer session, be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.
CAN:  None
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status:  CSU  Degree Applicable: AA/AS
CSU GE:  None  District GE:  None  IGETC:  None

CIS-138 - Computer Information  Units: 1-8
Systems Occupational Work Experience - Alternate Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.
Lecture Hours:None  Lab Hours: 3-24  Repeatable: 15  Grading: O
Corequisite:  1) Need not be enrolled in any other class during the semester besides Work Experience. 2) May be enrolled in at most one other class in addition to Work Experience. 3) Must be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.
CAN:  None
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status:  CSU  Degree Applicable: AA/AS
CSU GE:  None  District GE:  None  IGETC:  None

CIS-151B - UNIX Shell Programming  Units: 3
This is a beginning course in UNIX Shell Programming using different shell programs available with the UNIX operating system. The course will include use of Bourne Shell and C-Shell Programming theory and concepts. These concepts include interpretation of different quote characters, shell variables, decision making commands and looping mechanisms. Students will also learn passing arguments to shell scripts, IO redirection, terminal/file IO, subshells and using special UNIX commands. Additionally, this course will include use of restricted shell "rsh" and introduction to Korn shell commands. Students are required to register in CIS 200 in order to complete supplementary exercises.
Lecture Hours:2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite:  CIS 157
Corequisite:  CIS 200
CAN:  None
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status:  CSU  Degree Applicable: AA/AS
CSU GE:  None  District GE:  None  IGETC:  None

CIS-157- Introduction to UNIX  Units: 3
This course provides an introduction to the UNIX operating system. Topics covered include shells, directory and file structure, file permissions, passwords, security, the vi editor, redirection, pipes, filters and shell programming. Additional topics include the use of UNIX I/O devices, system administration and Internet access. Modern techniques will be stressed throughout the course.
Lecture Hours:2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Corequisite:  CIS 200
CAN:  None
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status:  CSU  Degree Applicable: AA/AS
CSU GE:  None  District GE:  None  IGETC:  None
**CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS**

**CIS-158 - Unix System Administration**  
Units: 3  
This course teaches the concepts of Unix system administration. Lab exercises reinforce lecture topics and provide practical experiences in Unix system administration. Topics include Unix installation, Unix file systems, managing user accounts, user shells, security, system resources, device administration, system and file backup and restore, printers and print spooling systems, network management using TCP/IP, network access using telnet and ftp, interface to Microsoft networks using SAMBA, electronic mail systems, system kernel builds, and system tuning. Shell scripts are used to demonstrate system administration.

Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: O  
Prerequisite: CIS 157  
Corequisite: None  
Advisory Level: Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**CIS-200 - Supervised Skills Laboratory**  
Units: None  
Supplemental practice and/or instruction is offered to students in a specific discipline on an optional but highly recommended basis. Projects are assigned in courses of concurrent enrollment. General consultation and supervision are provided by the faculty members in charge.

Lecture Hours: None  
Lab Hours: None  
Repeatable: 19  
Grading: N  
Corequisite: CIS 010 or CIS 014 or CIS 016 or CIS 016C or CIS 016D or CIS 016E or CIS 016F or CIS 016G or CIS 018A or CIS 018B or CIS 018C or CIS 018D or CIS 023 or CIS 024 or CIS 025 or CIS 026 or CIS 027 or CIS 028 or CIS 029 or CIS 041 or CIS 042 or CIS 051 or CIS 054 or CIS 055 or CIS 056 or CIS 057 or CIS 058 or CIS 060 or CIS 062 or CIS 063 or CIS 067 or CIS 068 or CIS 069 or CIS 073 or CIS 084 or CIS 085 or CIS 100 or CIS 131 or CIS 132 or CIS 151B or CIS 157 or CIS 158 or MATH 082 or MATH 083  
CAN: None

**Advisory Level:** Read: None  
Write: None  
Math: None  
Transfer Status: None  
Degree Applicable: None  
CSU GE: None  
District GE: None  
IGETC: None

**COMPUTER TECHNOLOGY**

**CT-079 - Microprocessor Fundamentals**  
Units: 3  
CT 79 is the second course in the Computer Technology program, and is a required course for the Electronics, Computer, Laser and Microwave Technology programs. Students build and test a 8085 microprocessor system and analyze the data, address, and control bus timing signals in lecture and lab. Emphasis is placed on topics common to all microprocessors, such as programming, architecture, and interfacing. Topics also included are serial and parallel data transfer, output/input, interrupts, programming of EPROMS, and the use of development systems and logic analyzers.

Lecture Hours: 2  
Lab Hours: 4  
Repeatable: No  
Grading: L  
Prerequisite: CT 077 and ELECT 062, all with C or better  
CAN: None

**Advisory Level:** Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**CT-120 - Using Computers for Applied Sciences**  
Units: 2  
Students will be introduced to a variety of computer applications used in the Applied Sciences, such as: electronics, CADD drafting, air conditioning, construction technology, laser technology, machine technology, SMT, engineering and manufacturing. A general overview of what a computer is and how a computer system operates will be explored. No prior computer skills are required. The hands-on computer lab sessions of this course will introduce applications using operating systems, file management, word processing, spreadsheets, presentations and illustrations as they relate to the Applied Sciences. Discussions will include specific Applied Science applications and multiple use consideration.

Lecture Hours: 1  
Lab Hours: 3  
Repeatable: No  
Grading: L  
Credit by Exam: Yes  
CAN: None

**Advisory Level:** Read: 2  
Write: 2  
Math: 1  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**CT-136 - Computer Technology Occupational Work Experience - Parallel Plan**  
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A Maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours: None  
Lab Hours: 3-12  
Repeatable: 15  
Grading: 0  
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college or coursework in a vocational subject area; 2) During a summer session, be enrolled in at least one other class in addition to Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.  
CAN: None

**Advisory Level:** Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

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**L** = Letter Grade Only  
**K** = Mandatory Credit/No Credit  
**O** = Optional Credit/No Credit
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

CONSTRUCTION TECHNOLOGY

CNSTR-098 - Directed Study in Construction Units: 0.5-9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None  Lab Hours: 1.5-27  Repeatable: 17  Grading: O

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CNSTR-101A - Construction Tools, Materials and Processes Units: 4
This course introduces the student to the residential construction industry. Hand/power tools and machines common to the building construction trades will be used. Construction materials, fasteners, and construction techniques will be utilized.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L
Credit by Exam: Yes

Recommended: Review of general math skills and basic geometry is helpful.

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CNSTR-101B - Residential Construction Framing Units: 3
Practical and theoretical study of foundations, floor frame systems, subflooring, and wall and ceiling framing methods.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Credit by Exam: Yes

Prerequisite: CNSTR 101A or CNSTR 101 with C or better
Corequisite: Or concurrent enrollment in CNSTR 101A

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CNSTR-102A - Residential Construction Plumbing Units: 3
Theoretical and practical instruction and hands-on experiences in construction plumbing. Sanitary waste and water systems will be designed, installed and tested.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Credit by Exam: Yes

Prerequisite: CNSTR 101A or CNSTR 101 with C or better
Corequisite: Or concurrent enrollment in CNSTR 101A

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CNSTR-102B - Residential/Commercial Wiring Units: 3
This course covers the fundamentals of residential and commercial electrical wiring. Successful completion of this course requires a working knowledge of sizing an electrical service and distribution panel and sizing of breakers and conductors. Students will also have knowledge of various residential and commercial circuits, GFCI protection, and grounding requirements. The course stresses the importance of print reading. The commercial wiring portion informs the student of the systems peculiar to commercial applications. Both parts of the course stress National Electrical Code (NEC), ensuring the student's familiarity with the code.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L
Credit by Exam: Yes

Recommended: General math skills are needed for calculations.

CAN: None
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CNSTR-103 - Roof Framing Systems Units: 4
The theory and practice of roof framing for residential dwellings. Hands-on experience is provided. Topics included are techniques for cutting, installing, bracing and sheathing of rafters and application roof coverings.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L

Prerequisite: CNSTR 101A OR CNSTR 101 with C or better

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CNSTR-104 - Interior/Exterior Finish Units: 3
The related theory and the practical hands-on experience with the finishing of residential housing floor, wall, and ceiling frames. The installation of both exterior and interior finishing materials will be covered.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L
Credit by Exam: Yes

Prerequisite: CNSTR 101A OR CNSTR 101 with C or better

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CNSTR-105 - Concrete Construction Units: 3
Concrete Construction is required for the AS Degree or Certification in Construction Technology. This beginning course introduces students to the many applications of concrete in the world of construction. Students will become familiar with industrial practices of forming, reinforcing, placing and finishing concrete. Each student is required to construct concrete forms, bend reinforcing steel, and correctly mix, place, and finish concrete. Students will also learn to read blueprints and prepare concrete material estimates.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L

Prerequisite: CNSTR 101A OR CNSTR 101 with C or better

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
CNSTR-106 - Construction Blueprint
Reading, Estimating, Codes and Specifications
Units: 3
Construction Technology 106 is a beginning course that introduces students to the world of construction estimating. Students will apply blueprints, codes, and specifications to estimating problems. Students will estimate the quantity of materials necessary to construct a small home. This course is required for the AS degree in Construction Technology.
Lecture Hours: 3
Lab Hours: None
Repeatable: No
Grading: L
Prerequisite: CNSTR 109A with C or better
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CNSTR-107 - Seminar in Principles of Contracting
Theoretical and practical instruction about the experiences and principles of contracting.
Units: 3
Lecture Hours: 3
Lab Hours: None
Repeatable: No
Grading: L
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CNSTR-109A - Basic Cabinet/Furniture Making
This beginning course in cabinet and furniture making is designed for anyone who is interested in learning the basics of woodworking. Hand and power tool safety and use, project planning, and the materials and processes of furniture and cabinet making are included.
Units: 3
Lecture Hours: 2
Lab Hours: 4
Repeatable: No
Grading: L
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

CNSTR-109B - Advanced Cabinet/Furniture Making
This course is a continuation of Construction Technology 109A. It is designed for anyone who is interested in learning and developing more advanced manipulative skills used within the cabinet/furniture making industry today. Tool/machine safety, use, and maintenance, frame and panel construction, cabinet doors, drawers, drawer guides, shelves, and cabinet interiors will be covered.
Units: 3
Lecture Hours: 2
Lab Hours: 4
Repeatable: No
Grading: L
Prerequisite: CNSTR 109A with C or better
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CNSTR-110 - Architectural Drawing and Home Planning
Architectural Drawing and Home Planning is a required introductory course for the AS Degree or Certificate in the Construction Technology program. The student, through lecture, example, and practice becomes familiar with the problems involved in planning a home, choosing the site, area, and the most important factors involved in regional planning. Two preliminary home plans are developed, and from one of these, the student will prepare working drawings from which a home could be built. The working drawings consist of a plot, floor, and foundation plans - structural section, interior and exterior elevations. Lectures in planning, design, codes, building methods, conventions, drawing, and illustration techniques are delivered.
Units: 3
Lecture Hours: 2
Lab Hours: 4
Repeatable: No
Grading: L
Prerequisite: CADD 010 or DRAFT 010
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CNSTR-136 - Construction Technology Occupational Work Experience - Parallel Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.
Units: 1-4
Lecture Hours: None
Lab Hours: 3-12
Repeatable: 15
Grading: O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units; or 2) During a summer session, be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
**CORRECTIONS**

**CORCT-103 - Juvenile Counselor Core Course**
Units: 4

The Juvenile Counselor Core Course is designed to meet the California Board of Corrections requirements, entry level.

- **Lecture Hours:** 6.8
- **Lab Hours:** 2.3
- **Repeatable:** No
- **Grading:** L

**Advisory Level:**
- Read: 3
- Write: 3
- Math: None

**Transfer Status:**
- CSU: Degree Applicable: AA/AS
- District GE: None
- IGETC: None

**CORCT-109 - Laws of Arrest, Search and Seizure**
Units: 1

This 40 hour course curriculum covers professional orientation, laws or arrest, search, seizure, evidence, preliminary investigations, communications and arrest techniques. This course satisfies PC 832 requirements for entry level but does NOT include firearms and does NOT satisfy LE 165B prerequisite. This course may be offered as a component of Corrections 101, Correctional Officer Core Course.

- **Lecture Hours:** 0.6
- **Lab Hours:** 1.7
- **Repeatable:** No
- **Grading:** L

**Advisory Level:**
- Read: 2
- Write: 2
- Math: None

**Transfer Status:**
- CSU: Degree Applicable: NAA
- District GE: None
- IGETC: None

**COS-010A - Cosmetology Freshman Theory**
Units: 5

Cosmetology 10A is the first course in sequence required of majors in cosmetology. This class gives a general introduction to Cosmetology, including chemical compounds commonly found in soaps, shampoos, bleaches, hair colors, permanent waving, chemical straightening, and disinfectants. Bacteriology and sanitation processes are stressed as well as the political, social and economic aspects of the role of Cosmetology in today's society. All students are required to keep an information notebook and create projects demonstrating deductive reasoning and critical thinking. This course, with its corequisite, COS 015A, meets the District lab science requirement.

- **Lecture Hours:** 5
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** L

**Corequisite:** COS 105A

**Advisory Level:**
- Read: 2
- Write: 2
- Math: None

**Transfer Status:**
- CSU: Degree Applicable: AA/AS
- District GE: BL
- IGETC: None

**COS-010B - Cosmetology Senior Theory**
Units: 5

Cosmetology 10B is the second course in the sequence required of majors in cosmetology. This class gives more in-depth information of cosmetology including chemistry, electricity, light therapy, anatomy, physiology, state board rules and regulations, business management and people skills. Laboratory assignments are performed with an emphasis on safety and critical thinking. Students are required to keep a notebook and to write reports which include deductive reasoning and critical thinking. This course, with its corequisite, COS 105A, meets the District lab science requirement.

- **Lecture Hours:** 5
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** L

**Corequisite:** COS 105B

**Advisory Level:**
- Read: 2
- Write: 2
- Math: None

**Transfer Status:**
- CSU: Degree Applicable: AA/AS
- District GE: BL
- IGETC: None

**COS-098 - Directed Study in Cosmetology**
Units: 0.5-9

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.

- **Lecture Hours:** None
- **Lab Hours:** 1.5-27
- **Repeatable:** 17
- **Grading:** O

**CAN:** None

**Advisory Level:**
- Read: 2
- Write: 2
- Math: None

**Transfer Status:**
- CSU: Degree Applicable: AA/AS
- District GE: None
- IGETC: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

COS-105 - Cosmetology Professional Skills
This course is designed for continuing students who must meet the California Bureau of Barbering and Cosmetology requirement of 1600 hours. The lecture portion will include the Health and Safety Module. The following advanced topics are covered in lab: hair design, hair sculpting (cutting), haircoloring, perm design, shampooing, manicuring, make-up, facials, scalp massage, hair removal by wax and tweezers, hair relaxing, thermal styling, braiding/hair extensions, and spa pedicures. Both concepts and manipulative skills related to each area are emphasized.

Lecture Hours: 5 Lab Hours: 19.5 Repeatable: 1 Grading: L
Prerequisite: COS 010A and COS 105A, both with C or better
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: BL IGETC: None

COS-105A - Cosmetology Freshman Laboratory
The lab section for first semester cosmetology students includes beginning instruction in the following subject areas: hairstyling, hairshaping, permanent waving, chemical relaxing, thermal styling, haircoloring, hairlightening, scalp and hair treatments, manicures, pedicures, facials, makeup, eyebrow arching, sanitation, shampoos/rinses and understanding of pH. Client safety and sanitary precautions for each practical area are emphasized. Students must be concurrently enrolled in 010A. This course, with its corequisite, COS 10A, meets the District lab science requirement.

Lecture Hours: 5 Lab Hours: 32.5 Repeatable: 1 Grading: L
Corequisite: COS 010A
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: BL IGETC: None

COS-105B - Cosmetology Senior Laboratory
This second semester lab course gives in depth information about Cosmetology including advanced manipulative skills in hairstyling, hairshaping, haircoloring, permanent waving, manicuring, makeup, facials, scalp massage, hair removal, shampooing, chemical relaxing, thermal styling, pedicures, artificial nails and other procedures required by the State Bureau of Barbering and Cosmetology. Social, cultural, psychological, political and economical aspects of cosmetological vocation and entrepreneurship are discussed. Students must be concurrently enrolled in 010B. This course, with its corequisite, COS 10B, meets the District lab science requirement.

Lecture Hours: 5 Lab Hours: 32.5 Repeatable: 1 Grading: L
Prerequisite: COS 105A with C or better
Corequisite: COS 010B
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: BL IGETC: None

COS-116A - Cosmetology Teacher Training I
This course is offered for the experienced/licensed Cosmetologist to become a qualified Cosmetology Instructor. Training for the course will consist of practical and theoretical principals of effective teaching methods, which includes lesson planning, oral presentations, evaluations, test construction, and procedures to ensure environmental health and safety. Preparation for State Cosmetology Instructor's License is emphasized.

Lecture Hours: 5 Lab Hours: 16.5 Repeatable: No Grading: L
Prerequisite: Valid California Bureau and Cosmetology license and one year, full salon industry experience.
CAN: None
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

COS-116B - Cosmetology Teacher Training II
Phase II of the Cosmetology Teacher Trainee Program will provide the Trainee with an opportunity to acquire additional Cosmetology skills, expand career options, work place skill competencies, subject mastery skills, and California Bureau of Barbering and Cosmetology Examination strategies necessary for acquiring their State Cosmetology Instructors License. A total of 300 hours of lecture/demonstration and laboratory training to include technical and practical aspects of Cosmetology Science.

Lecture Hours: 5 Lab Hours: 16.5 Repeatable: No Grading: L
Prerequisite: Valid California Bureau and Cosmetology license and one year, full salon industry experience.
CAN: None
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

COS-120 - Manicuring Theory
This course provided instruction in the following areas: introduction to manicuring, career opportunities, professional ethics, salon conduct, bacteriology, sterilization and sanitation, structure of the nail, diseases and disorders of the nail, theory of massage, anatomy and physiology, diseases and disorders of the skin, chemistry, electricity, first aid, and salon management.

Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: O
Prerequisite: File application with Cosmetology Dept.
Corequisite: COS 121
CAN: None
Advisory Level: Read: 1 Write: None Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

COS-121 - Manicuring Laboratory
This course presents the concepts and develops the manipulative skills required in manicuring, pedicuring, applying nail wraps using paper, silk, linen and fiberglass; the application of nail extensions using tips, acrylic, fiberglass, linen, gels, and nail art techniques.

Lecture Hours: None Lab Hours: 17 Repeatable: No Grading: O
Prerequisite: File application with Cosmetology Dept.
Corequisite: COS 120
CAN: None
Advisory Level: Read: 1 Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None
**COS-130A - Esthetician I**  
**Units:** 8.5  
This course is designed for continuing students who must meet the State Board requirements of 600 hours. It will provide students with the skills required to render professional services and to pass State Board Examinations. It gives students a thorough understanding of the theory of all pertinent subjects dealing with skin care and provides emphasis on the application of cosmetics.

*Lecture Hours:* 4.29  
*Lab Hours:* 12.9  
*Repeatable:* No  
*Grading:* L  

**Advisory Level:** Read: 2  Write: 2  Math: None  
**Transfer Status:** None  
**Degree Applicable:** AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**COS-130B - Esthetician II**  
**Units:** 8.5  
This second course is designed for continuing students who must meet the State Board requirements of 600 hours. It will provide students with the skills required to render professional services and to pass State Board Examinations. It gives students a thorough understanding of the theory of all pertinent subjects dealing with skin care and provides emphasis on the application of products including chemical peels, waxing, and essential oils.

*Lecture Hours:* 4.29  
*Lab Hours:* 12.9  
*Repeatable:* No  
*Grading:* L  

**Advisory Level:** Read: 2  Write: 2  Math: None  
**Transfer Status:** None  
**Degree Applicable:** AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**COS-136 - Cosmetology Occupational Experience - Parallel Plan**  
**Units:** 1-4  
This course introduces the student to the elementary skills of jazz dance technique. The class begins with a warm-up that addresses strength, flexibility, alignment and coordination. The student will learn basic positions, poses, steps, jumps and turns, utilizing traditional French terminology. The student will gain an understanding and appreciation of his/her own unique body in relation to ballet as a classical art form. Repeatable to a maximum of 4 units.

*Lecture Hours:* None  
*Lab Hours:* 3-12  
*Repeatable:* 15  
*Grading:* O  

**Advisory Level:** Read: None  Write: None  Math: None  
**Transfer Status:** None  
**Degree Applicable:** AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**DANCE-010 - Ballet, Beginning**  
**Units:** 1  
This course introduces the student to elementary ballet theory and technique including barre and centre work. The student will learn basic positions, poses, steps, jumps and turns, utilizing traditional French terminology. The student will gain an understanding and appreciation of his/her own unique body in relation to ballet as a classical art form. Repeatable to a maximum of 4 units.

*Lecture Hours:* None  
*Lab Hours:* 3  
*Repeatable:* 3  
*Grading:* O  

**Open Curriculum:** No prerequisite, corequisite or levels  
**CAN:** None

**DANCE-011 - Ballet, Intermediate**  
**Units:** 0.5-1  
This course further develops the student's artistry and skill in classical ballet. The student will apply fundamentals of theory and technique with attention to musicality and style in the execution of intermediate level barre and centre combinations. The student will gain fluency in the use of traditional French terminology. Repeatable to a maximum of 4 units.

*Lecture Hours:* None  
*Lab Hours:* 2-6  
*Repeatable:* 15  
*Grading:* L  

**Prerequisite:** DANCE 010  
**Advisory Level:** Read: None  Write: None  Math: None  
**Transfer Status:** CSU/UC  
**Degree Applicable:** AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**DANCE-014 - Dancers' Workshop**  
**Units:** 0.5-2  
This course is designed to help students improve their technique, skills, and musicality, and to broaden their view of the performing arts. They will learn about the process of dance rehearsal, composition, and performance. They will also learn about the roles of dancers, choreographers, and dance directors. Repeatable to a maximum of 8 units.

*Lecture Hours:* None  
*Lab Hours:* 2-6  
*Repeatable:* 15  
*Grading:* L  

**Open Curriculum:** No prerequisite, corequisite or levels  
**CAN:** None

**DANCE-020 - Jazz Dance, Beginning**  
**Units:** 0.5-1  
This course introduces the student to the elementary skills of jazz dance technique. The class begins with a warm-up that addresses strength, flexibility, alignment and coordination. The student will learn basic positions, isolations, locomotor movements, and full body actions. Exploration of movement qualities will be included as well as basic rhythms and phrasing in listening and moving to music. The student will gain an understanding and appreciation of his/her own unique body in relation to jazz dance as a dynamic art form. Repeatable to a maximum of 4 units.

*Lecture Hours:* None  
*Lab Hours:* 2-3  
*Repeatable:* 7  
*Grading:* O  

**Open Curriculum:** No prerequisite, corequisite or levels  
**CAN:** None

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**CSU** = Meets baccalaureate criteria  
**UC** = Course is accepted by UC system  
**CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS**

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CHAPTER 8 — ACADEMIC STANDARDS AND Course Descriptions

DANCE-021 - Jazz Dance, Intermediate Units: 0.5-1
This course is a continuation of all the elements introduced in Jazz Dance, Beginning. All activities increase in difficulty based on solid technical foundation of strength, flexibility, alignment, and coordination. The pace of the class becomes faster, and combinations increase in complexity and artistry. Repeatable to a maximum of 4 units.

Lecture Hours: None  Lab Hours: 2-3  Repeatable: 7  Grading: O
Prerequisite: DANCE 020
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  District GE: E2  IGETC: None

DANCE-024 - Dance Production Workshop Units: 0.5 - 1
This course is a dance production culminating in a public presentation of a dance performance. Students gain an overview of the scope and relationship of the technical and peripheral elements necessary to dance production, and participate in the application of one or more of these elements in the process of producing performance. Repeatable to a maximum of 2 units.

Lecture Hours: None  Lab Hours: 2  Repeatable: 11  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

DANCE-040 - Tap Dance Units: 0.5-1
This course introduces the student to tap dance technique and application. The student will learn basic steps and rhythms. The student will gain understanding and appreciation of his/her own physical coordination and rhythmic sense in relation to tap dance as a traditional and contemporary performing art. Repeatable to a maximum of 4 units.

Lecture Hours: None  Lab Hours: 2-3  Repeatable: 7  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E2  District GE: E2  IGETC: None

DANCE-050 - Modern Dance, Beginning Units: 1
This course introduces the student to the elementary skills of modern dance technique. The student will learn basic positions, gestures, traveling and jumping steps, turns and level changes. The student will learn the fundamentals of spatial orientation and will gain an understanding and appreciation of her/his own unique body in relation to dance as an expressive art form. Repeatable to a maximum of 4 units.

Lecture Hours: None  Lab Hours: 2-3  Repeatable: 3  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E2  District GE: E2  IGETC: None

DANCE-051 - Modern Dance, Intermediate Units: 0.5-1
This course furthers the student’s artistry and skill in modern dance. The student will apply fundamentals of motion and space through technical exercises and dance combinations of varying dynamic and expressive content. Repeatable to maximum of 4 units.

Lecture Hours: None  Lab Hours: 2-3  Repeatable: 7  Grading: L
Prerequisite: DANCE 050 or (DANCE 025A AND 025B)
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E2  District GE: E1, E2  IGETC: None

DANCE-055 - Movement Fundamentals for Performing Artists Units: 0.5-1
This is a mat class based on the methods and principles originated by Joseph H. Pilates and Irmgard Barteneff and developed by his succeeding master teachers. Using mats, exercise balls and other simple props, students will build neutral spinal alignment, core-to-distal strength and integrated breathing to support mobility, stability, ease and endurance for performance activities. The student will gain anatomical awareness of major joints and muscles and apply kinesiological principles to performance tasks. The class is geared toward dancers, musicians and actors. Repeatable to a maximum of 4 units.

Lecture Hours: None  Lab Hours: 2-3  Repeatable: 7  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E2  District GE: E1, E2  IGETC: None

DANCE-062 - Mexican Folkloric Dance Units: 0.5
This class introduces the student to dances of various Mexican Folkloric origin within their cultural contexts. Students will learn dances from at least three different regions, along with basic steps, formations and rhythms, as well as cultural traditions including musical and costume style and origins of the dances.

Lecture Hours: None  Lab Hours: 2  Repeatable: 3  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E2  District GE: E2  IGETC: None

DANCE-063 - Mexican Folkloric Dance, Intermediate Units: 0.5
This class provides in depth instruction in steps, rhythms, formations and patterns of indigenous dances from particular selected Mexican areas in relation to their cultural and historical contexts. Various sections will emphasize two to three of the following geographical regions: Yucatan, Oaxaca, Vera Cruz, Huasteca, Michoacan, Jalisco and Northern Mexico. Repeatable to a maximum of 2 units.

Lecture Hours: None  Lab Hours: 2  Repeatable: 3  Grading: O
Prerequisite: DANCE 062
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
DENTAL ASSISTING

DENT-098 - Directed Study in Dental Assisting 1 Units: 0.5-9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None  Lab Hours: 1.5-27  Repeatable: 17  Grading: O

Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

DENT-151 - Beginning Dental Assisting 1 Units: 3
This introductory course covers the general principles and basic concepts of anatomy and physiology of the human body, head, neck, face and especially the oral cavity and dentition. The interrelationship of body systems, vital signs general health and dental health are emphasized. Students will perform a general assessment, take vital signs and perform a preliminary oral exam noting deviations from normal and charting existing conditions of teeth. The cultural, psychological, political and socio-economic aspects of health and providing health care are integrated into this course for non-science majors.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: DENT 152 and DENT 153 both with C or better
Corequisite: or (DENT 152 with C or better and conc in DENT 153) or (DENT 153 with C or better and conc in DENT 151) or (CONC IN DENT 152 AND DENT 153)

Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

DENT-152 - Beginning Dental Assisting 2 Units: 3
This introductory course covers the basic principles and concepts of disease transmission and control in dental environments, with emphasis on safety and preventive measures. An introduction to microbiology and concepts of the scientific process are presented. Principles and techniques of sterilization and disinfection of instruments and equipment are covered in depth. Use and basic maintenance of major operator equipment is covered and practiced with emphasis on positioning, instrument transfer, and intraoral techniques of maintaining a clear operating field. Properties of gypsum dental materials are presented and models of human dentition constructed using gypsum materials.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: DENT 151 and DENT 153 both with C or better
Corequisite: or (DENT 151 with C or better and conc in DENT 153) or (DENT 153 with C or better and conc in DENT 151) or (CONC IN DENT 151 and DENT 153)

Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

DENT-153 - Beginning Dental Assisting 3 Units: 1.5
This introductory course covers policies of the Dental Assisting Program with safe work practices emphasized. Major events in the history of dentistry and current concepts of dental care are presented. The functions, educational and licensure requirements of members of the dental health team are explored with legal and ethical aspects introduced. Communication skills and concepts of psychology are presented and practiced. Students become active participants in collaborative learning groups and assertive partners in their learning experiences. Fundamental concepts of preventive dentistry are covered, culminating with students presenting oral hygiene instruction to outside patients.

Lecture Hours: 1  Lab Hours: 1.5  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: DENT 151 and DENT 152 both with C or better
Corequisite: or (DENT 151 with C or better and conc in DENT 152) or (DENT 152 with C or better and conc in DENT 151) or (CONC IN DENT 151 and DENT 152)

Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

DENT-154 - Fundamental Dental Assisting 1 Units: 3
This highly technical course prepares the student Registered Dental Assistant to take diagnostically effective dental x-rays without exceeding a safe number of re-exposures. Principles of radiographic techniques and X-ray equipment are covered, as well as technique performance and application of the fundamentals of radiation safety and infection control, students are responsible for appointment scheduling, patient management and record keeping for their x-ray patients. Two field trips are required. Successful completion of this course and Dental Assisting 161 fulfills the requirements for the California Radiation Safety Certificate.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: DENT 151 and DENT 152 and DENT 153; all with C or better

Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None
DENT-155 - Fundamental Dental Assisting 2  Units: 3
This course builds on dental anatomy and chairside assisting skills learned in previous courses. Content focuses on: principles and procedures of local anesthetics, rubber dam application, hand and rotary cutting instrumentation for cavity preparation, cavity liners, varnish and base materials, and amalgam and cosmetic restorations. Emphasis is on delivery and retrieval of instruments, materials and associated armamentarium according to concepts of four handed dentistry. Students will take alginate impressions and practice techniques of patient management.
Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: DENT 151 and DENT 152 and DENT 153; all with C or better
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

DENT-156 - Fundamental Dental Assisting 3  Units: 1.5
This course builds on chairside assisting and manipulation of materials skills learned in previous courses. Content focuses on the prosthodontic area of dentistry which includes fixed and removable dental appliances such as dentures, partial crowns and bridges. Emphasis is on properties, uses and manipulation of dental materials and practicing the chairside assisting skills associated with prosthodontic procedures. Students will pour alginate impressions and construct temporary crowns and bridges and practice patient management techniques.
Lecture Hours: 1  Lab Hours: 1.5  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: DENT 151 and DENT 152 and DENT 153; all with C or better
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

DENT-161 - Intermediate Dental Assisting 1  Units: 3
This highly technical course builds on the knowledge and skills of Radiography acquired in Dental Assisting 154. More advanced techniques are presented including: Modifications of Paralleling Technique, the Edentulous Patient, Occlusal, Panoramic Radiography and Radiography for children. The student produces full mouth surveys of dental x-ray film with a minimum of errors. Successful completion of this course and Dental Assisting 154 fulfills requirements for the California Radiation Safety Certificate. Additionally, Concepts of Oral Pathology, Pharmacology and Nutrition are presented and an in-depth coverage of Medical Emergencies in the Dental Office.
Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: DENT and 154 and DENT 155 and DENT 156; all with C or better and current CPR certification (Adult/Infant/Child)
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

DENT-162 - Intermediate Dental Assisting 2  Units: 1.5
This highly technical course builds on the fundamental skills acquired in Dental Assisting 155. Nine duties associated with operative dentistry and delegated to the Registered Dental Assistant in the California Dental Practice Act are taught to a level of proficiency. Pediatric dentistry, including developmental disturbances, use of fluoride and caries management techniques are covered in depth. The use of nitrous oxide inhalation sedation is presented including the legal, health and safety protocol.
Lecture Hours: 1  Lab Hours: 1.5  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: DENT 154 and DENT 155 and DENT 156; all with C or better
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

DENT-163 - Expanded Dental Assisting 1  Units: 3
A study of the dental specialties; Orthodontics, Peritonitis, Oral and Maxillofacial Surgery, endodontics and the associated assisting functions. Seventeen duties associated with specialty dentistry and delegated to the Registered Dental Assistant in the California Dental Practice Act are taught to a level of competence. Completion of this course fulfills the State Board requirement for certification in Coronal Polishing. The importance of patient management and legal/ethical issues are incorporated throughout the course.
Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: DENT 161 and DENT 162 and DENT 171; all with C or better
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

DENT-164 - Expanded Dental Assisting 2  Units: 1.5
This course provides the student with instruction in and application of the skills necessary to manage a business office of a dental practice. Dental oriented bookkeeping, billing and insurance procedures are covered in depth as is appointment control. Both manual and computerized office systems are presented. Records management is covered as it related to patient records, filing and recall systems and writing a business letter. Additionally, the basic concepts of marketing dental practices are covered.
Lecture Hours: 1  Lab Hours: 1.5  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: DENT 161 and DENT 162 and DENT 171; all with C or better
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

L = Letter Grade Only  K = Mandatory Credit/No Credit  O = Optional Credit/No Credit
DENT-171 - Clinical Dental Assisting 1  Units: 2.5
In this course the student practices Registered Dental Assistant skills in a dental office with a team of Dental Health Professionals under the guidance of a Supervising Instructor. The outcome of this internship is to transform laboratory level skills to clinical level skills. The theory portion provides in-depth coverage of legal and ethical responsibilities associated with RDA licensure, dentistry and malpractice prevention. Communication techniques are expanded to include communicating in a professional environment, intercultural communication and concepts of conflict management.

Lecture Hours: 0.5  Lab Hours: 6  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: DENT 154 and DENT 155 and DENT 156; all with C or better

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

DENT-172 - Clinical Dental Assisting 2  Units: 2.5
In this course the student practices Registered Dental Assistant skills in a dental office with a team of Dental Health Professionals under the guidance of a supervising Instructor. The outcome of this internship is to transform laboratory level skills to clinical level skills. The theory portion provides in-depth coverage of securing and maintaining employment, laws governing employment and expanded coverage of OSHA hazards Management Requirements for employee safety.

Lecture Hours: 0.5  Lab Hours: 6  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: DENT 154 and DENT 155 and DENT 156 and DENT 171, all with C or better

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

DENT-173 - Clinical Dental Assisting 3  Units: 2.5
In this course the student practices Registered Dental Assistant skills in a dental office with a team of Dental Health Professionals under the guidance of a Supervising Instructor. The outcome of this internship is to transform laboratory level skills to clinical level skills. The theory portion includes creating a career action plan, concepts of lifetime learning and degree options. The problem of chemical dependency is presented with recognition and intervention for dental office personnel emphasized. Additionally, issues and aspects of intolerance and violence are covered with emphasis on recognizing and reporting child abuse.

Lecture Hours: 0.5  Lab Hours: 6  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: DENT 161 and DENT 162 and DENT 172; all with C or better

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

DRAKE-009 - Film Performance  Units: 0.5-2
Students participate in rehearsals and production of a film as actors, managers and technicians. Preproduction tasks include script writing, location scouting, preparation of shot lists, audits, and casting. During production students handle camera and sound equipment, work as grips and gaffers, managers, make-up and costume assistants, and actors. Post production tasks include recording sound, editing video and audio, publicity and distribution of the film.

Lecture Hours: None  Lab Hours: 1.5-6  Repeatable: 8  Grading: O
CAN: None
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: C1  IGETC: None

DRAKE-011 - Voice and Diction  Units: 3
Voice production and articulation for the performer are examined in this course. This course is designed as an elementary class introducing the students to the physiological, social and psychological bases of voice and the various elements of the theatre speech: quality, strength, time and pitch. Guided exercises (based on the Linklater method) in posture, relaxation, breathing, making sounds, resonances, and articulation are used to free, develop and strengthen the natural voice. Required for the Drama Major.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E1  District GE: E1  IGETC: None

DRAKE-013A - Acting  Units: 3
This is an introductory level course designed to provide the beginning acting student (majors and non-majors alike) with experiences in the physical, vocal, spatial, analytical and communicative aspects of acting culminating in scene work. Emphasis is placed upon “live” performance, upon acting as an art form which illuminates the human experience, and upon the skills and responsibilities of acting as a craft.

Lecture Hours: 2  Lab Hours: 3  Repeatable: 3  Grading: O
CAN: DRAMA 8
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C1  District GE: C1  IGETC: None

DRAKE-013B - Acting  Units: 3
This is an intermediate level course designed to provide the acting student an opportunity to increase the number and efficiency of acting skills, and to develop and intensify dramatic ability by advancing understanding of the skills presented in Drama 13A through scenework performed in class. The student will be introduced to the process of analyzing a character through lecture, demonstration, exercises and the rehearsal and presentation of scenes from published texts.

Lecture Hours: 2  Lab Hours: 3  Repeatable: 3  Grading: O
CAN: DRAMA 22
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C1  District GE: None  IGETC: None
Corequisite: Or DRAMA 013A and concurrent enrollment in (SP 011 or DRAMA 011)

CSU = Meets baccalaureate criteria
UC = Course is accepted by UC system
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DRAMA-023 - Introduction to the Theater and the Performing Arts
Units: 3
A study of drama and dance as they are performed in the theatre, film, and television today. This course is a general survey of contemporary theatre and performing arts, focusing on the dramatic aspects of each of the four major areas: drama, film, television, and dance.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1  District GE: C1  IGETC: 3A

DRAMA-024 - Technical Theater Workshop
Units: 0.5-2
The student acts as an apprentice in technical preparations for theatrical productions including one or more of the following activities: construction and decoration of sets and properties, rigging and focus of lighting, recording and production of music and sound effects, production of special effects, adaptation of stage and house, construction of costumes and costume properties, construction of wigs and execution of make-up, and design of the above technical and artistic elements of a production.
Lecture Hours: None  Lab Hours: 6  Repeatable: 15  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

DRAMA-027 - Script Analysis
Units: 3
Students learn the techniques and theory of detailed analysis of dramatic scripts related to performance and production. Students will study both contemporary and historical examples of plays as models of dramatic structure, form, and style. The function of the playscript as a blueprint for the work of the actor, the designer, and the director will be emphasized. Student assignments will reflect the production values of a script as well as its social, ethical, and historical contexts. This course is a lower division Core Requirement for Theatre Arts.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None  District GE: C1  IGETC: 3A

DRAMA-040 - Introduction to Film
Units: 3
This is an introductory course in film studies in which students view classic and recent feature films and learn to understand the technical and artistic disciplines of film making. Film content is examined in relationship to cinematography, editing, visual design, special effects, sound, acting and directing, social and cultural contexts.
Lecture Hours: 3  Lab Hours: 1  Repeatable: 3  Grading: O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1  District GE: C1  IGETC: 3A

DRAMA-050 - Technical Production for Performing Arts
Units: 4
The major areas of theatre production are surveyed, including setting design and stagecraft, lighting and sound design and installation, and costume design and construction. Students become familiar with tools, terminology, and procedures used in technical theatre. Standard procedures for safe operation of equipment are presented. Students must work on a crew for a current production in either stagecraft, lighting and sound, or costume. This course is required in the following Theatre Arts majors: Broadcast, Dance, Drama, Film.
Lecture Hours: 3  Lab Hours: 3  Repeatable: 3  Grading: L
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

DRAMA-098 - Directed Study in Drama
Units: 0.5-9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the division dean determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None  Lab Hours: 1.5-27  Repeatable: 17  Grading: O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

DRAMA-S014 - Theater Workshop
Units: 0.5-2
A studio production emphasizing audience intimacy and adaptation of available resources is produced. Theory and practice in the production of the play provide the basis of coursework. Participation as an actor, dancer, etc., in the rehearsal of a theater piece for public performance is required. Repeatable three times.
Lecture Hours: None  Lab Hours: 1.5-6  Repeatable: 15  Grading: O
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

EARLY CHILDHOOD EDUCATION

ECE-016 - Storytelling for Children
Units: 2
Students will be introduced to storytelling as an art form and to its benefits for children at the preschool through elementary levels. The techniques of effective storytelling will be studied and practiced. A knowledge of children and their development will be used in the selection, creation, delivery, and evaluation of storytelling and related activities. This course is an elective in the Early Childhood Education Certificate program or A.S. degree in this area.
Lecture Hours: 2  Lab Hours: None  Repeatable: No  Grading: O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

ECE-098 - Directed Studies in Early Childhood Education

Directed Studies is an independent study course that allows students to earn college credit by working on projects that they design and complete. Projects selected should improve vocational skill and/or increase knowledge of the theory and practice of Early Childhood Education. Specific objectives must be established in conjunction with the college instructor, and the student's progress is assessed in terms of meeting the stated objectives. This course is elective in Early Childhood Education and applies to the AS degree. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.5-27 Repeatable: 17 Grading: O

CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ECE-101 - Practicum in Curriculum

This course introduces students to the principles and practices of teaching pre-school through school age children. Students apply teaching strategies in laboratory exercises concentrating on professional techniques in early childhood settings, extended day, infant-toddler centers, campus care, and planning, presentations, and child evaluations. This course is required for both the certificate and AS Degree.

Lecture Hours: 1 Lab Hours: 6 Repeatable: No Grading: L
Prerequisite: ECE 102
Corequisite: Or concurrent enrollment in ECE 102
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ECE-102 - Introduction to Early Childhood Programs

A general introduction and survey of the field of early childhood education. Demonstrations and lesson presentations are used to give students curriculum background and teaching skills. This is a good course to take if you're deciding whether working with young children is the field for you. A grade of "C" is required in order to continue in the Early Childhood Program. This course is required for both the certificate and AS Degree.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: FCS 070
Corequisite: Or concurrent enrollment in FCS 070
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ECE-103 - Child Studies Student Teaching

This final course in the Child Studies program consists of field teaching experience with children. Students plan and conduct activities in the on campus Child Development Centers and at their job sites. College instructors critique, video tape, and help students apply mastery teaching techniques. The theory hours on campus in the evening are designed to help students diagnose, prescribe for individual learner needs, and develop teaching skills. Additional topics include job responsibilities and interaction among parents, public, child, and the total school staff. This course is required for both the certificate and AS degree.

Lecture Hours: 3 Lab Hours: 9 Repeatable: No Grading: O
Prerequisite: ECE 104 and ECE 105
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ECE-104 - Art, Crafts, Creative Activities

This course introduces students to working with children in arts, crafts and creative activities. The value of play and creative expression will be discussed. The developmental levels of children will be examined in selecting appropriate creative outlets. Students will explore a wide variety of media as they gain skills in planning and presenting activities to children. The course is required for a certificate or AS degree in Early Childhood Education. This course introduces students to working with children in arts, crafts and creative activities. The value of play and creative expression will be discussed. The developmental levels of children will be examined in selecting appropriate creative outlets. Students will explore a wide variety of media as they gain skills in planning and presenting activities to children. The course is required for a certificate or AS degree in Early Childhood Education.

Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ECE-105 - Language Experiences for Children

This course introduces students to language related activities in the early childhood curriculum. Stages of language development, theories of language acquisition and the role of educators in promoting language related skills will be explored. Students will learn to plan, prepare and present a variety of stimulating activities. Children's books, poetry, films, puppets, charts, flannel boards and computer use will be introduced. This course is required for the certificate and AS degree in Early Childhood Education.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: O
Prerequisite: ECE 102
Corequisite: Or concurrent enrollment in ECE 102
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ECE-106 - Administration and Supervision of Children

The course introduces the principles and practices of administration and supervision of children’s programs. Topics covered include the roles and responsibilities of a program director, regulations, and licensing requirements, program organization and planning, staff management, working with parents and the community, and budget preparation. This course fulfills the State of California licensing requirement for directors in administration and supervision. Recommended: Completion of 12 units in Early Childhood Education including core courses in Child Development, Child Family and Community and Programs/Curriculum.

CAN: None
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
ECE-107 - Child, Family and Community Units: 3
This class will focus on the interrelationship among children, families and the community. Variations in family structure, cultural patterns and the significance of family interactions on the child’s development will be examined. The influence of school, peers and the media will also be explored. A variety of community agencies and resources which offer services and provide support to families will be introduced. This course is required for the certificate and AS degrees in Early Childhood Education.
Lecture Hours: 3 Lab Hours: 1 Repeatable: No Grading:O
 CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ECE-108 - Health and Safety in Child Care Units: 2
This Health and Safety course is intended for students working in an education setting, for child care providers, and for adults and parents who desire information about current concepts in the field of health and safety and their relationship to the young child. Students will learn how to improve the health and safety procedures at their site. The course includes a background on germs and illness, daily inspection skills, health procedures, and first aid and emergency techniques. The student will earn a first aid certificate specifically designed for those working with children. This course is required for a certificate and an AS degree in Early Childhood Education.
Lecture Hours: 2 Lab Hours: None Repeatable: No Grading:L
 CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ECE-109 - Rhythm, Music, Movement Units: 2
This course provides a comprehensive introduction to working with children in rhythm, music, and movement activities. The predominant theories of movement education, rhythm and music will be discussed and experienced. The developmental levels of children will be examined in selecting appropriate student lessons. Students will examine and critique a wide variety of rhythm, music and movement lessons as they gain skills in planning and presenting these activities to children. This course satisfies one of the course requirements for the Certificate or A.S. degree in Early Childhood Education.
Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading:O
 CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ECE-110 - Management and Supervision Units: 3
of Programs for School Age Children
This course is an in-depth study of effective applications of management and supervision procedures in school age programs. Topics covered include the unique roles and responsibilities of school age program directors, regulations and licensing requirements, program assessment, design and implementation, effective parent, staff, and community communication, and budget preparation. This course fulfills the State of California licensing requirement for directors in administration and supervision.
Lecture Hours: 3 Lab Hours: 1 Repeatable: No Grading:O
Prerequisite: Completion of 12 units in ECE
Corequisite: Concurrent as a program director
 CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ECE-120 - Family Day Care As A Business Units: 1
This course will provide ideas and information to family day care providers to assist them in the successful operation of a family day care home. Information on licensing regulations, developing policies and contracts, maintaining financial and other records, marketing strategies and community resources will be provided. The integration of family day care and home life will also be explored.
Lecture Hours: 1 Lab Hours:None Repeatable: No Grading:O
 CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ECE-121 - Family Day Care Activities Units: 1
This course will provide an introduction to curriculum/ activity ideas appropriate for use in family day care — in home programs for children. The significance of daily schedules and routines in activity planning will be discussed. A curriculum framework including language and literature based activities, music and movement, nature studies, and art and creative activities will be utilized as students learn a variety of appropriate activities for the children in their care. Various community resources and field trip sites will also be explored.
Lecture Hours: 1 Lab Hours:None Repeatable: No Grading:O
 CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ECE-136 - Early Childhood Education Units: 1-4
Occupational Work Experience-
Parallel Plan
This course offers occupational oriented work experience and further develops and extends occupational skills in the area of early childhood education. Employers and students identify relevant work site objectives. This course is an elective in Early Childhood Education and enables those students who are employed to earn additional college credits. Repeatable to a maximum of 16 units.
Lecture Hours:None Lab Hours: 3-12 Repeatable: 15 Grading:O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or; 2) During a summer session, be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.
 CAN: None
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
ECE-138 - Early Childhood Education  
Units: 1-8  
Occupational Work Experience - Alternate Plan

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or course work in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.

Lecture Hours: None  
Lab Hours: 3-24  
Repeatable: 15  
Grading: O

Corequisite: 1) Need not be enrolled in any other class during the semester besides Work Experience. 2) May be enrolled in at most one other class in addition to Work Experience. 3) Must be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

ECE-140 - Child Advocacy  
Units: 1  
This course introduces students to the role of the child advocate in American society today. Students will participate in a child advocacy institute with member of the community. Course sessions will focus on the purpose of advocacy, important issues for families and children, the legislative process at the state and national level, gathering information about issues and tracking legislation, and the ways for citizens to participate in shaping policy at the local, state and national level. Students will attend the legislative symposium in Sacramento and develop an individual plan for continued participation in government.

Lecture Hours: 1  
Lab Hours: None  
Repeatable: No  
Grading: O

CAN: None

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

ECE-141 - Careers In Teaching I  
Units: 2  
This course will provide a broad overview of our community educational system. The historical and psychological foundations of the American educational system will be briefly explored. Educational methods, curriculum and current issues and educational innovations will be discussed. Students will focus on their own career choices and explore options available in the field of education. Students will have opportunities to observe in educational settings.

Lecture Hours: 2  
Lab Hours: None  
Repeatable: No  
Grading: O

CAN: None

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

ECE-142 - Supervision Of Adults - The Mentoring Teacher  
Units: 2

This course is a study of the methods and principles of supervising student teachers in early childhood classrooms. Emphasis is on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents and other staff.

Lecture Hours: 2  
Lab Hours: None  
Repeatable: No  
Grading: O

CAN: None

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

ECE-143 - Introduction to the High/Scope Curriculum  
Units: 1  
The student will experience key features of the High/Scope Curriculum used as a framework for developmentally appropriate practice. The introductory course includes: how developmental theory explains children’s learning and the crucial role of active learning. Also included are the basic steps in implementing key experience into the daily routine and the role of the teacher in a child-centered approach. Videos and hands-on activities will enable teachers and directors to practice plan-do-review skills and answer questions about implementing the High/Scope Curriculum.

Lecture Hours: 1  
Lab Hours: None  
Repeatable: No  
Grading: O

CAN: None

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

ECE-144 - Careers In Teaching II  
Units: 2  
This course will provide students an opportunity to explore teaching as a career choice. Students will actively participate in a public school and meet in a weekly seminar format to hear speakers, review course content and participate in class discussions. Educational standards, classroom curriculum, methods of instruction, classroom management techniques and educational innovations will be discussed. As students experience the day-to-day operation of elementary and middle school classrooms, students will focus on their own career choices and explore options available in the field of education.

Lecture Hours: 2  
Lab Hours: None  
Repeatable: No  
Grading: O

Prerequisite: ECE 141

CAN: None

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

ECE-145 - Integrating Children With Special Needs  
Units: 1  
This course will provide an introduction to factors that promote the successful integration of children with special needs into child care settings. Students will be exposed to new ways of thinking about disabilities. Changes in the physical environment and adaptation of health practices, schedules, routines and activities that might be necessary will be discussed. Various community agencies and resources serving children and families with special needs will be introduced.

Lecture Hours: 1  
Lab Hours: None  
Repeatable: No  
Grading: O

CAN: None

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

ECE-146 - Child Guidance and Discipline  
Units: 2  
This course prepares students to understand and manage the behavior of children using a variety of communication, guidance and discipline strategies. Students will learn to distinguish between normal, developmentally appropriate and testing behaviors and those behaviors that jeopardize the health, safety, and welfare of self and others. Students will learn strategies to help children manage stress, anger and aggression in constructive ways.

Lecture Hours: 2  
Lab Hours: None  
Repeatable: No  
Grading: O

CAN: None

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

CSU = Meets baccalaureate criteria  
UC = Course is accepted by UC system
CHAPTER 8  —  ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

ECE-147 - Multicultural/Anti-bias Curriculum for Children
This course will provide students with an understanding of principles and practices of implementing a curriculum for children that addresses cultural diversity. Expectations for caregiving/child-rearing practices, teacher-child interaction guidelines, conflicts and issues in multicultural education and, setting culturally responsive environments and experiences for all children will be examined.

Lecture Hours: 1  Lab Hours: 2  Repeatable: No  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ECE-148 - Ready to Learn/Literacy
The Ready to Learn Service is designed for early childhood care and education professionals who work with preschool children ages two to five and school age children through third grade. The initiative uses educational television programs, reading and related hands-on activities to help promote effective learning in childcare and early education settings. This course will focus on the stages of language acquisition, the process of learning to read, language activities that promote literacy, children’s literature and the importance of family involvement in the learning process. A variety of educational television programs will be viewed and critiqued.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ECE-155 - Learning Games
This course introduces student to a game approach to learning and instruction. Students will plan, prepare, present, and evaluate teachermade games and materials in a variety of curricular areas. This course is an elective in the Early Childhood Education Certificate program or AS degree in Early Childhood Education.

Lecture Hours: 0.5  Lab Hours: 1.5  Repeatable: No  Grading: L

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

ECE-175 - Studying Children
This course is designed to increase the student’s understanding and appreciation of children and their development. Time will be spent observing, recording, and analyzing the behavior of children in the Child Development Center as they interact with teachers, and peers.

Lecture Hours: 1  Lab Hours: 2  Repeatable: No  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ECE-176 - Student-Parent Issues in Guidance and Discipline Techniques
This course is designed to help the student understand, explore, and apply various theories of child management, positive discipline strategies, and guidance techniques in the home and/or school settings.

Lecture Hours: 1  Lab Hours: 2  Repeatable: No  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ECE-177 - Student-Parent Topics, Goals and Values
This course introduces students to the principles and practices of responsive child rearing which produce responsible children. Emphasis is placed on the strategies for building a child’s positive self concept and ways to foster family cohesiveness.

Lecture Hours: 1  Lab Hours: 2  Repeatable: No  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ECE-178 - Parent Involvement Issues for Student Parent
This course focuses on the critical issues facing the contemporary family, society, and life in the 21st century. Participants explore the effects of divorce, single parenting, remarriage, step-parenting, birth order, working mothers, family violence, and stress upon the developing family. Strategies to enhance home-school relations are identified.

Lecture Hours: 1  Lab Hours: 2  Repeatable: No  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ECE-191 - Infant Toddler Development
Developmentally-appropriate programs for children from birth to age 3 require special knowledge, skill, and program design. This course provides an overview of the child’s development during the first three years and examines the components of quality care of infants and toddlers. Family/caregiver interactions, the physical environment, health and safety policies and staff concerns are addressed.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O

Prerequisite: FCS 070

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ECE-195 - The School Age Child: Development, Behavior, Curriculum Activities
A comprehensive study of children five through twelve years of age. Emphasis is placed on the physical, social, intellectual and self needs of school-age children and how they relate to curriculum development for extended care programs. Behavior characteristics and related techniques to modify conflicts are reviewed. Community resources are identified for program use and parent referral.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
# CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

## ECONOMICS

### ECON-010A - Principles of Macroeconomic Theory

The economy is always in flux. Changes in output and employment are among the most regular and persistent facts of economics. In addition, changes in inflation, interest rates, and the international value of the dollar all accompany the variations in economy. This course seeks to explain the forces affecting the national economy, money and credit, income, employment, prices, and monetary and fiscal theories and policies.

**Lecture Hours:** 3  **Lab Hours:** None  **Repeatable:** No  **Grading:** L

**Advisory Level:** Read: 2  **Write:** 2  **Math:** 2  
**Transfer Status:** CSU/UC  **Degree Applicable:** AA/AS  
**CSU GE:** D2  **District GE:** D  **IGETC:** 4B

### ECON-010B - Introduction to Microeconomic Theory

Microeconomic focuses on economic behavior of individual economic units such as consumers, firms, and resource owners. It examines the market system as a means of solving the problems in the production and distribution of goods and services in a society. An analysis of the effectiveness of the price system in providing the society with an equitable distribution of goods, services and income is featured. It explores some of the more regulations and consumer protection, energy crisis, taxes and welfare.

**Lecture Hours:** 3  **Lab Hours:** None  **Repeatable:** No  **Grading:** L

**Advisory Level:** Read: 2  **Write:** 2  **Math:** None  
**Transfer Status:** CSU/UC  **Degree Applicable:** AA/AS  
**CSU GE:** D2  **District GE:** D  **IGETC:** 4B

### ECON-011 - Ecological Economics

Ecological Economics is a new interdisciplinary approach to understanding and managing our world for sustainability, at the local, regional, and global scale. Topics include: Ecological and environmental principles. Cross-cultural approaches, sustainability models and case studies.

**Lecture Hours:** 3  **Lab Hours:** None  **Repeatable:** No  **Grading:** L

**Advisory Level:** Read: 2  **Write:** 2  **Math:** None  
**Transfer Status:** CSU/UC  **Degree Applicable:** AA/AS  
**CSU GE:** D2  **District GE:** D  **IGETC:** 4B

### ECON-098 - Directed Study

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructs and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

**Lecture Hours:** None  **Lab Hours:** 1.5-27  **Repeatable:** 17  **Grading:** O

**Advisory Level:** Read: 2  **Write:** 2  **Math:** None  
**Transfer Status:** CSU  **Degree Applicable:** AA/AS  
**CSU GE:** None  **District GE:** None  **IGETC:** None

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## EDUCATION

### EDUC-010 - Education in a Multicultural Society

This course introduces the role and function of the educational system in American society. The problems associated with education in the United States will be explored. The experience of different cultural, socioeconomic and linguistic groups, and the implications of the changing American population for the future of the American educational system will be explored. Contemporary issues, historical perspectives and the challenges today’s teachers face will be examined.

**Lecture Hours:** 3  **Lab Hours:** None  **Repeatable:** No  **Grading:** L

**Advisory Level:** Read: 2  **Write:** 2  **Math:** None  
**Transfer Status:** CSU  **Degree Applicable:** AA/AS  
**CSU GE:** None  **District GE:** D  **IGETC:** None

### EDUC-012 - Field Experience in Reading

The course is designed to provide students interested in pursuing a career in elementary school teaching with theory and hands-on experience working with children in early literacy at a local elementary school. The course includes work with reading and writing materials, assessment, methodology, and the school environment. A current TB test is required. The course includes 50 hours of on-site field experience in a local elementary school.

**Lecture Hours:** 2  **Lab Hours:** 3  **Repeatable:** No  **Grading:** L

**Advisory Level:** Read: 2  **Write:** 2  **Math:** None  
**Transfer Status:** CSU  **Degree Applicable:** AA/AS  
**CSU GE:** None  **District GE:** None  **IGETC:** None

### EDUC-136 - Education Occupational Work Experience - Parallel Plan

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

**Lecture Hours:** None  **Lab Hours:** 3-12  **Repeatable:** 15  **Grading:** O

**Corequisite:** 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or; 2) During a summer session, be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

**CAN:** None  
**Advisory Level:** Read: 3  **Write:** 3  **Math:** None  
**Transfer Status:** CSU  **Degree Applicable:** AA/AS  
**CSU GE:** None  **District GE:** None  **IGETC:** None
EDUC-138 - Education Occupational Work Experience - Alternate Plan

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students to attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/Job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3-24 Repeatable: 15 Grading: O

Corequisite: 1) Need not be enrolled in any other class during the semester besides Work Experience. 2) May be enrolled in at most one other class in addition to Work Experience. 3) Must be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

EDTEC-010 - Integrating Technology into Curriculum

This course assumes no prior experience with computers and is designed to meet the needs of students who desire to become teachers or instructional aides in a classroom. The course will provide an up-to-date, practical introduction to computers.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

EDTEC-001 - Introduction to Online Teaching

This course will be an elective for our new student-teaching program, “Teach for Tomorrow,” in conjunction with San Jose State University. It will require students to analyze the pedagogical issues of online teaching for a variety of audiences. They will apply their new theoretical knowledge in their capstone assignment—this beginning of an online classroom that will include at least a welcome to their chosen audience, a syllabus or mission statement, the policies of the course, and a first assignment.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

CAN: None

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

EDTEC-002 - Developing Curriculum for Online Teaching

This course is designed to assist future instructors in adapting, transforming, and/or creating new curricula for online delivery. The course includes identifying the requirements of developing effective curriculum for online teaching and exploring the technical environment that would best deliver a course online. The focus is on determining the elements of a successful online course. This course will allow participants the opportunity to explore current issues and theories in online teaching and learning, the role of the instructor and the learner in an online environment, how to facilitate discussions and how to select the appropriate type of online assessments.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

CAN: None

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

EDTEC-011 - Telecommunications: Switched Telephone Network

This course places emphasis on the technical aspects of the telecommunications industry. The student is introduced to the telephone system, the hierarchy of switching, and the methods used in routing calls throughout the Public Switched Telephone Network (PSTN). A touch-tone telephone is constructed as a student project and is used to perform measurements on the telephone system. Other topics include Serial interfaces: RS232, RS422, RS423, RS449; Modems and the various modulation techniques employed to achieve low and high speed communications; T1 Carrier Transmission; Modulation techniques: PAM, PCM, PWM, PDM, and PPM; North American FDM and TDM Hierarch; Synchronous vs. Asynchronous transmission.

Lecture Hours: 2 Lab Hours: 6 Repeatable: No Grading: L

Prerequisite: (CT 079 and ELECT 63) and (ELECT 122 or MATH 013 or intermediate algebra skills based on assessment); all with C or better

Recommended: Concurrent enrollment in ELECT 012 and/or ELECT 168

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

EDTEC-012 - Telecommunications: Data Acquisition Systems

This course is designed to introduce the student to data acquisition techniques commonly employed in today’s communication systems. This includes sample-and-hold amplifiers, analog-to-digital converters, digital-to-analog converters, phase locked loop technology, and an introduction to operational amplifier design. Various methods used to implement these operations will be defined, studied, and constructed in laboratory experiments. The advantages and disadvantages of each method will be weighed against each other. The subject of noise and its effects upon the analog and digital signal will also be covered. Frequency spectral content, signal-to-noise ratio, noise factor, and noise figure will be analyzed in the laboratory.

Lecture Hours: 2 Lab Hours: 6 Repeatable: No Grading: L

Prerequisite: (CT 079 and ELECT 063) and 122 or MATH 013 or intermediate algebra skills based on assessment); all with C or better

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

EDUCATIONAL TECHNOLOGY

EDTEC-010 - Integrating Technology into Curriculum

This course assumes no prior experience with computers and is designed to meet the needs of students who desire to become teachers or instructional aides in a classroom. The course will provide an up-to-date, practical introduction to computers.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ELECTRONICS

ELECT-011 - Telecommunications: Switched Telephone Network

This course places emphasis on the technical aspects of the telecommunications industry. The student is introduced to the telephone system, the hierarchy of switching, and the methods used in routing calls throughout the Public Switched Telephone Network (PSTN). A touch-tone telephone is constructed as a student project and is used to perform measurements on the telephone system. Other topics include Serial interfaces: RS232, RS422, RS423, RS449; Modems and the various modulation techniques employed to achieve low and high speed communications; T1 Carrier Transmission; Modulation techniques: PAM, PCM, PWM, PDM, and PPM; North American FDM and TDM Hierarch; Synchronous vs. Asynchronous transmission.

Lecture Hours: 2 Lab Hours: 6 Repeatable: No Grading: L

Prerequisite: (CT 079 and ELECT 63) and (ELECT 122 or MATH 013 or intermediate algebra skills based on assessment); all with C or better

Recommended: Concurrent enrollment in ELECT 012 and/or ELECT 168

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ELECT-012 - Telecommunications: Data Acquisition Systems

This course is designed to introduce the student to data acquisition techniques commonly employed in today’s communication systems. This includes sample-and-hold amplifiers, analog-to-digital converters, digital-to-analog converters, phase locked loop technology, and an introduction to operational amplifier design. Various methods used to implement these operations will be defined, studied, and constructed in laboratory experiments. The advantages and disadvantages of each method will be weighed against each other. The subject of noise and its effects upon the analog and digital signal will also be covered. Frequency spectral content, signal-to-noise ratio, noise factor, and noise figure will be analyzed in the laboratory.

Lecture Hours: 2 Lab Hours: 6 Repeatable: No Grading: L

Prerequisite: (CT 079 and ELECT 063) and 122 or MATH 013 or intermediate algebra skills based on assessment); all with C or better

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

ELECT-013 - Advanced Telecommunications Technology
This advanced course in telecommunications offers a continuation of subject matter supporting the latest trends in the communications industry. Various standards organizations are studied, including the ISO/OSI 7-Layer Model. Primary subjects include LAN systems with emphasis on the IEEE 802.3 Ethernet standard; LAN topology with access control techniques; synchronous protocols: BISYNC, HDLC, SDLC, DDLCMP; Error detection and correction; Hamming codes; Cyclic codes; the UART interface; Programming the UART for serial communications; Fiber optic theory and technology; Time domain reflectometry; and Data compression.

Lecture Hours: 2 Lab Hours: 6 Repeatable: No Grading: L
Prerequisite: ELECT 011 and (ELECT 122 or MATH 013 or intermediate algebra skills based on assessment); all with C or better
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ELECT-050 - Introduction to Electronics Units: 2
This course provides an orientation to the field of electronics. An overview of the basic principles of electronics is presented. Introductory topics covered include solid state devices, integrated circuits, microprocessors, microwave communication system and lasers. In the laboratory, students will learn to measure various electrical quantities using electronic measuring equipment such as the volt-ohm-meter (vom) and the oscilloscope. Each student will build and troubleshoot an electronics project.

Lecture Hours: 2 Lab Hours: 2 Repeatable: No Grading: L
CAN: None
Advisory Level: Read: 1 Write: None Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ELECT-062 - General Electronics I Units: 5
Electronics 62 is the first course in sequence required of majors in Electronics, Computer and Laser Technologies, and gives a general introduction to electronics, including application of laws of physics to electronic components and circuits, DC and AC concepts of power, work, energy, capacitance, inductance, magnetism. Political, social and economic aspects of the role of technology in today's society are stressed. Laboratory experiments are performed with emphasis on the use of measurement and analytical instrumentation. All students are required to keep lab notebooks and to write reports which include deductive and inductive reasoning and critical thinking.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L
Credit by Exam: Yes
Prerequisite: ELECT 121 or MATH 013, both with C or better
Recommended: Concurrent enrollment in CT 077 or ELECT 113
CAN: None
Advisory Level: Read: None Write: None Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: BL IGETC: None

ELECT-063 - General Electronics II Units: 5
Electronics 63 is the second in a sequence of analog core classes required for majors in Electronics, Computer, Laser and Microwave Technologies. This five unit class presents instruction in the concepts and principles of alternating current (AC) circuits. Topics include timevarying voltages and currents, frequency, phase, reactance and sustenance, and impedance and admittance. Circuit level topics include gain, bandwidth, phase, Bode plots, filters, and resonance. Semiconductor devices and circuits are introduced including semiconductor theory, PN junction theory, and basic transistor operation. Circuit level topics include direct current (DC) quiescent points, voltage gain, bandwidth, and input and output resistance. The basic principles of communication systems are introduced and include modulation, demodulation transmitters, and amplitude modulation (AM) and frequency modulation (FM) receivers. Proper use of electronic measuring instruments and troubleshooting techniques are stressed in the laboratory. Laboratory reports are required.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L
Credit by Exam: Yes
Prerequisite: ELECT 62 and ELECT 121 and or MATH 013, all with C or better
Corequisite: ELECT 122 or MATH 022 or MATH 025
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ELECT-064 - Analog Circuits Units: 5
Analog circuits is a third semester course in the sequence of courses designed for the Electronics Technology (ET) degree or certificate program, and is a required course for ELECT and Microwave majors. This five unit course provides a review of semiconductor theory, transistor biasing and fundamental amplifier concepts. This is followed by feedback concepts which are then applied to the analysis and design of small signal amplifiers, oscillators, power supplies and regulators, power amplifiers, and active filters. Test procedures and troubleshooting are emphasized. A survey of electronic devices is also provided.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L
Credit by Exam: Yes
Prerequisite: ELECT 063 and (ELECT 122 or MATH 022 or MATH 025), all with C or better
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ELECT-065 - Analog Systems Units: 5
Electronics 65 is the fourth in the sequence of basic electronics courses required for majors in Electronics Technology. This course emphasizes the analysis, application and basic design of analog LF (low-frequency), HF (high-frequency), and VHF (very-high-frequency) circuits and systems, both discrete and integrated. Advanced topics in amplifiers, oscillators, filters, radio-frequency (RF) circuits and analog-digital techniques are presented. The student is prepared for employment by means of field trips, preparation of resumes, and interviews.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L
Prerequisite: ELECT 064 with C or better
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CSU = Meets baccalaureate criteria
UC = Course is accepted by UC system
ELECT-071 - Personal Computer Repair  Units: 3
This course emphasizes how to troubleshoot and repair personal computers to board level and is designed for IBM platforms. Topics include: PC operation and the interrelationship of each block of a PC system, the basic rules of maintenance, starting and testing the PC, system processor and memory, data storage (disk drives), keyboard operation, monitor, interfaces and cabling, software, operating systems, and documentation of diagnosis and repairs completed.
Lecture Hours: 1  Lab Hours: 6  Repeatable: No  Grading:L
Prerequisite: ELECT 050 or ELECT 062 or CT 077, all with C or better
Advisory Level:
CSU GE: None
District GE: None
IGETC: None

ELECT-080 - Basic Semiconductor Manufacturing Technology  Units: 4
Students study processes used in Wafer Manufacturing: Structures and Facilities, materials and Equipment, and Operating Conditions. The areas of study are semiconductor materials, chemicals, microcontaminants, process areas (diffusion, implant, lithography, etch and thin films), process flow, and tool/wafer excitations. Lab experiments will introduce students to working in a cleanroom environment, fabrication process and wafer handling.
Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading:L
Recommended: Concurrent enrollment in (ELECT 052 or ELECT 062 OR ELECT 142) and (ELECT 121 or MATH 013)
Advisory Level:
CSU GE: None
District GE: None
IGETC: None

ELECT-081 - Intermediate Semiconductor Manufacturing  Units: 4
Intermediate study of processes, materials and equipment used in semiconductor manufacturing. A more focused study on Implant, Diffusion, Photolithography, Etch, and Thin Films. Students will resolve excitations in the process of wafer production through detailed analysis and application of statistical process control/monitoring.
Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading:L
Recommended: Concurrent enrollment in (ELECT 062 and ELECT 121) or MATH 013
Advisory Level:
CSU GE: None
District GE: None
IGETC: None

ELECT-082 - Semiconductor Manufacturing Tool Sets  Units: 4
Manufacturing process, theory, and constraints. An in-depth study of tool and equipment used across the semiconductor industry. A detailed study of tool operations, periodic, preventive and predictive maintenance. Troubleshooting and maintenance management skills.
Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading:L
Prerequisite: ELECT 081 and CHEM 030A and (ELECT 122 or MATH 025 or MATH 022), all with C or better
Corequisite: Or ELECT 081 with C or better and concurrent enrollment in CHEM 030A and ELECT 122 or MATH 025 or ELECT 081 and CHEM 030A, both with C or better, and concurrent enrollment in ELECT 122 or MATH 022 or ELECT 081 or ELECT 122 or MATH 022 or MATH 025, all with C or better and concurrent enrollment in CHEM 030A
Recommended: Concurrent enrollment in ELECT 44 or CT 077
Advisory Level:
CSU GE: None
District GE: None
IGETC: None

ELECT-098 - Directed Study  Units: 0.5-9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None  Lab Hours: 1.5-27  Repeatable: 17  Grading:O
Advisory Level:
CSU GE: None
District GE: None
IGETC: None

ELECT-105 - CMOS Mask Design I  Units: 4
This course is entry level integrated circuit (IC) layout and technology. Course includes practical experience in drawing logic diagrams, transistor level schematics, cross sectional views, STIK diagrams, and in converting STIKS to actual layout of the layers that will be used to manufacture the IC. The course stresses application of design rules, area estimation, and pin and bus placements.
Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading:L
Prerequisite: ELECT 081 and CHEM 030A and (ELECT 122 or MATH 025 or MATH 022), all with C or better
Advisory Level:
CSU GE: None
District GE: None
IGETC: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

**ELECT-107 - CMOS Mask Design II**  Units: 2
CMOS Mask Design II is a continuation of CMOS Mask Design I. Students will be introduced to more complex logic and design rules for integrated circuit layout. Practical experience in a lab setting in the use of a PC-based integrated circuit design tool is provided with L-EDIT from TANNER RESEARCH and with other equivalent software.

Lecture Hours: 1  Lab Hours: 3  Repeatable: No  Grading:L

Prerequisite: ELECT 105 with C or better
Recommended: ELECT 063, CHEM 030A, Physics 003 and CIS 157

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**ELECT-112 - Troubleshooting**  Units: 2
Electronics Troubleshooting, a third semester course in the sequence of courses for the ELECT degree or certificate program, is a required course for majors in Electronics, Microwave, and Laser Technologies. This two unit course couples block diagram analysis and schematic diagram interpretation, signal tracing, signal substitution and bias measurement techniques to develop the skills of trouble-shooting and repair of systems such as Power Supply - AM/FM Receivers - TV Receivers - Tape Recorders - VCR's - and Transceivers. Key circuits of these systems are studied in detail. Adjustment and calibration procedures are demonstrated. Instrumentation techniques and safe laboratory procedures are emphasized.

Lecture Hours: 1  Lab Hours: 3  Repeatable: No  Grading:L

Prerequisite: ELECT 063 with C or better

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

**ELECT-113 - Fabrication and Assembly I**  Units: 2
This course, required for majors in Electronics, Laser, and Microwave Technology, is designed to be taken concurrently with Electronics 62 or 50. It provides instruction in the various fabrication and assembly techniques used in the electronics industry. Topics covered include soldering, wire handling and cabling, drafting and measuring techniques, machine tool operations, printed circuit artwork and layout. Sheetmetal layout and fabrication techniques are presented.

Lecture Hours: 1  Lab Hours: 3  Repeatable: No  Grading:L

Credit by Exam: Yes

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**ELECT-114 - Fabrication and Assembly II**  Units: 2
This second year course, required for majors in Electronics and Laser, provides instruction in advanced fabrication and assembly operations. Students will build an electronic instrument in its entirety and are responsible for design of the PC Board, chassis fabrication and assembly, wire harnessing, and debugging. Students are introduced to advanced hand and machine tool operations used in the electronics industry, project development, and report writing.

Lecture Hours: 1  Lab Hours: 3  Repeatable: No  Grading:L

Prerequisite: ELECT 113 and ELECT 063, both with C or better

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**ELECT-115 - Surface Mount Technology**  Units: 2
Soldering, Assembly, and Rework Techniques
This course is designed to teach surface mount soldering, assembly, and rework. It may be taken concurrently with other electronics classes.

Lecture Hours: 1  Lab Hours: 3  Repeatable: No  Grading:L

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

**ELECT-119 - Schematic and Printed Circuit Design for Fabrication**
Students will experience hands on use of CADD software, by Protel Technology, to solve schematic and analog Printed Circuit design projects. Students will apply the principles of schematic drafting to P.C. designs utilizing analog symbolic representations. Step-by-Step design techniques employing analog schematics are practiced in designing analog P.C. layouts utilizing design guidelines, commercial catalog and electronic industry standards. A variety of projects will illustrate how schematics, layouts, materials, fabrication and assembly affect the final product. Emphasis is placed on component selection, packaging design, checking techniques, project documentation and the use of CADD to complete all projects.

Lecture Hours: 1  Lab Hours: 3  Repeatable: No  Grading:L

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

**ELECT-121 - Electronics Math I**  Units: 3
Many math skills are required of a technician. Electronics Math I and II are designed to give a solid foundation in the basic algebraic and trigonometric skills needed by a technician with practical examples used throughout. Topics include number line, signed numbers, powers of ten, unit, prefixes, scientific notation, arithmetic and algebraic operations with polynomials, algebraic fractions, linear and second degree equations, factoring, fractional equations, systems of equations, graphing linear equations, beginning complex numbers, basic trigonometric functions, RLC circuits, binary and octal and hex number systems, and use of a full function scientific calculator.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading:L

Credit by Exam: Yes
Prerequisite: Qualifying score on Arithmetic Placement Test, or completion of MATH 011A or MATH 011R or higher Math class, or completion of ELECT 320, or concurrent enrollment in ELECT 320.

CAN: None
Advisory Level: Read: None  Write: None  Math: 1
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

CSU = Course is accepted by UC system
UC = Course is accepted by UC system

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ELECT-122 - Electronics Math II  Units: 3
Electronics Math II continues the development of the math concepts needed by technicians with immediate applications in the electronics courses taken by the student. Emphasis is placed on the analytic skills needed to anticipate what is expected in the hardware equipment encountered by the student in hands-on experience in the lab and in industry. Practical examples are used throughout both Electronics Math I and II. Topics include a continuation of those of Electronics Math I and also analysis of RCL and GLC circuits using $j$ numbers and polar numbers, basic trigonometric functions, beginning phasor algebra, logarithms and their applications to electronics, Bode plots, network theorems, transient circuit analysis, numerical approximations, Boolean algebra, and basic statistical concepts.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: ELECT 121 or MATH 013 or any Math class having MATH 013 as a prerequisite with a grade of C or better

Advisory Level:
Read: None  Write: None  Math: 3
Transfer Status: CSU  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

ELECT-131 - Personal Computer  Units: 3
Hardware: Introduction to Computer Repair
This course introduces the basic concepts of the personal computer, its components and its history. The focus of this course is on the IBM compatible personal computer. Students will learn how to accurately recognize the different parts of a computer, its installation, and connection of the different expansion cards and cables. Students will acquire the skills and lab experience needed to assemble, upgrade and repair a custom computer system. Students will be provided with lab experience in preparing and installing software.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: ELECT 142 with C or better
Corequisite: CIS 041 and ELECT 121 (previous or concurrent)

Advisory Level:
Read: 2  Write: 2  Math: 2
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ELECT-133 - Advanced Personal Computer  Units: 3
Troubleshooting
This course introduces the concept of computer troubleshooting. Both hardware and software troubleshooting are addressed. The student will learn how to use diagnostics software to find hardware problems. Software troubleshooting is addressed for the most common software in the market. The student will learn how to resolve hardware conflicts and determine solutions for software problems.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Prerequisite: ELECT 131 with C or better
Corequisite: ELECT 144, concurrent or equivalent

Advisory Level:
Read: 2  Write: 2  Math: 2
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ELECT-136 - Electronics Technology  Units: 1-4
Occupational Work Experience- Parallel Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours: None  Lab Hours: 3-12  Repeatable: 15  Grading: O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units; or 2) During a summer session, be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

Advisory Level:
Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ELECT-138 - Electronics Technology  Units: 1-8
Occupational Work Experience- Alternate Plan Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.

Lecture Hours: None  Lab Hours: 3-24  Repeatable: 15  Grading: O
Corequisite: 1) Need not be enrolled in any other class during the semester besides Work Experience. 2) May be enrolled in at most one other class in addition to Work Experience. 3) Must be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

Advisory Level:
Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ELECT-152 - TV Circuits  Units: 4
Electronics 152 is a third semester course for Electronic Technology or Laser Technology majors. This course offers instruction in analog circuit analysis and troubleshooting techniques. All circuits of television receivers are studied. The laboratory portion utilizes a television receiver as a vehicle to develop those analytical and diagnostic troubleshooting skills required of technicians in industry. Various lab instruments are demonstrated and used in troubleshooting systems. Additional topics include communication principles, AM (amplitude modulation) and FM (frequency modulation) theory and documentation.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: ELECT 063 with C or better
Recommended: Concurrent enrollment in ELECT 064

Advisory Level:
Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

Advisory Level: 2010  K  Letter Grade Only
K  Mandatory Credit/No Credit
O  Optional Credit/No Credit

L = Letter Grade Only  K = Mandatory Credit/No Credit  O = Optional Credit/No Credit
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

ELECT-163 - Microwave Measurements Units: 4
Microwave Measurements provides an introduction to the measurement and application of high-frequency electromagnetic waves. The course includes measurement fundamentals, microwave circuit analysis, and microwave applications. This is a required course for all students seeking Technical Associate Certificates or AS Degrees in Electronics Technology or Microwave Technology.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: ELECT 063 with C or better
Recommended: Concurrent enrollment in ELECT 064
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ELECT-168 - Microwave and Satellite Communication Systems Units: 4
Microwave and Satellite Communication Systems prepares microwave technicians for electronics careers in space and telecommunication research, explorations, and commercialization. Microwave communications and satellite systems are stressed both in theory and in the laboratory. Lectures, films, and field trips survey aerospace and telecommunications applications of microwave technology. Laboratory projects include satellite tracking and communication experiments which apply to the telecommunications, telecommand, and telemetry industry.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: ELECT 063 with C or better
CAN: None
Advisory Level: Read: 2 Write: 2 Math: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ELECT-210 - Supervised Tutoring Units: None
Students will receive tutoring assistance in areas of identified academic need. With the assistance of appropriate faculty, tutors will be assigned who have demonstrated competency in a particular subject, skill and/or discipline and who have successfully completed a tutor training course.

Lecture Hours: None Lab Hours: 1 Repeatable: 19 Grading: N
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NONC
CSU GE: None District GE: None IGETC: None

ELECT-320 - Introduction to Electronics Units: 2
Introduction to Electronics Math is designed for students who need review and a slower pace before enrolling in Electronics Math I, Electronics 121. Emphasis is placed on basic math understanding with many hands on exercises, and students are provided with sufficient practice to reinforce basic skills. Topics include signed numbers, the number line, order of operations, prefixes, units and vocabulary used in electronics, review of fractions and decimals, metrics, graphing, area and volume, and calculator usage.

Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: 3 units of MATH 310 with CR or placement based on assessment
CAN: None
Advisory Level: Read: None Write: None Math: 1
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

ENGL-001A - English Composition Units: 3
English 1A is the first course in a two-semester sequence (English 1A, 1B) designed to equip the students with the skills necessary for writing college level compositions. The course emphasizes expository writing, critical reading, and research techniques. Students are required to produce a series of academic essays including a documented research paper in conventional format. Analysis of readings and the practice of writing processes create the bases for student essays. The board graded final will count at least 35% of the final grade for the course.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: Continuing students must complete (ENGL 091A) and (ENGL 102 or ENGL 091B or READ 101 or READ 101S) or ESL 091 or ESL 093; all with C or better; new students will be placed based on the results of assessment
CAN: ENGL 2; ENGL SEQ A = ENGL 1A+1B
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: A2 District GE: A2 IGETC: 1A

ENGL-001B - English Composition Units: 3
Introduction to literature: the short story, poetry, drama and the novel; continuation of expository writing supplemented by critical reading and analysis of literature.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: ENGL 001A with C or better
CAN: ENGL 4; ENGL SEQ A = ENGL 1A+1B
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 3B

ENGL-001C - Critical Thinking/Composition Units: 3
This course presents the techniques of critical reasoning and advanced composition. Students will learn to identify the basic structures of arguments and the ways people use language to fortify or to falsify arguments. Students will analyze and demonstrate these techniques by writing and critiquing essays and using research strategies. This course is specifically designed to meet the IGETC critical thinking requirement.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: ENGL 001A with C or better
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: A3 District GE: A3 IGETC: 1B

ENGL-028 - Introduction to World Mythology Units: 3
The course investigates cross-cultural patterns of myths: gods and goddesses of earth and sky, hunt and harvest; the cycle of the hero; the trickster; the creation, destruction, and renewal of the world; myths as potent forces today in literature and the arts as well as in everyday life.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: ENGL 092 or ENGL 104 or ESL 091 and ENGL 102 or READ 101, all with C or better
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 3B

CSU = Meets baccalaureate criteria
UC = Course is accepted by UC system
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

ENGL-033 - Women in Literature
Units: 3
This introductory survey of literature focuses on the stereotyped and individualized characterizations of women as depicted in drama, short stories, poetry, essays and novels.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Prerequisite: ENGL 092 or ENGL 104 or ESL 091 and ENGL 102 or READ 101, all with C or better
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2, D4 District GE: C2, ES IGETC: 3B

ENGL-065 - The Short Story
Units: 3
This course is an analysis and interpretation of the short story encompassing short fictional writing. Elements of fiction, critical literary approaches, historical context, author-biographical information, and techniques for writing about literature will be covered.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: ENGL (092 or 104) and ENGL 102 or READ 101, all with C or better
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 3B

ENGL-072A - Fundamentals of Creative Writing/Poetry
Units: 3
Writing/Poetry
This course introduces students to the principles and practice of creative writing/poetry.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Prerequisite: ENGL (092 or 104) and ENGL 102 or READ 101, all with C or better
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: 3B

ENGL-072B - Fundamentals of Creative Writing/Fiction
Units: 3
Writing/Fiction
This course introduces students to the principles and practice of creative writing/fiction.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Prerequisite: ENGL (092 or 104) and ENGL 102 or READ 101, all with C or better
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: 3B

ENGL-079 - Writing Life Stories
Units: 3
Writing/Drama
This course introduces students to the principles and practice of creative writing/drama.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Prerequisite: ENGL (092 or 104) and ENGL 102 or READ 101, all with C or better
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: None

ENGL-073 - Introduction to Shakespeare
Units: 3
Students will study Shakespeare as a major figure in our literary heritage and will read selected works, including represented plays, sonnets and poems. Contributions of the Elizabethan era to Western Culture will be explored. The course is designed to heighten awareness of Shakespeare's literature to society and the relationship of the student to his work.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Prerequisite: (ENGL 104 or ENGL 092), and (ENGL 102 or READ 101), all with C or better
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 3B

ENGL-076A - Great Books
Units: 3
Different from works read and discussed in English 76A.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Prerequisite: ENGL 001A with C or better
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 3B

ENGL-076B - Great Books
Units: 3
Significant literary works from a variety of cultures and periods which mark important steps in the development of Western Civilization, chosen for their literary, historical, philosophical, or psychological importance to today's world. Different from works read and discussed in English 76B.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Prerequisite: ENGL 001A with C or better
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 3B

ENGL-078 - Introduction to Biblical Literature
Units: 3
A study of the Bible as an anthology of literary masterpieces; its history, development, and cultural influences.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Prerequisite: ENGL (092 or 104) and ENGL 102 or READ 101, all with C or better
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: None

ENGL-079 - Writing Life Stories
Units: 3
This course in autobiographical literature is intended for students to analyze the choices and styles made by authors in conveying their diverse histories in diverse autobiographical works; and for students to implement this knowledge in their own written autobiographical exercises.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Prerequisite: (ENGL 091A or ENGL 102 or READ 101S or ESL 103) and (ENGL 091B or ENGL 092 or ENGL 104) or (ESL 091); with C or better
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: None

128
ENGL-080 - Mexican American Literature  Units: 3
A detailed study of the Mexican-American experience in America as viewed through the literary works of Mexican-American authors from slavery to 1930. The course is designed to analyze the various and unique social scientific approaches - namely the historical, the psychological, the sociological, and the philosophical - that Mexican-American authors employ in exposing, exploring and, in general, informing an oftentimes unreceptive reading audience. English 80 is a prerequisite for 82B. This course satisfies the General Education Cultural Pluralism requirement.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O
Prerequisite: ENGL 092 or ENGL 104 or ESL 091 and ENGL 102 or READ 101, all with C or better
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2, D3  District GE: C2, ES  IGETC: None

ENGL-082A - African American Literature  Units: 3
English 82A is a detailed study of the African-American experience in America as viewed through the literary works of African-American authors from slavery to 1930. The course is designed to analyze the various and unique social scientific approaches — namely the historical, the psychological, the sociological, and the philosophical — that African-American authors employ in exposing, exploring and, in general, informing an oftentimes unreceptive reading audience. English 82A is not a prerequisite for 82B. This course satisfies the General Education Cultural Pluralism requirement.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O
Prerequisite: ENGL 092 or ENGL 104 or ESL 091 and ENGL 102 or READ 101, all with C or better
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2, D3  District GE: C2, ES  IGETC: None

ENGL-082B - African American Literature  Units: 3
English 82B is a detailed study of the African-American experience in America as viewed through the literary works of African-American authors from 1930 to present. The course is designed to analyze the various and unique social scientific approaches — namely the historical, the psychological, the sociological, and the philosophical — that African-American authors employ in exposing, exploring and, in general, informing an oftentimes unreceptive reading audience. English 82A is not a prerequisite for 82B. This course satisfies the General Education Cultural Pluralism requirement.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O
Prerequisite: ENGL 092 or ENGL 104 or ESL 091 and ENGL 102 or READ 101, all with C or better
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2, D3  District GE: C2, ES  IGETC: None

ENGL-083 - Literature and Film  Units: 4
Students will explore literary classics of all times and places on screen and study the film as an art form, comparing the narrative dynamics of various genres of cinema and literature, by seeing the movie, by reading the text (original and/or screenplay), by comparing the text with the film, and by analyzing both in writing. The comparision of cinematic and literary practices will lead students to an understanding of the specific expressive powers of each and will illustrate each medium's unique potentialities and deficiencies. The course is designed to heighen critical awareness of film and literature as two dynamically interwoven art forms.
Lecture Hours: 4  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: ENGL 092 or ENGL 104 or ESL 091 and ENGL 102 or READ 101, all with C or better
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  District GE: C2  IGETC: None

ENGL-084A - Survey of American Literature  Units: 3
Representative American literature from its beginning to the present with some emphasis on social and cultural backgrounds. Includes works of writers from the late nineteenth century to the present. English 84A is not a prerequisite for English 84B.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O
Prerequisite: ENGL 092 or ENGL 104 or ESL 091 and ENGL 102 or READ 101, all with C or better
CAN: ENGL 14; ENGL SEQ C = ENGL 84A+84B
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  District GE: C2  IGETC: 3B

ENGL-084B - Survey of American Literature  Units: 3
Representative American literature from its beginning to the present with some emphasis on social and cultural backgrounds. Includes works of writers from the late nineteenth century to the present. English 84A is not a prerequisite for English 84B.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O
Prerequisite: ENGL 092 or ENGL 104 or ESL 091 and ENGL 102 or READ 101, all with C or better
CAN: ENGL 14; ENGL SEQ C = ENGL 84A+84B
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  District GE: C2  IGETC: 3B

ENGL-086A - Survey of English Literature I  Units: 3
The first part of a two part series surveying the development of English (Anglophone) Literature from its beginnings in the 8th Century AD through the 18th Century. Students will read and discuss significant examples of epic, lyric, drama, and prose writings of the finest authors writing in English (exclusive of American English). This course will contain Lectures, discussions, group work, and other student centered learning activities. Evaluations will be based on in and out of class analytical essays, examinations, research reports, class work. This course is required for the English Major at EVC and the CSU system.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: ENGL 092 or ENGL 104 or ESL 091 and ENGL 102 or READ 101, all with C or better
CAN: ENGL 8
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  District GE: C2  IGETC: 3B

ENGL-086B - Survey of English Literature II  Units: 3
The second part of a two part series surveying the development of English (Anglophone) Literature from the 18th Century to the present. Students will read and discuss significant examples of epic, lyric, drama, and prose writings of the finest authors writing in England and the British Empire from the Romantic, Victorian, Edwardian, Modern, and Post-modern Periods. The course will contain lectures, discussions, group work, and other student centered learning activities. Evaluations will be based on in and out of class analytical essays, examinations, research reports, class work. This course is required for the English Major at EVC and the CSU system.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: ENGL 092 or ENGL 104 or ESL 091 and ENGL 102 or READ 101, all with C or better
CAN: ENGL 8
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  District GE: C2  IGETC: 3B
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

ENGL-087 - Grammar Review Error Units: 3
Identification & Timed Writing: Preparation for WST
This course offers transfer bound or upper division bound students an opportunity to strengthen their grammar and language awareness, focusing specifically on the writing competencies required by the Writing Standards Test and related Tests of the California State University System.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
Prerequisite: ENGL 001A

Advisory Level:
Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

ENGL-092 - Fundamentals of Composition Units: 3
English 092 focuses on the writing of short compositions and prepares students for English 001A, the General Education transfer English composition course. Students planning to take English 001A must complete both English 092 and READ 101 before enrolling in English 001A.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L
Prerequisite: ESL 302 or ENGL 332 and ENGL 330 or ENGL 335 or READ 301 or READ 301S and (ENGL 330 or ENGL 335); all with C or placement based on assessment
Recommended: Concurrent enrollment in READ 101 and READ 200 highly recommended. Both ENGL 092 and READ 101 are needed to take ENGL 001A.

Advisory Level:
Read: None Write: None Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

ENGL-092S - Fundamentals of Composition Units: 0.5-3
English 092S is a self-paced course designed to focus on the writing of short compositions and prepare students for English 001A, the general transfer English composition course. Students planning to take English 001A must complete both English 092 and READ 101 before enrolling in English 001A. Students will use a variety of multimedia materials to complete assignments. Repeatable to a maximum of 3 units.
Lecture Hours: 1.5 Lab Hours: None Repeatable: S Grading:L
Prerequisite: ESL 302 or ENGL 332 and ENGL 330 or ENGL 335 or READ 301 or READ 301S and (ENGL 330 or ENGL 335); all with C or placement based on assessment
Recommended: Concurrent enrollment in READ 101 and READ 200 highly recommended. Both ENGL 092 and READ 101 are needed to take ENGL 001A.

Advisory Level:
Read: None Write: None Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

ENGL-098 - Directed Study Units: 0.5-9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None Lab Hours: 1.5-27 Repeatable: 17 Grading:O
Prerequisite: ESL 302 or ENGL 332 and (ENGL 330 or ENGL 335) or READ 301 or READ 301S and (ENGL 330 or ENGL 335); all with C or placement based on assessment

Advisory Level:
Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ENGL-200 - Supervised Skills Laboratory Units: None
Supplemental practice and/or instruction is offered to students enrolled in associated English courses. Students receive feedback on their writing from peer writers and instructors other than those in their classroom and receive individualized guidance in improving specified skills.
Lecture Hours: None Lab Hours: None Repeatable: 19 Grading:N
Corequisite: ENGL 335

Advisory Level:
Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NC
CSU GE: None District GE: None IGETC: None

ENGL-324S - Vocabulary Improvement Units: 0.5-3
English 324S is designed as a self-paced course to help students improve their spelling skills. The sounds and symbols of English are covered as well as spelling rules and exceptions. Spelling study techniques and memory devices are included throughout. Repeatable to a maximum of 3 units.
Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: S Grading:K
Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:
Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

ENGL-310S - Improvement of Spelling Units: 0.5-3
English 310S is designed as a self-paced course to help students improve their spelling skills. The sounds and symbols of English are covered as well as spelling rules and exceptions. Spelling study techniques and memory devices are included throughout. Repeatable to a maximum of 3 units.
Lecture Hours: None Lab Hours: 1.5 Repeatable: S Grading:K
Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:
Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

ENGL-098 - Directed Study Units: 0.5-9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None Lab Hours: 1.5-27 Repeatable: 17 Grading:O
Prerequisite: ESL 302 or ENGL 332 and (ENGL 330 or ENGL 335) or READ 301 or READ 301S and (ENGL 330 or ENGL 335); all with C or placement based on assessment

Advisory Level:
Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ENGL-200 - Supervised Skills Laboratory Units: None
Supplemental practice and/or instruction is offered to students enrolled in associated English courses. Students receive feedback on their writing from peer writers and instructors other than those in their classroom and receive individualized guidance in improving specified skills.
Lecture Hours: None Lab Hours: None Repeatable: 19 Grading:N
Corequisite: ENGL 335

Advisory Level:
Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NC
CSU GE: None District GE: None IGETC: None

ENGL-324S - Vocabulary Improvement Units: 0.5-3
English 324S is designed as a self-paced course to help students improve their reading, writing, and speaking vocabularies. Modules are arranged in three sequential levels, the highest of which leads students to performance at the college level. A pre-test is administered prior to initial placement in any half-unit segment of the course. Students will use a variety of multi-media materials to complete assignments. Repeatable to a maximum of 3 units.
Lecture Hours: None Lab Hours: 1.5 Repeatable: S Grading:K
Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:
Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None
ENGL-335 - Basic Writing Skills  Units: 4.5
This course is designed to develop competence in basic writing skills 2 levels below English 001A. Topics include the steps of the writing process, the development of paragraphs and short multi-paragraph compositions, the writing of summaries, and the basic rules of standard English usage. The lab component provides individualized writing help for each student.
Lecture Hours:4   Lab Hours:2   Repeatable: No   Grading:K
Prerequisite: (3 units of ENGL 321 and ENGL 341) or 6 units of READ 350 or 6 units of ENGL 3405 or (ESL 312 and 313); all with a CR or placement based on assessment.
Corequisite: ENGL 200
Recommended: Concurrent enrollment in READ 301
CAN: None
Advisory Level: Read: None   Write: 2   Math: None
Transfer Status: None   Degree Applicable: NAA
CSU GE: None   District GE: None   IGETC: None

ENGLISH AS A SECOND LANGUAGE

ESL-001R - Critical Reading ESL  Units: 3
Designed for non-native speakers of English to increase their understanding of American cultural assumptions and values through the reading of selected literature and prose. The course also prepares students to participate in other college courses requiring extensive reading. Areas of study include critical analysis of readings and in-depth expansion of the necessary background to acquire an increased understanding of English vocabulary and usage. Students also increase their knowledge of standard written English and the features of different types of reading materials.
Lecture Hours: 3   Lab Hours: None   Repeatable: No   Grading:O
Corequisite: ENGL 001A
CAN: None
Advisory Level: Read: None   Write: None   Math: None
Transfer Status: None   Degree Applicable: NAA
CSU GE: None   District GE: None   IGETC: None

ESL-091 - Fundamentals of College Reading and Writing  Units: 6
This course is designed for non-native speakers of English. The reading component emphasizes patterns of essay organization, relationships of paragraphs within essays, and understanding of the author's purpose, audience, tone, and mood. Reading and research materials highlight cultural content and contemporary issues in American society and serve as models and prompts for compositions. Essays will focus on research and the development and organization of ideas using complex sentences in coherent, well-developed paragraphs. Upon successful completion of this course, students will progress to the next writing level, English 1A/ESL Focus.
Lecture Hours:6   Lab Hours:None   Repeatable: No   Grading:O
Prerequisite: ESL 302 or ENGL 322 and (ENGL 330 or ENGL 335) or READ 301 and (ENGL 330 or ENGL 335) or ESL 315; all with CR or placement based on Assessment.
Corequisite: ESL 100L .5 unit
CAN: None
Advisory Level: Read: 2   Write: 2   Math: None
Transfer Status: None   Degree Applicable: AS
CSU GE: None   District GE: None   IGETC: None

ESL-100L - ESL Skills Development Lab  Units: 0.5-2
The content of this lab will facilitate skills development for the ESL 091, 103, 104, 106 and 302 courses. It is designed to supplement classroom instruction by providing learning materials via video and software that will allow students to work on an individual basis to enhance their skills in listening comprehension, oral communication, reading, writing, pronunciation, and vocabulary development, as well as their understanding of American culture. Students must be enrolled concurrently in ESL 091, 103 or 104 or 105 or 106 or 302. Twenty-four hours of lab work are required for each 1/2 unit of credit. Repeatable for a maximum of two units.
Lecture Hours:None   Lab Hours: 1.5-6   Repeatable: 3   Grading:K
Corequisite: ESL 091 or ESL 103 or ESL 104 or ESL 105 or ESL 106 or ESL 302
CAN: None
Advisory Level: Read: None   Write: None   Math: None
Transfer Status: None   Degree Applicable: NAA
CSU GE: None   District GE: None   IGETC: None

ESL-106 - Grammar for Writers 2  Units: 3
This course is designed to help ESL students improve their writing skills and grammar usage for success in ESL 091. The course focuses on persistent structural problems and offers in depth analysis of English grammar and syntax for advanced ESL college students preparing to pursue academic or vocational studies.
Lecture Hours:3   Lab Hours: None   Repeatable: No   Grading:K
Prerequisite: ESL 312 with CR or placement based on assessment
CAN: None
Advisory Level: Read: None   Write: None   Math: None
Transfer Status: None   Degree Applicable: NAA
CSU GE: None   District GE: None   IGETC: None

ESL-302 - Introduction to College Reading and Writing  Units: 6
ESL 302 is a content-based writing course for non-native speakers of English two levels below English 1A. Students develop their academic reading and writing skills using academic texts. ESL 302 may be taught as a learning community with a course in another discipline. Concurrent enrollment in .5 unit of ESL 100L is required for computer-assisted grammar and writing practice with lab assistance.
Lecture Hours:6   Lab Hours: None   Repeatable: No   Grading:K
Prerequisite: ESL 313 and ESL 312 with CR or placement based on assessment
Corequisite: .5 unit of ESL 100L
CAN: None
Advisory Level: Read: None   Write: None   Math: None
Transfer Status: None   Degree Applicable: NAA
CSU GE: None   District GE: None   IGETC: None

ESL-310L - ESL Skills Development Lab  Units: 0.5-2
The content of this lab will facilitate skills development for the ESL 310 series. It is designed to supplement classroom instruction (in the ESL 310 series) by providing students the opportunity to work on an individual basis with materials previously assigned by the ESL instructor. Students utilize videocassette and audio cassette tapes, workbooks, and other supplementary materials to develop and improve their skills in listening comprehension, oral production, reading, writing and vocabulary development. Students must be enrolled concurrently in ESL 312, 313, or 314. Twenty-four hours of lab work are required for each 1/2 unit of credit. Repeatable to a maximum of 2 units.
Lecture Hours:None   Lab Hours:1.5-6   Repeatable: 3   Grading:K
Corequisite: ESL 312 or ESL 313 or ESL 314 or ESL 316 or ESL 317
CAN: None
Advisory Level: Read: None   Write: None   Math: None
Transfer Status: None   Degree Applicable: NAA
CSU GE: None   District GE: None   IGETC: None
### ESL-312 - Paragraph Development  
**Units:** 5  
ESL 312 is a high-intermediate writing course for non-native speakers of English. Students read and write paragraphs and short essays on academic topics and acquire grammar, writing, and vocabulary skills for college-level academic work. Concurrent enrollment in .5 unit of ESL 310L is required for technology-based grammar and writing practice with lab assistance.

**Lecture Hours:** 5  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** K

**Prerequisite:** ESL 322 and ESL 323 and ESL 324; all with CR or placement based on assessment.

**Corequisite:** .5 units ESL 310L

**Advisory Level:**  
**Transfer Status:** None  
**Degree Applicable:** NAA

### ESL-313 - Introduction to College Reading  
**Units:** 3  
This course is designed for non-native speakers at a high-intermediate level of English proficiency. Course content prepares students to read and respond to college-level texts, demonstrating literal and critical comprehension, and to expand vocabulary for academic purposes. Concurrent enrollment in ESL 312, ESL 314, and ESL 310L is recommended.

**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** K

**Prerequisite:** ESL 322 and ESL 323 and ESL 324; all with CR or placement based on assessment.

**CAN:** None

### ESL-314 - Advanced Listening and Speaking  
**Units:** 3  
Focuses on listening comprehension and speaking skills, with respect to the linguistic and cultural aspects of social, academic, or vocational situations.

**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** K

**Prerequisite:** ESL 324 with CR or placement based on assessment.

**CAN:** None

### ESL-316 - Grammar for Writers I  
**Units:** 3  
ESL 316 is an intensive grammar course for ESL writers at a high-intermediate level of language proficiency. Course content focuses on a wide range of grammatical and syntactical structures in meaningful contexts and builds accuracy and fluency in oral and written discourse.

**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** K

**Prerequisite:** ESL 322 with CR

**CAN:** None

### ESL-317 - American Accent Acquisition  
**Units:** 4  
This course is designed to enable adult learners of English to acquire more native-like speech. Emphasis is placed on global aspects of speech such as stress, intonation and pitch, rhythm, linking, blending, and assimilation of sounds in connected discourse as well as proper articulation of vowels, consonants, and consonant blends and pronunciation of grammatical word endings. Multimedia and online resources supplement the course.

**Lecture Hours:** 4  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** K

**Prerequisite:** ESL 324 with CR or placement based on assessment into the ESL 310 series or above

**Corequisite:** 0.5 units in ESL 310L

**CAN:** None

### ESL-320L - ESL Skills Development Lab  
**Units:** 0.5-2  
The content of this lab will facilitate skills development for the ESL 320 series. It is designed to supplement classroom instruction by providing learning materials via video and software that will allow students to work on an individual basis to enhance their skills in listening comprehension, oral communication, reading, writing, pronunciation, and vocabulary development, as well as their understanding of American culture. Students must be enrolled concurrently in ESL 322, 323, 324, or 327. Twenty-four hours of lab work are required for each 1/2 unit of credit. Repeatable for a maximum of two units.

**Lecture Hours:** None  
**Lab Hours:** 1.5-6  
**Repeatable:** 3  
**Grading:** K

**Prerequisite:** ESL 322, ESL 323, ESL 324, or ESL 327.

**CAN:** None

### ESL-322 - Paragraph Development  
**Units:** 5  
ESL 322 is an intermediate writing course for non-native speakers of English. Students write, using a variety of compositional formats that require increasing organizational, grammatical, syntactical, and lexical complexity. Concurrent enrollment in .5 unit of ESL 320L is strongly recommended for technology-based grammar and writing practice with lab assistance.

**Lecture Hours:** 5  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** K

**Prerequisite:** ESL 324 with CR or placement based on assessment.

**Recommended:** Concurrent enrollment in 0.5 units of ESL 320L is strongly recommended

**CAN:** None

### ESL-323 - Reading and Vocabulary Development  
**Units:** 3  
This course is designed for non-native speakers at an intermediate level of proficiency in English. Course content and materials focus mainly on reading comprehension and vocabulary development. Integration of discussion and writing activities is also emphasized. Concurrent enrollment in ESL 322, ESL 324, and ESL 320L are recommended.

**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** K

**Prerequisite:** ESL 333 with CR or placement based on assessment.

**Recommended:** Concurrent enrollment in 0.5 units of ESL 320L is strongly recommended

**CAN:** None
ESL-324 - Listening and Speaking Skills Development

Continues the development of listening comprehension and speaking skills in a variety of social and vocational situations.

Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: K

Prerequisite: ESL 334 with CR or placement based on assessment

CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

ESL-327 - Pronunciation Improvement 2 Units: 2

Designed for non-native speakers of English who require further intensive practice and instruction in the oral production and control of the English language.

Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: K

Prerequisite: Placement based on assessment

Corequisite: Or concurrent enrollment in ESL 322 or ESL 323 or ESL 324

CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

ESL-330L - ESL Skills Development Units: 0.5-2 Lab

The content of this lab will facilitate skills development for the ESL 330 series. It is designed to supplement classroom instruction by providing learning materials via video and software that will allow students to work on an individual basis to enhance their skills in listening comprehension, oral communication, reading, writing, pronunciation, grammar, and vocabulary development, as well as their understanding of American culture. Students must be enrolled concurrently in ESL 332, 333, 334, or 337. Twenty-four hours of lab work are required for each 1/2 unit of credit. Repeatable for a maximum of two units.

Lecture Hours: None Lab Hours: 1.5-6 Repeatable: 3 Grading: K

Corequisite: Concurrent enrollment in ESL 332 or ESL 333 or ESL 334 or ESL 337

CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

ESL-332 - Basic Writing Skills 2 Units: 4

ESL 332 is a low-intermediate grammar/writing course for non-native speakers of English. The grammar and sentence structure of written discourse is recognized and identified in sentences and short passages, practiced in exercises and oral activities and used and edited in a variety of written formats. Concurrent enrollment in .5 unit of ESL 330L may be required by the instructor for technology-based grammar and writing practice with lab assistance.

Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: K

Prerequisite: ESL 342 with CR or placement based on assessment

CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

ESL-333 - Basic Reading Skills 2 Units: 3

This course is designed for non-native speakers who are at a low-intermediate level of proficiency in English. Course content and materials expand reading and vocabulary skills by focusing on literal and critical comprehension of text. Development of speaking and writing skills through interactive class activities is also emphasized. Concurrent enrollment in ESL 332, ESL 334, and ESL 330L is recommended.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K

Prerequisite: ESL 343 with CR or placement based on assessment

CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

ESL-334 - Basic Listening and Speaking 2 Units: 5

This course is designed for non-native speakers at a low-intermediate level of English proficiency. Class activities and multimedia materials focus on aural comprehension, oral communication and clear pronunciation in a variety of contexts. Concurrent enrollment in ESL 332, and ESL 333 are recommended.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: K

Prerequisite: ESL 344 with CR or placement based on assessment

CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

ESL-337 - Pronunciation Improvement 1 Units: 2

Designed for non-native speakers of English who require basic, intensive practice and instruction in the oral production and control of the English language.

Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: K

Prerequisite: Placement based on assessment

Corequisite: Or concurrent enrollment in any ESL 330 series

CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

ESL-340L - ESL Skills Development Units: 0.5-2 Lab

The content of this lab will facilitate language skills development for the ESL 340 series. It is designed to supplement classroom instruction by providing learning materials via video and software that will allow students to work on an individual basis to enhance their skills in listening comprehension, oral communication, reading, writing, pronunciation, grammar and vocabulary development, as well as their understanding of American culture. Students must be enrolled concurrently in ESL 342, 343, or 344. Twenty-four hours of lab work are required for each 1/2 unit of credit. Repeatable for a maximum of two units.

Lecture Hours: None Lab Hours: 1.5-6 Repeatable: 3 Grading: K

Corequisite: ESL 342 or ESL 343 or ESL 344

CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None


**ESL-342 - Basic Writing Skills 1** Units: 4
ESL 342 is a basic grammar/writing course for non-native speakers of English. The grammar and syntax of written discourse is recognized and identified in sentences and short passages, practiced in oral and written activities, and used and edited in a variety of written formats. Concurrent enrollment in .5 unit of ESL 340L is strongly recommended for technology-based grammar and writing practice with lab assistance.

Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: K
Open Curriculum: An assessment test is required prior to first day of class
CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

**ESL-343 - Basic Reading Skills 1** Units: 3
This course is designed for non-native speakers at a high-beginning level of proficiency in English. Course materials develop reading and vocabulary skills by focusing on strategies for literal and critical comprehension of a variety of reading materials. Emphasis is also placed on discussion, writing, pronunciation, and spelling. Concurrent enrollment in ESL 342, ESL 344, and ESL 340L are recommended.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K
Open Curriculum: An assessment test is required prior to first day of class
CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

**ESL-344 - Basic Listening and Speaking 1** Units: 5
Develops basic listening comprehension and speaking skills in everyday English.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: K
Corequisite: ESL 340L 0.5 unit
Open Curriculum: An assessment test is required prior to first day of class
CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

**ENVIRONMENTAL SCIENCE**

**ENVIR-010 - Environmental Science** Units: 4
This is an interdisciplinary course that examines the future prospects of human civilization and the environment. Emphasis is placed on understanding the foundations for a sustainable future. Environmental issues facing humankind are discussed: population, resources, and pollution. Field trips are required.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
CAN: None

Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1, B2, B3 District GE: BL IGETC: 5A, 5B

**ETHNIC STUDIES**

**ETH-026 - Vietnamese Women in the U.S.** Units: 3
This interdisciplinary course critically explores the phenomena of gender, race and ethnicity in the history of the United States, specifically focusing upon the Vietnamese American experience. Beginning with historical origins of Vietnamese identity, the course moves forward to consider those social, political, and economic systems, processes, and key events which have yielded important consequences for gender stratification among Vietnamese American women.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
CAN: None

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: D IGETC: None

**ETH-027 - Introduction to Race & Ethnicity in American History** Units: 3
This interdisciplinary course critically explores the phenomena of race and ethnicity in the history of the United States. Covering the time period between Pre-Columbian America to the present, students chronologically analyze the processes by which racial stratification occurs. Particular emphasis is placed on the socio-historical experiences of major, subordinate ethnic groups in America (i.e., African, Mexican, Asian and Native Americans).

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
CAN: None

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: D3, D6 District GE: D IGETC: 4C, 4F

**FACILITIES MAINTENANCE TECHNOLOGY**

**FMT-100 - Introduction to Facilities Operations** Units: 2
This course introduces the student to industrial maintenance and operations, and OSHA approved industrial safety procedures and practices. Lab is used to show and demonstrate the use of basic tools and specialized equipment for use in lubrication and maintenance of facilities equipment. Examines the interdependency of related systems.

Lecture Hours: 2 Lab Hours: 1 Repeatable: No Grading: L
Credit by Exam: Yes
Recommended: Mechanical aptitude, and good command of communication skills.

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

**FMT-104 - Electrical Concepts for Facilities Maintenance Technicians** Units: 2
This course is an introduction to the fundamentals of electricity as commonly used in large buildings; single phase and three phase generation, electrical distribution, single phase motors, three phase motors, three phase motor starters, electrical efficiency, and power factor correction. Overview of electrical usage including air conditioning and ventilation equipment are also covered.

Lecture Hours: 2 Lab Hours: 1 Repeatable: No Grading: L
Prerequisite: AIRC 121 and AIRC 122 or AIRC 121 and FMT 100 with C or better

CAN: None

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
**FAMILY AND CONSUMER STUDIES**

**FCS-019 - Nutrition**  
Units: 3  
This is a course in the basic principles of nutrition including recommended nutrient intake, optimum dietary health across the life span, the relationship of disease and diet and how the body uses nutrients. Food fads and diet fallacies will be examined.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: O

CAN: FCS 2

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status:  
CSU: Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

**FCS-050 - Life Management**  
Units: 3  
This course provides individuals with skills for understanding and using internal and external resources to function effectively in our present and future society. Major topics include: effects of cultural forces and future trends on values, standards, and goals; skills for decision-making, time, energy, stress, and conflict management; and techniques for improving self-understanding and interpersonal relationships. Recommended for all majors.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: O

CAN: None

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status:  
CSU: Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

**FCS-098 - Directed Studies in Family and Consumer Studies**  
Units: 1-3  
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None  
Lab Hours: 3-9  
Repeatable: Yes  
Grading: O

CAN: None

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status:  
CSU: Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

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**CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS**

**FMT-105 - Introduction to Industrial Electronics and Controls**  
Units: 2.5  
This course looks at the most common electronic control devices used in industry. The course is intended for students in the Facilities Maintenance Technician and Air Conditioning Programs.

Lecture Hours: 2  
Lab Hours: 2  
Repeatable: No  
Grading: L

Credit by Exam: Yes

Prerequisite: FMT 104

CAN: None

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status:  
CSU: Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

**FMT-120 - Low and High Pressure Boilers**  
Units: 3  
The student will learn to design, install, and maintain large heating systems used in commercial, institutional and industrial applications. Types of equipment include hot water, low-pressure and high-pressure steam boilers, auxiliary, safety and flame safeguard controls, steam traps, condensate return, and water treatment systems. Emphasis will be on safe and efficient operation of boilers and related central plant machinery and equipment.

Lecture Hours: 3  
Lab Hours: 1  
Repeatable: No  
Grading: L

Can: None

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status:  
CSU: Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

**FMT-122 - Introduction to Programmable Logic Controllers**  
Units: 4  
This introductory course includes principals of operation for programmable logic controllers (PLCs). Control applications will be applied using PLCs in a systematic approach involving problem analysis, ladder diagrams, selection of PLC input and output modules, programming logic functions, and testing. Laboratory will focus on implementation of simple applications.

Lecture Hours: 3  
Lab Hours: 1  
Repeatable: No  
Grading: L

Credit by Exam: Yes

Prerequisite: AIRC 142 or ELECT 065 or (FMT 100, 104 and 105); all with C or better

Recommended: It is helpful to have experience using a PC and taken CIS 41 or CT 77.

CAN: None

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status:  
CSU: Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

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**FCS-070 - Child Development**  
Units: 3  
Child Development is the study of the child from prenatal life through adolescence. The physical, social, intellectual, and emotional aspects of development are explored. This course is required for ECE majors and recommended for nursing and psychology majors, and anyone wanting to understand the development of children. Transferable: Equivalent to C.D. 60 at SJSU.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: O

CAN: FCS 14

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status:  
CSU: Degree Applicable: AA/AS

CSU GE: D9  
District GE: D  
IGETC: None

**FCS-072 - Parent Child Relationships**  
Units: 3  
This course examines the way in which the changing roles of males and females, changing family structures, and complexities of modern living are examined as to how these influence parenting. Parenting concerns for various stages of childhood, discipline, building self esteem, talking and listening skills, and dealing with problem situations are included in this course recommended for ECE, psychology and other students wanting to know more about parenting.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: O

CAN: None

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status:  
CSU: Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

**FCS-050 - Life Management**  
Units: 3  
This course provides individuals with skills for understanding and using internal and external resources to function effectively in our present and future society. Major topics include: effects of cultural forces and future trends on values, standards, and goals; skills for decision-making, time, energy, stress, and conflict management; and techniques for improving self-understanding and interpersonal relationships. Recommended for all majors.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: O

CAN: None

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status:  
CSU: Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None
FREN-001A - Elementary French-First  Units: 5
Semester
This is an introductory course in speaking, reading, writing and comprehending French. Topics for conversation are everyday life situations and issues in the French-speaking world. Students will learn the fundamentals of French pronunciation and structure. Students will also study aspects of the diverse cultures of France and other French-speaking countries. Not recommended for native speakers of French. Concurrent enrollment in French 001L or French 200 is required. This course satisfies both foreign language requirements and GE requirements. See your counselor for limitations.

Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: O
Corequisite: FREN 200 or FREN 001L
CAN: FREN 001

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

FREN-001B - Elementary French-Second  Units: 5
Semester
This course is concerned with the essentials of French conversation, reading and writing; development of the ability to speak the language; cultural backgrounds; and an introduction to French literature.

Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: O
Prerequisite: FREN 001A or FREN 016
CAN: FREN 4; FREN SEQ A = FREN 1B + 1A

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2  District GE: C2  IGETC: None

FREN-002A - Intermediate French  Units: 5
An intermediate course that reviews basic grammar and composition, structure of the French language, French and Francophone literature, and cultural understanding. Students who have successfully completed French 001A or 001B may continue in French 002A in order to develop further their knowledge and skills in conversation, composition, structure of the French language, and Francophone literature, and cultural understanding.

Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: O
Prerequisite: FREN 001B

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2  District GE: C2  IGETC: 3B

FREN-002B - Intermediate French  Units: 5
This is the fourth and final semester of a two year sequence. Students who have successfully completed French 2A may continue in French 2B in order to develop further their knowledge and skills in conversation, composition, structure of the French language, and Francophone literature, and cultural understanding.

Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: O
Prerequisite: FREN 002A

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2  District GE: C2  IGETC: 3B

FREN-001L - Foreign Language Lab  Units: 0.5
The Foreign Language Laboratory supplements classroom instruction for French 001A and French 001B. The students will use audio cassette tapes, video tapes, and computer programs in conjunction with in-class assignments. This course must be taken concurrently with French 001A or French 001B. Repeatable to a maximum of 1 unit.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: 1  Grading: K
Corequisite: FREN 001A or FREN 001B.
CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

FREN-002L - Foreign Language Lab  Units: 0.5
The Foreign Language Laboratory supplements classroom instruction for French 002A and French 002B. The students will use audio cassette tapes, video tapes, and computer programs in conjunction with in-class assignments. This course must be taken concurrently with French 002A or French 002B. Repeatable to a maximum of 1 unit.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: 1  Grading: K
Corequisite: FREN 002A or 002B
CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
FREN-015 - Elementary French-First Semester-First Half Units: 3
Equivalent to the first half of FREN 001A. This is the first semester introductory course in speaking, reading, writing and comprehending French. Topics for conversation are everyday life situations and issues in the French-speaking world. Students will learn the fundamentals of French pronunciation and structure. Students will also study aspects of the diverse cultures of France and other French-speaking countries. Not recommended for native speakers of French. Concurrent enrollment in French 200 is required.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Corequisite: FREN 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 6A

FREN-016 - Elementary French-First Semester-Second Half Units: 2
This is an introductory course in speaking, reading, writing and comprehending French. Topics for conversation are everyday life situations and issues in the French-speaking world. Students will learn the fundamentals of French pronunciation and structure. Students will also study aspects of the diverse cultures of France and other French-speaking countries. Not recommended for native speakers of French. Concurrent enrollment in French 200 is required.

Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: O
Prerequisite: French 015 with C or better
Corequisite: FREN 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 6A

FREN-017 - Elementary French-Second Semester-First Half Units: 3
This course is designed to develop a basic ability to understand, speak, read, write and comprehend French. Equivalent to the first half of French 001B. Second semester introductory course in speaking, reading, writing and comprehending French. Topics for conversation are everyday life situations and issues in the French-speaking world. Students will learn the fundamentals of French pronunciation and structure. Students will also study aspects of the diverse cultures of France and other French-speaking countries. Not recommended for native speakers of French. Concurrent enrollment in French 200 is required.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Prerequisite: FREN 001A or FREN 016, both with C or better
Corequisite: FREN 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 6A, 3B

FREN-018 - Elementary French-Second Semester-Second Half Units: 2
Equivalent to the second half of FREN 001B. Second semester introductory course in speaking, reading, writing and comprehending French. Topics for conversation are everyday life situations and issues in the French-speaking world. Students will learn the fundamentals of French pronunciation and structure. Students will also study aspects of the diverse cultures of France and other French-speaking countries. Not recommended for native speakers of French. Concurrent enrollment in French 200 is required.

Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: O
Prerequisite: FREN 001A or 017 with C or better, or recent completion of one year high school French with C or better or consent from Instructor
Corequisite: FREN 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

FREN-019A - Conversational French Units: 3
This course is concerned with essentials of French conversation, leading to development of ability to use the French language in everyday situations. It is designed for students without previous experience in the language.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

FREN-019B - Conversational French Units: 3
This course is concerned with essentials of French conversation, leading to development of ability to use the French language in everyday situations.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Prerequisite: FREN 019A
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

FREN-098 - Directed Study Units: 0.5-9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.5-27 Repeatable: 17 Grading: O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

FREN-200 - French Supervised Skills Laboratory
This course provides supplemental work for French students to allow them the opportunity to improve expressive and receptive language skills and to allow them more time to work on assigned and individual projects.
Lecture Hours: None Lab Hours: None Repeatable: 19 Grading:N
Corequisite: FREN 001A or FREN 001B or FREN 015 or FREN 016 or FREN 017 or FREN 018
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NC
CSU GE: None District GE: None IGETC: None

GEOLOGY

GEO-010L - Physical Geology Laboratory Units: 1
This course is a laboratory course in natural science for general education. The course includes the study of minerals, rocks, ores, and fossil fuels as well as the interpretation of topographic maps, geologic maps, and aerial photographs in terms of geologic principles and processes. It is the physical geology lab for the lecture course GEO-010L. Together they meet the lec/lab GE requirement.
Lecture Hours: None Lab Hours: 3 Repeatable: No Grading:L
Corequisite: GEO-010
CAN: GEO 2=GEOL 10+10L
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1, B3 District GE: BL IGETC: 5A

GEO-011 - Earth History Units: 3
This is a lecture course in Natural Science for general education. The course includes an investigation of man's relationship to the physical environment (atmosphere, weather, climate, water, landforms, soils, and biosphere) and their reciprocal relationships. Spatial location is emphasized. Maps, globes, and atlases are used. Field trips may be required.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L
Recommended: 3 units of MATH 310 with CR or placement based on Assessment
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1 District GE: B IGETC: 5A

GEO-011L - Earth History Laboratory Units: 1
This is a laboratory course in Natural Science for general education. The course includes an investigation of man's relationship to the physical environment (atmosphere, weather, climate, water, landforms, soils, and biosphere) and their reciprocal relationships. Spatial location is emphasized. Maps, globes, and atlases are used. Field trips may be required. Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L
Prerequisite: GEO-011
Corequisite: Or concurrent enrollment in GEO-011
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1 District GE: BL IGETC: 5A

GEO-010 - Physical Geology Units: 3
This course explores natural processes related to volcanoes, earthquakes, landslides, plate tectonics, mountain building, weathering, erosion, metal ores, and energy resources. The course emphasizes the impact of these processes on civilization. The scientific method is illustrated as it related to the discovery of geologic principles. Geologic processes are used as demonstrations of fundamental physical laws. Geology 010 is a general education elective in Natural Science. Students are encouraged to enroll in the companion course, Geology 011L in order to satisfy the laboratory requirement for general education.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L
Corequisite: GEO-010
Prerequisite: GEO-010
CAN: GEOL 2=GEOL 10+10L
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1 District GE: B IGETC: 5A
GLAZING

GLAZ-136 - Glazing Occupational Work Experience - Parallel Plan

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours: None
Lab Hours: 3-12
Repeatable: 15
Grading: O

Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or; 2) During a summer session, be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

GLAZ-138 - Glazing Occupational Work Experience - Alternate Plan

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to Work Experience. 2) May be enrolled in at most one other class in addition to Work Experience. 3) Must be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

GLAZ-142 - Glazing IB

Semester two of the course includes topics on labor studies, solvents and hazardous glazing materials, man lifting devices, rigging hoisting, ladder use and safety, scaffolding, swing staging, transits and leveling devices, mirror layout and measurements, mirror mounting methods, the architectural scale and sketching.

Lecture Hours: 2.5
Lab Hours: 3
Repeatable: No
Grading: L

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

GLAZ-143 - Glazing IIA

Semester three of the course includes topics on labor studies, introduction to storefronts, storefront one, storefront two, sketching and introduction to architectural blueprints.

Lecture Hours: 2.5
Lab Hours: 3
Repeatable: No
Grading: L

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

GLAZ-144 - Glazing IIB

Semester four of the course covers basic blueprint reading of architectural drawings, specifications, and shop drawings, and labor studies.

Lecture Hours: 2.5
Lab Hours: 3
Repeatable: No
Grading: L

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

GLAZ-145 - Glazing IIIA

Semester five of the course includes an introduction to curtainwalls and curtainwall layout.

Lecture Hours: 2.5
Lab Hours: 3
Repeatable: No
Grading: L

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

GLAZ-146 - Glazing IIIIB

Semester six includes an introduction to sealants, sealant joint design and substrate preparation, sealant application testing and failure, structural glazing, open/closed cell tapes, gaskets, spacers and setting blocks.

Lecture Hours: 2.5
Lab Hours: 3
Repeatable: No
Grading: L

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

GUIDANCE

GUIDE-070 - Self Assessment  Units: 1
Students will complete an assessment of themselves through the taking of tests and surveys. A battery of tests will be administered, interpreted, and analyzed for the purpose of helping students to assess values, abilities, personalities and interests toward the setting of realistic personal and life goals and objectives.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

GUIDE-071 - Employment Preparation  Units: 1
Skills
This course is an introduction to required employment skills. Time, money, and personnel management skills will be studied. Teamwork, leadership and interpersonal communication skills along with problem solving and decision making skills will also be studied and practiced. The expected level of technological knowledge in different workplaces will be addressed.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

GUIDE-072 - Marketing Your Job  Units: 1
Skills
This sixteen-hour intensive course focuses on the resources, skills, and tools to successfully enter today’s job market. Students will prepare a job search portfolio, sharpen interview skills, and learn to use a wide range of resources in their job search.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

GUIDE-077 - Introduction to the World of Work  Units: 1
This course provides a general orientation to SJCC with an emphasis on various occupational programs. Tours of each occupational area will be offered, to view classes and students in action.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

GUIDE-078 - World of Work Group Seminar  Units: 1
The Group Seminar class is intended to give continuous support to those enrolled in an occupational area. Areas of success will include small group discussion and problem solving along with in class discussion regarding the various occupational areas which students have chosen to participate in. Guest speakers will share information on campus resources and student support services.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

GUIDE-085 - Blueprint for Success  Units: 1
This course is designed to assist students in enhancing their self-awareness, self-acceptance and self-confidence, through the exploration and clarification of their belief system, values, purpose, personality type, and their strengths and weaknesses. Increase personal effectiveness in school, business and life by examining and dismantling psychological, and societal barriers, and obstacles to success. Develop mental strategies and techniques such as time and stress management, goal setting, and visualization to enhance performance.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

GUIDE-090 - Student Leadership  Units: 1
Guidance 90 provides instruction in student leadership and prepares students for participation in college activities. Fall semester course work especially emphasizes ASC mission, teamwork, and conducting effective meetings while spring course work focuses upon budget preparation and planning and conducting activities. Mandatory for elected and appointed Associated Student Council members. Recommended for club representatives.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

GUIDE-092 - Career Seminar  Units: 0.5-1
A presentation of career opportunities related to designated majors. A coordinated effort of counseling, academic departments on careers, expanding work areas and employment opportunities. The major related career areas for each semester will be announced in the schedule of classes. Open to all students. Repeatable to a maximum of 1 unit.

Lecture Hours: 0.5-1.0  Lab Hours: None  Repeatable: Yes  Grading: O

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
Introduction to career opportunities in the fields of business and life by examining and dismantling psychological, and societal barriers, and obstacles to success. Increase personal effectiveness in school, business and life by examining and dismantling psychological, and societal barriers, and obstacles to success. Develop mental strategies and techniques such as time and stress management, goal setting, and visualization to enhance performance.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

GUIDE-095 - College Study Techniques  Units: 1-3
One hour a week per unit plus individualized instruction by arrangement. Upon completion of this course, students will be able to apply study skills to college level coursework. Included are the following: goal setting, time scheduling, surveying textbooks, taking notes from reading assignments and from lectures, vocabulary building, increasing memory skills, preparing for and taking tests, using the library and increasing motivation and concentration.

Lecture Hours: 2  Lab Hours: None  Repeatable: 2  Grading: O

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

L = Letter Grade Only  K = Mandatory Credit/No Credit  O = Optional Credit/No Credit
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

GUIDE-096 - Career and Life Planning Units: 0.5-3
This class will help students understand career development theory; identify personal characteristics, interest, abilities, goals, values, and lifestyle preferences; and relate those personal characteristics to the world of work. The student will be made aware of career trends, employment outlook, and career opportunities. The student will also learn about career and life planning as a process and how to explore and investigate occupations, as well as to learn techniques to assist in making realistic choices. Repeatable to a maximum of 3 units.
Lecture Hours: 0.5 Lab Hours: None Repeatable: 5 Grading:O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

GUIDE-097 - Orientation to College Units: 0.5-1
The focus of this course is to ease students’ transition to college by developing their skills and providing them information necessary for college success. The course includes goal setting and information about college facilities, policies, programs, course offerings and services. In addition, an overview of general education requirements for transfer and graduation as well as an introduction to the registration process and basic education planning are presented. Repeatable to a maximum of 1 unit.
Lecture Hours: 0.5 Lab Hours:None Repeatable: 1 Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

GUIDE-098 - Directed Study Units: 0.5-3
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours:None Lab Hours:1.5-27 Repeatable: 17 Grading:O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

GUIDE-100 - Diagnostic Learning Units: 0.5
The course is designed for the student whose learning style has impeded academic performance in traditional academic settings. Primary objectives of the course are to assess cognitive and academic strengths and weaknesses of the student, to determine if a specific learning disability exists, and to enable the student to better understand his/her learning style for improved academic performance. Repeatable to a maximum of 1 unit.
Lecture Hours: 0.5 Lab Hours:None Repeatable:No Grading:K
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

GUIDE-102 - Diagnostic Learning - Units: 0.5-4
Reading Strategies
An intensive individualized course for students who have difficulty reading due to a weakness in one or more of the learning modalities involved in the reading process. Individual objectives as determined in Diagnostic Learning will involve skill areas such as left-to-right visual tracking, decoding, sight vocabulary, reading rate, and comprehension skills. Curriculum materials appropriate to the student’s needs will be used in achieving course objectives. Class size is limited and enrollment restricted to those students who qualify under Title V. Repeatable to a maximum of 4 units.
Lecture Hours: 0.5 Lab Hours:1.5 Repeatable:7 Grading:K
Prerequisite: GUIDE 100
Corequisite: or concurrent enrollment in GUIDE 100
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

GUIDE-104 - Diagnostic Learning - Units: 0.5-4
Writing Strategies
An intensive individualized course for students whose learning problems have impeded their ability to master basic writing skills such as handwriting, spelling, punctuation, grammar, structure, and organization. The class is limited in size and enrollment is restricted to those students who qualify under Title V. Repeatable to a maximum of 4 units.
Lecture Hours: None Lab Hours:1.5 Repeatable: 7 Grading:K
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

GUIDE-106 - Diagnostic Learning - Units: 0.5-4
Spelling Strategies
An intensive individualized course offering learning strategies and instructional intervention for students who have difficulty spelling despite traditional methods of instruction. This difficulty is usually due to a weakness in one or more of the learning processes which affect the ability to spell. Class size is limited and enrollment restricted to those students who qualify under Title V. Repeatable to a maximum of 4 units.
Lecture Hours: 0.5 Lab Hours:1.5 Repeatable:7 Grading:K
Prerequisite: GUIDE 100
Corequisite: or concurrent enrollment in GUIDE 100
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

GUIDE-108 - Diagnostic Learning - Units: 0.5-4
Mathematical Strategies
An intensive individualized course offering learning strategies and instructional intervention for students who have difficulty mastering arithmetic and algebra skills due to weakness in one or more of the learning processes involved in the acquisition of math skills. Class size is limited and enrollment restricted to those students who qualify. Repeatable to a maximum of 4 units.
Lecture Hours: 0.5 Lab Hours:1.5 Repeatable:7 Grading:K
Prerequisite: GUIDE 100
Corequisite: or concurrent enrollment in GUIDE 100
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

CSU = Meets baccalaureate criteria
UC = Course is accepted by UC system

141
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>GUIDE-112 - Group Experience</td>
<td>0.5-3</td>
<td>This class will assist students in increasing their awareness of others as well as themselves - their potentials, strengths and weaknesses. It is designed to help them function more effectively and better deal with problems and decisions confronting them. Both encounter and discussion techniques will be used. May be repeated for credit 3 times.</td>
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<td>Lecture Hours: None</td>
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<td>IGETC:</td>
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<tr>
<td>GUIDE-115 - Computer Assisted Instruction for Disabled Students</td>
<td>0.5-4</td>
<td>This course will be self-paced and adjusted so students with disabilities will be encouraged to maximize their learning potential. The course will include the use of specialized computer software to improve basic skills and cognitive deficits. The type or equipment and/or programs and the extent of the training will depend on the student's disability and major or vocational goal. This course may be repeated for a maximum of 4 units as long as the student demonstrates progress and uses different subject materials.</td>
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<td>IGETC:</td>
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<tr>
<td>GUIDE-117 - College Study Techniques for Disabled Students</td>
<td>1</td>
<td>Upon completion of this course, students will be able to apply study skills to college level coursework. Included are the following: goal setting, time scheduling, taking notes from lectures and reading assignments, increasing memory skills, preparing for taking tests, using the library and increasing motivation and concentration.</td>
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<tr>
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<td>Lab Hours:</td>
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<tr>
<td>GUIDE-118 - Career and Life Planning for Disabled Students</td>
<td>2</td>
<td>This class is designed to assist students with disabilities in identifying personal interests, skills, values, and goals, relating these personal characteristics to the world of work. Students will learn interviewing techniques, how to write a resume, and will also be provided with an overview of the Americans with Disabilities Act. The student will also learn about career and life planning as a process and how to explore and investigate occupations, as well as to learn techniques to assist in making realistic career choices.</td>
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<tr>
<td>Lecture Hours:</td>
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<td>GUIDE-119 - Orientation to College for Disabled Students</td>
<td>1</td>
<td>This course will focus on the Disabled Student's transition to college by developing skills and providing information necessary for college success. The course includes information about college facilities, policies, programs, course offerings and services including special needs, accommodations, technological assistive devices, and academic adjustments. In addition, an overview of general education requirements for graduation, vocational and transfer majors as well as an introduction to the registration process and basic education planning are presented. Each student will develop an Individualized Education Plan and establish personal goals for college education.</td>
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<tr>
<td>Lecture Hours:</td>
<td>1</td>
<td>Lab Hours:</td>
<td>None</td>
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<tr>
<td>GUIDE-130 - College Success</td>
<td>3</td>
<td>This course will introduce students to the academic skills necessary for becoming a successful college student. Students will develop a sense of belonging to the college through a structured sequence of experiences which will orient them to college, develop academic skills and help to identify future career options. Time and stress management, goal setting, learning styles and study techniques will be taught to improve student performance in majors, increase their transfer of knowledge and skills between disciplines while also improving student retention.</td>
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<td>GUIDE-150 - Adaptive Word Processing</td>
<td>2</td>
<td>This is an introductory word processing class that addresses the needs of students with various disabilities who may require extensive training and/or the use of adaptive computer hardware and/or software in order to successfully use computers.</td>
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<td>Transfer Status:</td>
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<td>Degree Applicable: NAA</td>
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<td>District GE:</td>
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<td>IGETC:</td>
<td>None</td>
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<tr>
<td>GUIDE-190 - Student Leadership Lab</td>
<td>1-3</td>
<td>This course provides guidance for student participation in college activities. Nontransferable college credit up to three units per semester is based upon completion of projects and/or participation in activities determined by individual contract. This course may be taken in conjunction with or independent of Guidance 090. (For open curriculum students, it replaces Guidance 090.) Repeatable to a maximum of 9 units.</td>
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<td>3</td>
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</table>
HEALTH EDUCATION

HED-011 - Dynamic Health Concepts Units: 3
This course surveys current health issues. Topics include the latest information on drug abuse, nutrition, communicable diseases, human sexuality, chronic and genetic diseases. Primary emphasis is directed to the individual's total emotional, intellectual, and social health from birth to death. Students are empowered to make intelligent, analytical decisions and progress towards positive social, emotional, and physical well-being. This course meets the Health Education requirement for California Teaching Credentials.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
CAN: None
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E1 District GE: E1 IGETC: None

HEALTH SCIENCE

HSCI-113 - Prehospital Emergency Care Units: 5
This comprehensive course covers the theory and skills necessary to earn a certificate of completion in EMT-1. The course meets state regulations for EMT training and is approved by Santa Clara County Emergency Medical Services as preparation for EMT-1 certification.

Lecture Hours: 4 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: H SCI 121, Intro to Prehospital Emergency Care, within 9 months of EMT class start
Corequisite: H SCI 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

HSCI-114 - Wilderness Medical Care Technician Units: 5
The Wilderness Medical Care Technician Certification course prepares rescue personnel to anticipate, prevent, assess and treat victims in remote or isolated areas. Rescuers might include: Physicians, Nurses, Paramedics, EMTs, River Guides, Park Rangers, Loggers, Construction Workers, and Maintenance personnel. Improvised treatment and extrication will be stressed. This course requires mandatory field trips.

Lecture Hours: 4 Lab Hours: 3 Repeatable: No Grading: L
Recommended: EMT certification, CPR, first aid courses, college level anatomy and physiology classes
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

HSCI-115 - EMT-1 Refresher Units: 1-2
Only paramedics or EMT-1's certified in California may attend this course. The course is mandated to update paramedics and EMT-1's who are seeking rectification in the state of California as EMT-1's.

Lecture Hours: 1 Lab Hours: 0.5 Repeatable: 1 Grading: L
Prerequisite: Registered Nurse, Vocational Nurse, Physician's Assistant, Paramedic, EMT 1, EMT 2. Nurses must be currently licensed in the state of California. Paramedics must be licensed in the state of California.
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

HSCI-121 - Introduction to Prehospital Emergency Care
This basic introductory course is required for entry into Health Science 113, Prehospital Emergency Care. A CPR certification card will be issued upon successful completion of course requirements.

Lecture Hours: 0.25 Lab Hours: 0.75 Repeatable: No Grading: K
Credit by Exam: Yes
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

HSCI-122 - Medical Terminology Units: 1
This course covers medical terminology, basic word structure, suffixes and prefixes as well as body systems, organization of the body and diagnostic test and procedures. Case reports, medical specialists, will be introduced.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: L
Credit by Exam: Yes
Prerequisite: HSCI 113 or DENT 162, both with C or better, or proof of 2 years health related employment
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

HSCI-123 - Fundamental Clinical Procedures Units: 3
This course introduces the EMT/medical student to fundamental clinic and hospital procedures. Topics include: legal and safety issues of clinic and hospital employment, asepsis, legal documentation, procedures, physical agents to promote healing.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: HSCI 113 or DENT 162, both with C or better, or proof of 2 years health related employment
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

HSCI-124 - Venipuncture and Clinical Lab Procedures Units: 3
This course introduces students to venipuncture theory and lab skills. Topics include: the clinical lab setting, asepsis in the lab, patient preparation for lab tests, specimen collection including finger sticks, urinalysis, completion of lab slips, and specimen tracking. Universal precautions will be stressed. Students will be obligated to both receive and administer the procedures.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: HSCI 113 or DENT 162, both with C or better, or proof of 2 years health related employment
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CSU = Meets baccalaureate criteria
UC = Course is accepted by UC system
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

HSCI-125 - Minor Surgery and Surgical Asepsis

Students will study all aspects of surgical asepsis. The surgical team member's roles will be presented. Instrument identification, cleaning, autoclaving, and sterile pack preparation will be practiced in the lab. Principles of microbiology and infection control will be stressed throughout the course. Final skills testing will include: surgical hand scrub, gowning and gloving, surgical skin preparation, setting up and adding to a sterile field, and terminal cleaning of the surgical area.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading:L

Prerequisite: HSCI 113 or DENT 162, both with C or better, or proof of 2 years health related employment

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

HSCI-126 - Pharmacology, Injections, and ECG Theory

This course introduces the EMT/medical student to pharmacology theory and injection techniques for intramuscular, subcutaneous, and intradermal medications. Topics include: drug classifications, metric system, reading a prescription, parenteral routes, syringe safety and calibrations, oral medications, identification of ECG components, identifying artifacts, identifying arrhythmia's.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading:L

Prerequisite: HSCI 113 or DENT 162, both with C or better, or proof of 2 years health related employment

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

HSCI-136 - Health Science Units: 1-4

Occupational Work Experience - Alternate Plan

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.

Lecture Hours:None Lab Hours: 3-24 Repeatable: 15 Grading:O

Corequisite: 1) Need not be enrolled in any other class during the semester besides Work Experience. 2) May be enrolled in at most one other class in addition to Work Experience. 3) Must be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

HIST-009 - Women in American History Units: 3

This is a historical survey course on women in the United States from pre-Columbian to present times. The course will analyze the social, political, and economic aspects of women's lives. Also, the course will examine the interaction of race, class, and gender. The course will be taught in the form of lectures, reading and discussion of primary and secondary sources, essays, quizzes, exams and through visual aids.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L

CAN: None

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D3,D4,D6 District GE: D IGETC: 4D,4F

HIST-001 - Survey of American History Units: 3

This course surveys the development of U.S. History which, along with Political Science 1, satisfies the District requirement in U.S. History and Constitution, and in state and local government. History 1 is a broad approach to the social, economic and political history of the U.S. with emphasis upon key events, issues and their backgrounds. Students may fulfill the General Education requirements in Social Science either by completing History 1 and Political Science 1, or by completing History 17A and 17B.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L

CAN: None

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D6,F1 District GE: D, D* IGETC: 4F,7B
HIST-010A - Development of Western Culture
Units: 3
This course covers the political, cultural, and philosophical development of Western culture and society through the study of the institutions, thought, literary and artistic expression of the ancient world and medieval society of Europe to the Reformation. Emphasis is placed on understanding the facets of modern civilization by tracing the social, cultural, and political thought of the past. This course is intended to be a thematic approach which introduces the students to the ideas/accomplishments of significant men and women in each period.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
CAN: HIST 2; HIST SEQ A = HIST 10A+10B
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D6 District GE: D IGETC: 3B

HIST-010B - Development of Western Culture
Units: 3
This course covers the development of Western culture and society through the study of the institutions, thought, literary and artistic expression of Europe from 1715 to the present.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D6 District GE: D IGETC: 3B

HIST-017A - History of the United States
Units: 3
This course is a survey of the history of the United States which, with History 17B, satisfies the requirement in United States History, Constitution and American ideals. The course content examines the history of the United States from pre-Columbian times to Reconstruction. History 1 may not be combined with either History 17A or History 17B to meet the requirement in United States History, Constitution and American ideals.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
CAN: HIST 8; HIST SEQ B = HIST 17A+17B
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D6,F1,F2 District GE: D,D* IGETC: 4F,7A

HIST-017B - History of the United States
Units: 3
This course is a survey of the history of the United States which, with 17A, satisfies the District requirement in United States History, Constitution and American ideals. Following History 17A, History 17B to meet the requirement in United States History, Constitution and American ideals.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
CAN: HIST 10; HIST SEQ B = HIST 17A+17B
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D6,F1,F2 District GE: D,D* IGETC: 4F,7B

HIST-021 - African American History
Units: 3
This course is designed to present the student with the cultural, political, economic and social history of African people in the United States from their origin in Africa to the present day. Also, the course is intended to encourage students to think in an organized and rational manner with the purpose of comprehending how the past functioned in the shaping of the present.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D3,D6 District GE: D,ES IGETC: 4C,4F

HIST-024 - History and Culture of the American Indian
Units: 3
This course presents an overview of the many Indian cultures in North America and the history of the interaction between these cultures and the dominant white culture from 1492 to the present. The course begins with a review of the theories behind the settlement of the Americas and then surveys the Pre-Columbian civilizations and their achievements. Following this there is a review of representational tribes from each of the major geo-cultural regions along with the history of these tribes’ interactions with the Europeans and (later) Americans.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D3,D6 District GE: D,ES IGETC: 4C

HIST-098 - Directed Study in History
Units: 0.5-9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.5-27 Repeatable: 17 Grading: O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

HUMNT-001 - Introduction to Visual and Performing Arts
Units: 3
This is an interdisciplinary introduction to the basic conceptual vocabulary used in the perception and descriptive analysis of Dance, Music, Theater and Visual Art. Emphasis is placed on the written and verbal application of these concepts to the interpretation of art objects in context, and to practical application in life situations. Examples presented are chosen for their artistic integrity and cultural diversity.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Credit by Exam: Yes
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C1 IGETC: 3A

HUMNT-002 - Introduction to World Literature
Units: 3
This course introduces students to a variety of literary works from around the world which are significant in illuminating both the universality and diversity of human experience. Readings in the course are chosen for their literary, historical, cultural, philosophical, and psychological importance.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
CAN: None
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 3B
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

JAPANESE

JAPAN-001A - Elementary Japanese
This course introduces students to elementary skills of the Japanese language. Reading, writing and speaking are equally emphasized. The writing system of Hiragana as well as 30 Chinese characters will be introduced.
Lecture Hours: 5 Lab Hours: None Repeatable: No Grading:O
Prerequisite: JAPAN 001A or equivalent
CAN: None

JAPAN-001B - Elementary Japanese
This course is an extension of Japanese 001A. It provides continuing practice in the basic communication skills of speaking, reading, and writing. The writing system of Katakana and 50 Chinese characters will be taught. Customs and cultural aspects will be discussed.
Lecture Hours: 5 Lab Hours: None Repeatable: No Grading:O
Prerequisite: JAPAN 001A or equivalent
CAN: None

JAPAN-002A - Intermediate Japanese
This course is a continuation of Japanese 001B. The course is designed to review and expand the knowledge of the structure of the language. It includes practice in speaking, reading, and writing. Students are introduced to social and cultural aspects of Japan. Students are introduced to concepts of speaking, reading, and writing. The writing system of Katakana as well as 30 Chinese characters will be introduced.
Lecture Hours: 5 Lab Hours: None Repeatable: No Grading:O
Prerequisite: JAPAN 001B
CAN: None

JAPAN-002B - Intermediate Japanese
This course is a continuation of Japanese 002A. The course is designed to review and expand the knowledge of the structure of the language. It includes practice in speaking, reading, and writing. Students are introduced to social and cultural aspects of Japan. Students are introduced to different levels of speech through which they will synthesize and analyze the impact of human relationships among different strata of society.
Lecture Hours: 5 Lab Hours: None Repeatable: No Grading:O
Prerequisite: JAPAN 002A
CAN: None

JAPAN-091B - Conversational Japanese
This course is designed for the development of the ability to comprehend and speak the Japanese language in everyday situations. Designed for students without previous experience in the language.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
Prerequisite: JAPAN 091A
CAN: None

JAPAN-091C - Conversational Japanese
This is an advanced course designed to give students the opportunity to speak Japanese based on modern Japanese written materials.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
Prerequisite: JAPAN 091B
CAN: None

JAPAN-098 - Directed Study-Japanese
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: 1.81 Lab Hours: 3 Repeatable: 17 Grading:O
CAN: None

JOURNALISM

JOURN-010 - Mass Media and Society
Mass Media and Society provides a non-technical introduction to the electronic, print, and visual media, together with their role in American society. The course assesses the growth, development, and impact of television, newspapers, magazines, film, radio, advertising, and public relations on consumers in an information-oriented age.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
CAN: JOUR 4

JOURN-014 - Newswriting and Reporting
Critical analysis of and practice in the fundamentals of recognizing, gathering, organizing, and writing selected types of news and feature stories for newspapers; relationship of reporters and the public, thought and language, objective and nonobjective communication; news values, ethical and legal considerations, and electronic writing and editing.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
CAN: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

JOURN-024 - Newspaper Staff: Writing and Editing
Units: 1-3
Introduction to newspaper reporting, writing and editing. Students use modern computerized desktop publishing techniques to produce The Times, City College's campus newspaper. Repeatable to a maximum of 12 units.
Lecture Hours: 1 Lab Hours: 1.5 Repeatable: 2 Grading:O
Advisory Level: Read: 2 Write: 2 Math: None
Transcript Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

JOURN-025 - Newspaper Staff: Photojournalism and Advertising
Units: 1-3
Introduction to newspaper photojournalism and advertising. Students take news and feature photo or design and produce advertising for the campus newspaper, The Times, using Macintosh computers and desktop publishing technology. Repeatable to a maximum of 12 units.
Lecture Hours: 1 Lab Hours: 1.5 Repeatable: 2 Grading:O
Advisory Level: Read: 2 Write: 2 Math: None
Transcript Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

JOURN-030 - Newspaper Staff: Graphics and Production
Units: 1-3
Introduction to line illustration or computer graphics created for publication in the campus newspaper. Production students use desktop publishing technology to design and produce the campus newspaper in camera-ready form. Repeatable to a maximum of 12 units.
Lecture Hours: 1 Lab Hours: 1.5 Repeatable: 2 Grading:O
Advisory Level: Read: 2 Write: 2 Math: None
Transcript Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

JOURN-035 - Editorial Management
Units: 1
Introduction to newspaper planning and staff management for senior editors of The Times, City College's campus newspaper.
Lecture Hours: None Lab Hours: None Repeatable: No Grading:O
Advisory Level: Read: 2 Write: 2 Math: None
Transcript Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

JOURN-098 - Directed Study
Units: 0.5-9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None Lab Hours: 1.5-27 Repeatable: 17 Grading:O
Advisory Level: Read: 2 Write: 2 Math: None
Transcript Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

JOURN-136 - Journalism Occupational Work Experience - Parallel Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.
Lecture Hours: None Lab Hours: 3-12 Repeatable: 15 Grading:O
Advisory Level: Read: 3 Write: 3 Math: None
Transcript Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

JOURN-138 - Journalism Occupational Work Experience - Alternate Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students to work one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.
Lecture Hours: None Lab Hours: 3-24 Repeatable: 15 Grading:O
Advisory Level: Read: 3 Write: 3 Math: None
Transcript Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LABOR STUDIES

LABOR-015 - Local Union and Community Leadership
Units: 3
Leadership development involving a study of interpersonal relationships in union and community groups. Techniques to handle problems in social and group conflict. Designed for persons employed in occupations covered by an organized labor contract.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
Advisory Level: Read: 2 Write: 2 Math: None
Transcript Status: CSU Degree Applicable: AA/AS
CSU GE: D7 District GE: D IGETC: None
LABOR-020 - Workers’ Rights Units: 1
The basic rights of employees under the state and federal labor laws form the content of this class. The scope of this class includes the legal rights and obligations of employees, unions and employers. Emphasis is placed on employee’s rights to organize, picket and strike in the context of the laws covering collective bargaining in both private and public collective sectors. The structure and procedures of governmental regulatory agencies charged with the enforcement of employment law are examined.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading:O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LABOR-021 - Labor Contracts and Grievances Units: 1
The aim of this class is to provide a practical guide to understanding the labor contract as a primary tool for advancing workers’ interests in the workplace. Attention will be given to the purpose, structure and function of the contract with particular emphasis on the grievance procedure.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading:O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LABOR-022 - Labor Negotiations and Dispute Resolution Units: 1
The aim of this class is to provide an overview of the collective bargaining process in modern labor relations. Emphasis will be on how labor and management both compete and collaborate in the process of determining wages and conditions of employment. Alternative dispute resolution systems will be examined and evaluated as possible tools for solving workplace problems. Examples of actual disputes will be analyzed utilizing both the role play and the case study approaches.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading:O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LABOR-023 - Labor in American Society Units: 1
The aim of this class is to provide an understanding of the principles and beliefs that have served as the foundation of American trade unionism. The history of American unionism will be examined with emphasis on understanding the varieties of ways unions have advanced the interests of their members and workers in general. Current examples of union innovation based on the traditions of labor will be explored.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading:O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LABOR-024 - Leadership and Communication Units: 1
This course introduces interpersonal leadership skills in the context of union and community organizations. Primary attention is given to active listening, confrontation and problem solving techniques in work and community settings. Volunteer motivation and accountability methods and coalition building strategies are developed. The effective management of small group meetings is also emphasized.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading:O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LABOR-025 - Labor Organizing and Political Action Units: 1
This course introduces the techniques utilized in the formation of labor unions in the public and private sectors. It further studies the ways modern unions function in the political arena.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading:O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LABOR-030 - Mediation Principles & Practice Units: 3
This course is designed to introduce students to the principles and process of mediation through exercises, lively discussion, mediation simulation, lectures, and relevant reading materials. Students will learn mediation, communication, and negotiation skills and will understand the formal process of mediation by course end.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
CAN: None
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: D IGETC: None

LABOR-031 - Survey of Contemporary Labor/Social Issues for Activists Units: 1
This course will provide students knowledge about key contemporary issues and enhance their analytical and problem-solving skills needed to manage the complex processes of negotiation, bargaining, compromise, and political action. The course will focus on how to use the political process, organize and educate on issues such as education, a living wage, crime and substance abuse and health care for workers and their families. The course is intended for all students who wish to increase their leadership skills and engage in more effective social action.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading:O
Recommended: This is an introductory course. Students should have had coursework relating to any discipline in the social sciences, either in high school, junior college, or from work experience.

CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
LABOR-032 - Organizing Immigrant Workers
This course will review and analyze the history of immigrant legislation and the ability of labor laws to adequately protect immigrant workers. In addition, the course will explore the various legal rights and remedies immigrant workers have in the workplace. The course will emphasize the rights of immigrant workers during union organizing campaigns.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading:O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LABOR-033 - Solving Worksite Problems
This course will present a supplement/alternative to the grievance procedure for addressing problems in the unionized workplace. Subjects covered will include: Identifying issues that build the union, recruiting a committee and developing new leaders, planning and carrying out creative actions that involve the workers, and one-on-one communication as a way of turning workers out to events.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading:O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LABOR-034 - Immigrant Leadership Training - Pending State Approval
The student will develop the vision, skills and leadership of immigrants. The student will discuss the commonality of human needs, develop a needs development methodology, analyze the historical context of immigration and immigration laws, and will discuss diverse leadership styles. In addition, the student will develop the following skills: public speaking, team building and teamwork, community organizing, tools of advocacy, and media relations. Finally, the student will focus on leadership development by: assessing current levels of immigrant involvement, and by developing strategies to overcome barriers for immigrants in regards to civic engagement.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
CAN: None
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LABOR-098 - Directed Study - Labor Studies
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.5-27 Repeatable: 17 Grading:O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LABOR-136 - Labor Studies
Occupational Work Experience - Parallel Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours:None Lab Hours: 3-12 Repeatable: 15 Grading:O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units; or 2) During a summer session, be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LABOR-138 - Labor Studies
Occupational Work Experience - Alternate Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.

Lecture Hours:None Lab Hours: 3-24 Repeatable: 15 Grading:O
Corequisite: 1) Need not be enrolled in any other class during the semester besides Work Experience. 2) May be enrolled in at most one other class in addition to Work Experience. 3) Must be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

LASER TECHNOLOGY

LASER-098 - Directed Study - Laser Technology
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: 1.81 Lab Hours: 3 Repeatable: 17 Grading: O

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LASER-100 - Introduction to Photonics
Laser 100 is the introductory course which will lead to an AS Degree in Laser Technology. Presented in this course are the principles, techniques and skills for tasks typically performed by an entry-level laser/ electro-optics technician. Areas covered include, but are not limited to, laser theory, optics principles, optics cleaning and handling, troubleshooting, laser safety, and beam measurements.

Lecture Hours: 2.5 Lab Hours: None Repeatable: No Grading: L

Recommended: Concurrent enrollment in ELECT 063 and ELECT 121

Advisory Level: Read: 2 Write: 2 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LASER-101 - Laser Optics
Laser Optics is the second course in a series leading to an AS degree in Laser Technology. This course is an applied optics course with emphasis on modern applications of optical components. The theory of the particle and wave nature of light is considered in the presentation of optical devices. Rayleigh scattering, polarization and optical rotation are stressed. Laboratory is required and must be successfully completed to pass the course.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: LASER 100 and ELECT 121 with C or better

Recommended: Concurrent enrollment in ELECT 063 and ELECT 122

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LASER-102 - Intermediate Laser Technology
Intermediate Laser Technology is the third course in a series leading to an AS degree in Laser Technology. This course emphasizes laser safety, theory, types and applications of lasers. The course will also introduce students to the theory of pulsed laser systems. Laboratory is required and must be successfully completed to pass the course.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: LASER 100 and ELECT 121, both with C or better

Recommended: Concurrent enrollment in ELECT 63 and ELECT 122

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LASER-103 - Advanced Laser Technology
Advanced Laser Technology is a second year course in the series leading to an AS degree in Laser Technology. The topics presented include in-depth treatment of pulsed, solid state and semiconductor lasers, and electro and acousto-optic modulating devices and materials. Methods of beam diagnostics, and second harmonic generation are also included in the presentation. Laboratory is required and includes the use monochrometers, beam/spectrum analyzers and power and energy meters.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: LASER 102 and ELECT 063 and ELECT 122, all with C or better

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LASER-112 - Vacuum Techniques
This course is a second year course leading to an AS degree in Laser Technology. The course is presented in three parts: physics of gases and the vacuum environment; vacuum environment measurement equipment and techniques; and vacuum production equipment and techniques. Laboratory is required and must be successfully completed in order to pass the course.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: LASER 101 and ELECT 122 (ELECT 122C or ELECT 120B or MATH 022) and ELECT 063 (ELECT 063C or ELECT 60B), all with C or better

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LASER-120 - Basic Vacuum Technology for Manufacturing
Physics principles are presented to enable understanding of the operation of vacuum devices. The theory of operation of low and high vacuum pumps, gauges, and residual gas analyzers is offered. Employment requiring the use of high vacuum sputtering equipment is recommended.

Lecture Hours: 2.5 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None
LASER-122 - Intermediate Vacuum Technology for Manufacturing  Units: 2.5

This course is the second in a sequence of three courses designed for Disk Drive and Microelectronics Manufacturing. Vacuum system characteristics for batch and in-line processes are studied for sputter deposition, ion-etch, ion-milling, and evaporation.

Lecture Hours: 2.5  Lab Hours: None  Repeatable: No  Grading: L

Prerequisite: LASER 120 and ELECT 143, both with C or better

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

LASER-124 - Sputtering Theory and Physics  Units: 2.5

This is the third course in the series of vacuum manufacturing processes. The course presents theory and applications of plasm used in DC and RF sputtering.

Lecture Hours: 2.5  Lab Hours: None  Repeatable: No  Grading: L

Prerequisite: LASER 122 and ELECT 144, both with C or better

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

LASER-136 - Laser Technology  Units: 1-4

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed to allow students attend school one semester and work the next. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.

Lecture Hours: None  Lab Hours: 3-24  Repeatable: 15  Grading: O

Prerequisite: Criminal history clearance by the Dept. of Standards and Training. The course covers the legal requirements for carrying and using a firearm within the scope of their job duties. Participants are instructed in the safe handling of firearms and techniques of shooting.

Lecture Hours: 4.3  Lab Hours: 0.2  Repeatable: No  Grading: L

CAN: None

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

LE-156 - Police Supervisor  Units: 2

This course emphasizes the basic elements of supervision and how they may be applied to police work. Essentials of good leadership and understanding of the basic needs of human beings as well as ways to stimulate subordinates to better performance are the contents of the course.

Lecture Hours: 4.5  Lab Hours: 0.2  Repeatable: No  Grading: L

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

LE-158 - PC 832 - Firearms  Units: 0.5-1.5

This course is designed for public safety personnel attending annual updates, recertification, or remediation mandated by the Commission on Peace Officer Standards and Training. The course covers the legal requirements for carrying and using a firearm within the scope of their job duties. Participants are instructed in the safe handling of firearms and techniques of shooting.

Lecture Hours: 0.46  Lab Hours: 0.92  Repeatable: 2  Grading: K

Prerequisite: Criminal history clearance by the Dept. of Justice as stated by the California Penal Code

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
LE-160 - Basic Police Academy-Modular  Units: 3
Format, Level III, Part II
A 132 hour course of training that is certified by the Commission on Peace Officer Standards and Training and meets the content and hour requirements established by POST. This course, combined with current PC832 certificates, meets the requirements for a Level III Reserve Police Officer.

Lecture Hours: 6.63  Lab Hours: 0.92  Repeatable: 2  Grading:L

Prerequisite: Current valid PC 832 Arrest Methods and PC 832 Firearms Certificates; POST approved pre-entry English skills assessment examination provided by the Academy; criminal history clearance as provided by the Penal Code; POST approved physical agility test provided by the Academy.

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

LE-161 - Basic Police Academy-Modular  Units: 7
Format, Level II
A 280 hour course of training that is certified by the Commission on Peace Officer Standards and Training and meets the content and hour requirements established by POST. This course, combined with current PC 832 certificates, meets the requirement of a Level II Reserve Police Officer. The Level II certificate is a prerequisite for the Level I Reserve Police Officer.

Lecture Hours: 0-4.2  Lab Hours: None  Repeatable: No  Grading:L
Prerequisite: Completion of Level III, parts I & II with current PC 832 certificates.

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

LE-162 - Basic Police Academy-Modular  Units: 12.5
Format, Level I
A 500 hour course of training that is certified by the Commission on Peace Officer Standards and Training and meets the content and hour requirements established by POST. This course, combined with current PC 832 certificates, meets the requirement of a Level I Reserve Police Officer.

Lecture Hours: 14.2  Lab Hours: 14.2  Repeatable: No  Grading:L
Prerequisite: LE 161

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

LE-163 - Non-Lethal Chemical Agent Training  Units: 0.5
This course of instruction includes types of non-lethal chemical agents, methods of dispersal and delivery, safety, first aid, tactics, use of the gas mask and applicable penal code sections. This course meets the requirements of PC 13514.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:K

CAN: None
Advisory Level: Read: 1  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

LE-172 - Advanced Officer Training  Units: 0.5-1
This course is designed to provide a mechanism whereby agencies may ensure that the necessary new skills required of police officers have been provided and that previously learned skills are maintained and reinforced. It will enable the agency to provide a means of correcting deficiencies while satisfying State teaching requirements. New information and changes in the Criminal Justice System affecting police officers and, when necessary, a review of previously acquired materials will be provided. This course satisfies Advanced Officer Training requirements. It is repeatable for credit once every two years.

Lecture Hours: 1.1-2.3  Lab Hours: None  Repeatable: 2  Grading:K
Prerequisite: LE 154 or verification of referral by SBRPSTC staff.

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

LE-173 - Field Evidence Technician  Units: 2
This is an 80-hour in-service course which provides training for investigators at a crime scene where evidence needs to be identified, processed, collected, and/or safeguarded. The student will be trained in evidence photography, crime scene sketching, and appropriate reporting.

Lecture Hours: 2.7  Lab Hours: 1.8  Repeatable: No  Grading:L

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

LE-174 - Background Investigation-11550  Units: 0.5
This course is an 80-hour in-service course covering restricted dangerous drugs: Opiates, cocaine, PCP, etc. This course is designed for law enforcement officers desiring to upgrade, refine, or develop an expertise in the field of recognition, identification and apprehension of individuals under the influence of narcotics and dangerous drugs. Included is informant development and District Attorney legal update.

Lecture Hours: 1.4  Lab Hours: None  Repeatable: No  Grading:L

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

LE-175 - Drug Investigation-11550  Units: 0.5
This is an 800-hour in-service course covering restricted dangerous drugs: Opiates, cocaine, PCP, etc. This course is designed for law enforcement officers desiring to upgrade, refine, or develop an expertise in the field of recognition, identification and apprehension of individuals under the influence of narcotics and dangerous drugs. Included is informant development and District Attorney legal update.

Lecture Hours: 1.4  Lab Hours: None  Repeatable: No  Grading:L

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

LE-176 - Background Investigation  Units: 1
A POST certified course designed to develop law enforcement officers with the skills to be an accomplished Background Investigator. This course includes the fundamentals of background investigation, interviewing, the use of psychological screening, Polygraphs, legal aspects of background investigation, and verbal/non-verbal communication.

Lecture Hours: 2.3  Lab Hours: None  Repeatable: No  Grading:L

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None
LE-178 - Field Training Officer
This course is primarily designed for police officers that have been or will be accepted into field officer programs in their respective law enforcement agencies. This course has certification from the California Commission on Peace Officer Standards and Training and follows the guidelines and standards under 832.3 of the Penal Code.

Lecture Hours: 16-7 Lab Hours: None Repeatable: No Grading: N
CAN: None
Advisory Level: Read: None Write: None Math: None Transfer Status: None Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

Learning Skills

LS-090 - Directed Tutoring Experience
Learning Skills 090 is a one-unit, transferable course that provides training for tutors. In this course, students will learn to employ active learning differences among the students they will tutor. By successfully completing LS 090 and 20 hours of tutoring, students meet the district requirement for Tier II pay eligibility.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LS-095 - College Study Techniques
Upon completion of this self-paced course, students will be able to apply study skills to college level coursework. Included are the following: goal setting, time scheduling, surveying textbooks, taking notes from reading assignments and from lectures, vocabulary building, increasing memory skills, preparing for and taking tests, using the library and increasing motivation and concentration. This course has been designed to be classroom offered or to be offered in the Learning Center. The same objectives and content are treated in both modes.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LIB-011 - Introduction to Library
This course covers organization of materials in the library and use of basic library resources, including the public catalog, CD-ROM databases, periodical indexes, dictionaries, general encyclopedias, non-book materials, and the Internet. Emphasis is placed on learning to identify, locate, and use basic library resources.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LIB-015 - Electronic Research and the Internet
This course provides hands-on training for students doing course-related or personal research using the Internet and other electronic resources. Students will learn criteria for evaluating and comparing print and electronic resources. They will learn how to document and cite sources. The World Wide Web and e-mail will be discussed and used.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L
CAN: None
Advisory Level: Read: 2 Write: 2 Math: 1 Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LIB-022 - Internet Research Strategies
This course focuses on using the World Wide Web to access information useful for completing class assignments in academic subject areas. In addition to learning how to formulate searches and locate appropriate information, students will learn how to evaluate information and how to document information found via Web searches.

Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: No Grading: O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
MACHINE TECHNOLOGY

MACH-098 - Directed Study in Machine Technology
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts. In addition, the individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.5-27 Repeatable: 17 Grading: O

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MACH-100 - Shop Math and Blueprint Reading
Problem solving techniques are emphasized through the combined application of shop mathematics, blueprint reading, and industrial reference materials in this course. Students are also oriented to the mechanical occupations.

Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: L
Credit by Exam: Yes

Recommended: 3 units of MATH 310 with CR or placement based on math assessment.

CAN: None

Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MACH-101 - Introduction to Machine Technology
The practical and theoretical aspects of machine tool processes. Student are instructed in the proper and safe use of tools and equipment, hand tools, measuring instruments, layout and inspection, metal identification, drill press work, band machining, and gauges. Students are introduced to simple lathe, milling machine setups and types and uses of abrasives.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L
Credit by Exam: Yes

Recommended: 3 units of MATH 310 with CR or placement based on math assessment.

CAN: None

Advisory Level: Read: 2 Write: 2 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MACH-110 - Precision Measurement
The methodology of practical measurements and instrument selection. Also covered are the procedures and rationale in measurement setup, reliability in the performance of measurement, and appraisal of results utilizing the decimal, inch and metric system.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L
Credit by Exam: Yes

Prerequisite: MACH 100 and MACH 102, both with C or better

Corequisite: Or MACH 100 with C and concurrent enrollment in MACH 102

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MACH-120 - Principles of Machine Tool Practices 1, Drill Press Emphasis
This course is an introduction to the fundamental and practical application of measuring tools, blueprint reading, shop math and practices of the machine trade. Students are instructed in the principles and safe practice of basic machine processes including; layout, saws, tool grinding, hole and threading operations, de-burring and inspection techniques. Instruction will include the set-up and operation of drill press, bandsaw and grinding machines.

Lecture Hours: 3 Lab Hours: 5 Repeatable: No Grading: L

Corequisite: MACH 123 and MACH 126 and MACH 129

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

MACH-121 - Machine Tool Fundamentals 1, Units: 4.5 Measurement Emphasis
This course is an introduction to the fundamental and practical application of measuring tools, blueprint reading, shop math and practices of the machine trade. Students are instructed in the principles and safe practice of basic machine processes including; layout, saws, tool grinding, hole and threading operations, de-burring and inspection techniques. Instruction will include the set-up and operation of drill press, bandsaw and grinding machines. This class is equivalent to Machine Technology 120 in content, but in a non-accelerated format.

Lecture Hours: 3 Lab Hours: 5 Repeatable: No Grading: L

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

MACH-123 - Principles of Machine Tool Practices 2, Lathe Emphasis
This course covers intermediate blueprint reading and mathematical problem solving. Students are instructed in the principles and safe operation of various types of lathes, including: speed and feed calculations, work holding devices, turning, thread cutting tapers, knurling and basic set-up procedures.

Lecture Hours: 3 Lab Hours: 5 Repeatable: No Grading: L

Prerequisite: MACH 121 with C or better

Corequisite: or concurrent enrollment in MACH 120 and MACH 123 and MACH 129

CAN: None

Advisory Level: Read: 2 Write: 2 Math: 1
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

This course covers advanced blueprint reading and mathematical problem solving. Students are instructed in the principles and safe operation of the milling machine, including: location and work hold devices, indexing and rotary devices, various machine operations, speed and feed calculations, and basic set-up procedures.

Lecture Hours: 3 Lab Hours: 5 Repeatable: No Grading: L

Prerequisite: MACH 123 with C or better

Corequisite: or concurrent enrollment in MACH 120 and MACH 123 and MACH 129

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

MACH-129 - CNC Operator Fundamentals  Units: 4.5
This course is an introduction to Computer Numerically Controlled machines. Students are instructed in the principles and safe operation of the CNC milling machine including: machine construction, controller functions, tooling, setup and dry-run procedures, program input and editing.
Lecture Hours: 3 Lab Hours: 5 Repeatable: No Grading: L
Prerequisite: MACH 123 with C or better
Corequisite: MACH 120 and MACH 126
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: A.S.
CSU GE: None District GE: None IGETC: None

MACH-136 - Machine Technology  Units: 1-4
Occupational Work Experience - Parallel Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Enrollment in an accredited secondary program Internship/job placement is not guaranteed.
Lecture Hours: None Lab Hours: 3-12 Repeatable: 15 Grading: O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or; 2) During a summer session, be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.
CAN: None
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MACH-138 - Machine Technology  Units: 1-8
Occupational Work Experience - Alternate Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to Work Experience. Internship/job placement is not guaranteed.
Lecture Hours:None Lab Hours: 3-24 Repeatable: 15 Grading: O
Corequisite: 1) Need not be enrolled in any other class during the semester besides Work Experience. 2) May be enrolled in at most one other class in addition to Work Experience. 3) Must be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.
CAN: None
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MACH-151A - Advanced Lathe Practices  Units: 4
Students are instructed in the complete operation of the lathe, including work holding devices, calculations, and standard operations. Operations include single point threading, taper turning, knurling, and radius cutting.
Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: MACH 101 with C or better
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MACH-151B - Advanced Machine Shop  Units: 4
Practices
This course introduces students to the theory and application of advanced machine tools processes, with focus on all milling machine operations. Students are instructed in the proper and safe operation of equipment and tools, advanced machine set-ups, indexing heads, rotary tables, and vertical shaping attachments. Special emphasis is placed on use of charts and reference data for calculations.
Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: MACH 101 with C or better
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MACH-151C - Applied Problems in Shop  Units: 4
Practices
Advanced machine processes related to heat treatment of metals, tool and cutter grinding, job boring, non-traditional machining processes such as Electro-Discharge Machining (EDM), Electro-Chemical Milling (ECM), Ultrasonic Machining. Students are introduced to the basic principles and applications of Laser, Plasma Beam and Numerical Control (CNC) machining concepts. Special emphasis on job training skills, current industry needs.
Lecture Hours: None Lab Hours: None Repeatable: No Grading: L
Prerequisite: MACH 151B with C or better
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MACH-153A - Operator/Programmer I  Units: 5
This is an introduction to Computerized Numerical Control (CNC) milling machines and machining techniques with emphasis on terminology, preplanning skills, and basic program writing for Manual Data Input applications. Laboratory exercises will focus on CNC controls.
Lecture Hours: 3 Lab Hours: 6 Repeatable: 1 Grading: L
Prerequisite: MATH 011 or MATH 011R or MATH 11S and MACH 101, all with C or better
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CSU = Meets baccalaureate criteria
UC = Course is accepted by UC system

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MACH-153B - Operator/Programmer II Units: 5
This course is designed to develop the skills necessary to perform as a CNC Programmer/Operator. Pre-planning, program generation, machine set-up, machine operation, and editing requirements are performed with emphasis on milling. The laboratory applications will primarily focus on the use of the Bridgeport Boss 9 and the Bandit control systems.
Lecture Hours: 3  Lab Hours: 6  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: MACH 153A with C or better
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

MACH-154 - Introductory CAD/CAM Units: 2
Operations for Machinists and Operators
Using PCs with various operating systems, students will utilize SurfCAM, MasterCAM, and other CAMs to prepare
CNC Milling program files from supplied drawings and models. There will be an emphasis on terminology, planning techniques, and job documentation.
Lecture Hours: 1  Lab Hours: 3  Repeatable: No  Grading: O
Prerequisite: MACH 153B with C or better
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

MACH-155 - Introduction to CNC 4th Axis Units: 2
This course is designed to develop the skills necessary for a CNC machinist to utilize a rotary 4th Axis attachment on a VMC. Pre-planning, program generation, 4th Axis set-up and operation, documentation, and MDI editing requirements are performed by the student on a Haas VMC with a 4th Axis attachment to develop these skills. The laboratory applications will emphasize the 4th Axis as a programmed indexer and 3D surface machining.
Lecture Hours: 2  Lab Hours: 2  Repeatable: No  Grading: O
Prerequisite: MACH 153B with C or better
CAN: None
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

MACH-156 - CNC Lathe I Units: 5
This is an introduction to Computerized Numerical Control (CNC) turning machines and lathe machining techniques with emphasis on terminology, pre-planning skills, and basic program writing for Manual Data Input applications. Laboratory exercises will focus on the Fanuc 21i-T (on Daewoo Lynx CNC Lathe) and Mazatrol CNC controls (using computer simulators).
Lecture Hours: 3  Lab Hours: 6  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: MACH 151A or MACH 151B, both with C or better
CAN: None
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

MACH-157 - CNC Lathe II Units: 5
This course is designed to develop the skills required of a CNC Lathe Programmer/Operator. Pre-planning, program generation, machine set-up, machine operation, and editing requirements are covered with emphasis placed on turning. The laboratory applications primarily focus on the use of Fanuc control systems.
Lecture Hours: 3  Lab Hours: 6  Repeatable: No  Grading: L
Prerequisite: MACH 156 with C or better
CAN: None
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

MACH-359 - Beginning Fundamentals of Machine Technology
This course focuses on the practical aspects of machine tool processes. Students are introduced to the proper and safe application of measuring instruments and various hand tools. Students will learn basic set-up and operation of the lathe, milling machine, drill press and saws, with emphasis on safety.
Lecture Hours: 0.5  Lab Hours: 0.5  Repeatable: No  Grading: K
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

MANUFACTURING

MFG-060 - Introduction to Automation Technology
This course introduces students to the basics or automation used at home, in building management and in industry. The X10 standard for home automation is discussed. The course covers components of an automation system and component operation such as sensors and servo systems. Automation applied to the semiconductor industry and building management is emphasized. The theory-lecture is re-enforced with hands on lab that provide application of the principles of operation and sensors and motion systems as well as simple control systems. Up-to-date technologies and possible future technologies are discussed. Students also participate in research and oral presentations involving automation.
Lecture Hours: 4  Lab Hours: 6  Repeatable: No  Grading: L
Prerequisite: ELECT 062
Corequisite: Or concurrent enrollment in ELECT 062
Recommended: CT 077
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

MFG-103 - Measurement and Test Units: 3
Students will learn to use instrumentation devices for the measurement of mechanical, electrical, fluid and other properties common to design and manufacturing processes. Fundamentals of data analysis and control systems will also be studied. This course is useful for engineering, design, manufacturing, and industrial technology applications.
Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Credit by Exam: Yes
CAN: None
Advisory Level: Read: 3  Write: 3  Math: 1
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
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MFG-111 - Statistical Process Control Units: 2
Students will learn how to use statistical tools and techniques to improve product quality and reduce production costs during rather than after production. The student will learn statistical control charts, evaluate process capability, design and evaluate sampling plans to improve manufacturing methods.

Credit by Exam: Yes
Lecture Hours: 2  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level: Read: 2  Write: 2  Math: 1
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

MFG-112 - Technical Problem Solving Units: 2
Students will develop leadership and problem solving skills applicable to technical fields. Data gathering, small group teambuilding and action plans will be taught and developed as part of this course. This course is useful for engineering, manufacturing, and industrial technology applications.

Credit by Exam: Yes
Lecture Hours: 2  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

MFG-136 - Manufacturing Units: 1-4
Occupational Work Experience -Parallel Plan

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent coursework may meet this requirement. Internship/job placement is not guaranteed.

Credit by Exam: Yes
Lecture Hours: None  Lab Hours: 3-12  Repeatable: 15  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

MKTG-098 - Directed Study in Marketing Units: 0.5-9

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Credit by Exam: Yes
Lecture Hours: 1.81  Lab Hours: 3  Repeatable: 17  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

MKTG-110 - Introduction to Personal Selling Units: 3

This course provides the fundamentals of selling skills, qualifications for effective selling as well as techniques for organizing, staffing, motivating and evaluating the sales force. Topics covered in this course will include principles in selling, sales presentations, the salesperson as a merchandiser, customer service, sales organizations and functions, forecasting, sales force selection and training. Case studies will be used.

Credit by Exam: Yes
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

MARKETING

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MKTG-112 - Marketing Communications Units: 3
This course introduces the students to the fast-changing field of advertising and promotion. Emphasis is placed on the principles and practices of retail store operations. All major topics will be covered: consumers; site location; design, staffing, and organizing; developing retail offering and getting merchandise into the store; developing and controlling the merchandise plan; setting and adjusting retail prices; promotion activities; and the importance of environmental influences; and financial statements and operations control.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Recommended: MKTG 120

MKTG-120 - Marketing Principles Units: 3
Principles of marketing provides an overall picture of the scope and structure of marketing institutions. The course includes: marketing planning and information, buyer behavior and market segmentation, product and service strategy, pricing strategy, distribution strategy, promotional strategy, and marketing in special settings. Case studies are utilized to emphasize specific topics and allow students to do some marketing analysis.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Recommended: MKTG 120 with C or better

MKTG-121 - Marketing Strategies Units: 2
This course allows small groups of students to serve as the management team of a company which competes in a simulated market environment with companies managed by other student groups. Through the simulation of marketing activities, students manage an artificial business firm making most of the major marketing decisions that are required of actual business managers. They are faced with problem situations very much like those which exist in the real world and gain valuable practice in making managerial decisions. Practical computer application or microcomputer-related activity may be included.

Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: O
Recommended: MKTG 120 with C or better

MATH-011L - Mathematics 11 Workshop Units: 1
This course is an adjunct to Mathematics 011. It is designed to provide students with additional in-class academic experiences and expectations, and stresses excellence and peer interaction. Under the direction of the workshop leader, students will work in small groups solving challenging problems related to the content of Mathematics 011.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: O
Corequisite: MATH 011A or MATH 011R or MATH 011S or MATH 012

MATH-011A - Introductory Algebra Units: 5
This is the first course in the algebra sequence in preparation for college level mathematics. Topics include: operations on signed numbers and polynomials; rational and radical expressions; methods for the solution of linear, quadratic and rational equations, and linear inequalities. The solution of word problems by algebraic formulation is integrated throughout the course. Optional topics may include methods for solving systems of linear equations and roots and radicals. This 5-unit version of basic algebra is designed for students who have never before satisfactorily completed an algebra course. Only three units are applicable toward the associate degree. Completion with a grade “C” or better fulfills the mathematics competency requirement for the AS degree.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: O
Prerequisite: 3 units of MATH 310 with CR or placement based on math assessment.

MATH-011B - Mathematics 11 Units: 5
This course is an adjunct to Mathematics 011. It is designed to provide students with additional in-class academic experiences and expectations, and stresses excellence and peer interaction. Under the direction of the workshop leader, students will work in small groups solving challenging problems related to the content of Mathematics 011.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: O
Corequisite: MATH 011A or MATH 011R or MATH 011S or MATH 012

MKTG-126 - Retail Management Units: 3
Retail management introduces students to the principles and practices of retail store operations. All major topics will be covered: consumers; site location; design, staffing, and organizing; developing retail offering and getting merchandise into the store; developing and controlling the merchandise plan; setting and adjusting retail prices; promotion activities; and the importance of environmental influences; and financial statements and operations control.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Recommended: MKTG 120 with C or better

MKTG-128 - Electronic Marketing Units: 3
This course covers the principles of marketing in the context of application to the electronic businesses and marketing traditional businesses on the Internet. Topics covered will include developing new products/services in the web context, traffic building, brand recognition, consumer behavior, pricing, e-tailing, customer support and marketing planning for e-commerce. Case studies will be an integral part of the course.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

MATH-012 - Survey of Mathematics Units: 3
This course is designed for students who want to pursue non-technical careers. The course develops the student's ability to solve problems and to communicate those solutions.
MATH-011R - Review of Introductory Algebra

This is a fast-paced review of introductory algebra. Topics covered include operations with algebraic expressions, polynomials, and rational expressions, factoring polynomials, linear equations, solutions of quadratic equations by factoring, solutions of linear systems by graphing, elimination, substitution, and algebraic methods for solving word problems. Students who have received credit for Mathematics 011A, 011S, or 012 will not receive credit for this course.

Lecture Hours: 3  Lab Hours: None  Repeatable: 4  Grading: O
Prerequisite: 3 units of MATH 310 with CR or placement based on math assessment.
CAN: None
Advisory Level: Read: 1  Write: None  Math: None
Transfer Status: None  Degree Applicable: AS  CSU GE: None  District GE: M  IGETC: None

MATH-011S - Self-paced Introductory Algebra

This is a self-paced course in introductory algebra. Topics covered include operations with algebraic expressions, polynomials, and rational expressions, factoring polynomials, linear equations, solutions of quadratic equations by factoring, solutions of linear systems by graphing, elimination, substitution, and algebraic methods for solving word problems. Students who have received credit for Mathematics 11A, 11R, or 121 or 011S or ELECT 121; all with C or better will not receive credit for this course.

Lecture Hours: 1.5  Lab Hours: 9  Repeatable: 4  Grading: K
Prerequisite: 3 units of MATH 310 with CR or placement based on math assessment.
Recommended: Current knowledge of the concepts of Mathematics 310, Basic Mathematics
CAN: None
Advisory Level: Read: 1  Write: None  Math: None
Transfer Status: None  Degree Applicable: AS  CSU GE: None  District GE: M  IGETC: None

MATH-013 - Intermediate Algebra

This course continues the algebra sequence and is equivalent to the second year of college preparatory algebra. It is prerequisite to mathematics courses which transfer to the CSU or UC systems. Intermediate Algebra reviews the first course in algebra and explores more deeply the real number system, properties of algebraic systems, absolute value in equations and inequalities, complex numbers, simultaneous solutions of sets of equations, determinants, matrices, conic sections, functions, and inverse functions. Content may include exponential and logarithmic functions or sequences and series.

Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: O
Prerequisite: MATH 011A or MATH 011R or MATH 012 or MATH 011S or MATH 101 or ELECT 121; all with C or better
CAN: None
Advisory Level: Read: 1  Write: None  Math: None
Transfer Status: None  Degree Applicable: AS  CSU GE: None  District GE: M  IGETC: None

MATH-013L - Mathematics 13 Workshop

This course is an adjunct to Mathematics 013. It is designed to provide students with additional in-class academic experiences and expectations, and stresses excellence and peer interaction. Under the direction of the workshop leader, students will work in small groups solving challenging problems related to the content of Mathematics 013.

Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: O
Corequisite: MATH 013
CAN: None
Advisory Level: Read: 1  Write: None  Math: None
Transfer Status: None  Degree Applicable: AS  CSU GE: None  District GE: None  IGETC: None

MATH-013S - Self-paced Intermediate Algebra

This is a self-paced course using computer-aided instruction. The course may be completed over one or more semesters. This course continues the algebra sequence and is equivalent to the second year of college preparatory algebra. It is prerequisite to mathematics courses which transfer to the CSU or UC systems. Intermediate Algebra reviews the first course in algebra and explores more deeply the real number system, properties of algebraic systems, absolute value in equations and inequalities, complex numbers, simultaneous solutions of sets of equations, determinants, matrices, conic sections, functions, and inverse functions. Content may include exponential and logarithmic functions or sequences and series.

Lecture Hours: 1-5  Lab Hours: None  Repeatable: 4  Grading: K
Prerequisite: MATH 011A or MATH 011R or MATH 012 or MATH 011S or MATH 101 or ELECT 121; all with C or better
CAN: None
Advisory Level: Read: 1  Write: None  Math: None
Transfer Status: None  Degree Applicable: AS  CSU GE: None  District GE: None  IGETC: None

MATH-014 - Geometry

This course involves the study of plane geometric figures and relationships. Considerable attention is devoted to deductive reasoning. The approach is both logical and intuitive, leading to the ability to apply formulas and to visualize in two and three dimensions. This course is highly recommended for anyone who has not had or wishes to review high school geometry.

Lecture Hours: 3  Lab Hours: None  Repeatable: Yes  Grading: O
Prerequisite: MATH 011A or MATH 011R or MATH 012 or MATH 011S or MATH 101 or ELECT 121; all with C or better
CAN: None
Advisory Level: Read: 1  Write: None  Math: None
Transfer Status: None  Degree Applicable: AS  CSU GE: None  District GE: M  IGETC: None

MATH-021 - Precalculus Algebra

This course is designed to prepare the student for the level of algebra required in calculus. Study will be made of basic algebraic concepts, complex numbers, equations and inequalities of the first and second degree, functions and graphs, linear and quadratic functions, polynomial functions of higher degree, rational functions, and systems of equations and inequalities. Additional topics may include exponential and logarithmic functions, matrices, counting and probability, conic sections, and sequences and series. Students may not receive credit for both Math 021 and 025.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: MATH 013 or ELECT 122 and MATH 014, all with C or better
CAN: MATH 10
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS  CSU GE: B4  District GE: B4  IGETC: 2A

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UC = Course is accepted by UC system

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MATH-021L - Mathematics 21 Workshop   Units: 1
This course is an adjunct to Mathematics 021. It is designed to provide students with additional in-class academic experiences and expectations, and stresses excellence and peer interaction. Under the direction of the workshop leader, students will work in small groups solving challenging problems related to the content of Mathematics 021.
Lecture Hours:None  Lab Hours: 3  Repeatable: No  Grading: L
Corequisite: MATH 021
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: B4  District GE: None  IGETC: None

MATH-022 - Trigonometry   Units: 3
This course in numerical and analytical trigonometry is designed to prepare the student for the level of trigonometry and advanced algebraic concepts necessary for calculus. Study will be made of trigonometric functions, basic identities, equations, graphing, inverse trigonometric functions, vectors, polar coordinates, conic sections, and sequences and series. Students may not receive credit for both Math 022 and Math 025.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: MATH 013 or ELECT 122 and MATH 014; all with C or better
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: B4  District GE: B4  IGETC: None

MATH-025 - Precalculus Algebra and Trigonometry   Units: 5
This course is an intensive combined course in precalculus algebra and trigonometry designed primarily as preparation for the calculus. Study will be made of basic algebraic concepts, complex numbers, equations and inequalities of the first and second degree, functions and graphs, linear and quadratic functions, polynomial functions of higher degree, systems of equations and inequalities, rational functions, exponential and logarithmic functions, trigonometric functions, basic identities, equations, graphing, inverse trigonometric functions, vectors, polar coordinates, conic sections, and sequences and series. Students may not receive credit for both Math 021 and Math 025, or for both Math 022 and Math 025.
Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: MATH 013 or ELECT 122 and MATH 014 or 042, all with C or better
CAN: MATH 16
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B4  District GE: B4  IGETC: 2A

MATH-051 - Mathematics for General Education   Units: 3
This course is intended for non-science majors, such as social studies or humanities students. It fulfills the general education requirement in Mathematics in the CSU system. Topics will be selected from: patterns, inductive reasoning, methods of proof, problem solving, set theory and logic, counting principles, probability and statistics, basic computer programs, consumer arithmetic, geometry, numerical systems, mathematical modeling, code theory, exponential and logarithmic functions, fractals, graph theory, mathematics of social science, and cryptography.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: MATH 013 or ELECT 122, both with C or better
CAN: MATH 2
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B4  District GE: B4  IGETC: None

MATH-052 - Mathematics for Elementary Education   Units: 3
Mathematics 052 or its equivalent is required of prospective elementary teachers. It covers the structures of the real number system, elementary number theory, and manipulative techniques useful in presenting mathematical concepts to children. Students learn by lecture, problem solving, and participating in projects. An optional Math 052 laboratory is available.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: MATH 013 and MATH 014, both with C or better
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B4  District GE: B4  IGETC: None

MATH-052L - Mathematics 052 Skills Laboratory   Units: 0.5
This course is designed for students concurrently enrolled in Mathematics 052, Mathematics for Elementary Education. Students will reinforce their arithmetic, algebraic, and problem-solving skills to support their learning of the Math 052 course material. Math 052L is an optional course for students in Math 052.
Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K
Corequisite: MATH 052
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

MATH-051L - Mathematics 051 Laboratory   Units: 1
This course is intended for non-science majors, such as social studies or humanities students. It fulfills the general education requirement in Mathematics in the CSU system. Topics will be selected from: patterns, inductive reasoning, methods of proof, problem solving, set theory and logic, counting principles, probability and statistics, basic computer programs, consumer arithmetic, geometry, numerical systems, mathematical modeling, code theory, exponential and logarithmic functions, fractals, graph theory, mathematics of social science, and cryptography.
Lecture Hours: None  Lab Hours: 1  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: MATH 013 or ELECT 122, both with C or better
CAN: MATH 2
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B4  District GE: B4  IGETC: None

MATH-061 - Finite Mathematics   Units: 3
Finite Mathematics is the application of skills acquired in algebra to problems in economics, behavioral sciences and social science. Content includes systems of linear equations and inequalities, matrices, linear programming set theory, counting techniques, probability theory, mathematics of finance, and Markov processes. Optional topics include game theory and graph theory.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: MATH 013 or ELECT 122, both with C or better
CAN: MATH 12
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B4  District GE: B4  IGETC: 2A
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

MATH-063 - Elementary Statistics Units: 3
This course is an introduction to the study of statistics. It does not require a knowledge of the calculus but does assume a familiarity with the basic concepts of intermediate algebra. Topics to be covered will include methods of describing data, common sample statistics, probability theory, random variables, common statistical distributions, point and interval estimation, hypothesis testing, and regression and correlation. Additional topics may include goodness of fit, tests of independence, non-parametric methods, and analysis of variance. Students will be required to use a computer software package or a hand calculator to complete several laboratory projects.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L Credit by Exam: Yes
Prerequisite: MATH 013 or ELECT 122, both with C or better
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
CSU GE: None District GE: None IGETC: None

MATH-070 - Discrete Mathematics Units: 3
This course is useful in preparing for work in computer science and for further study of combinatorics or probability and statistics. The content includes set theory, logic, counting techniques, and introduction to probability theory, recurrence relations, graphs, trees, network models and Boolean Algebra. Computer assignments will be given to explore some of these topics.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: (MATH 021 AND 022) OR MATH 025, all with C or better
CAN: CSCI 26
Advisory Level: Read: None Write: None Math: 5
CSU GE: B4 District GE: B4 IGETC: None

MATH-071 - Calculus I with Analytic Geometry Units: 5
This is the first course in calculus and analytic geometry for students majoring in mathematics, physical science, computer science, or engineering. It includes functions and graphs, topics in analytic geometry, the analysis of algebraic and trigonometric functions, limits, derivatives, integrals, and applications.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L Credit by Exam: Yes
Prerequisite: (MATH 021 AND MATH 022) or MATH 025, all with C or better
CAN: MATH 18; MATH SEQ B = MATH 71+72; MATH SEQ C = MATH 71+72+73
Advisory Level: Read: 2 Write: 2 Math: None
CSU GE: B4 District GE: B4 IGETC: 2A

MATH-072 - Calculus II with Analytic Geometry Units: 5
This is the second course in calculus and analytic geometry for students majoring in mathematics, physical sciences, computer science, or engineering. It contains a thorough study of logarithmic and exponential functions, hyperbolic functions, inverse trigonometric and hyperbolic functions, techniques of integration, parametric equations and polar coordinates, infinite sequences and series, and further applications of integration. Additional topics may include vectors and vector calculus in the plane.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L Credit by Exam: Yes
Prerequisite: MATH 071 with C or better
CAN: MATH 20; MATH SEQ B = MATH 72+71; MATH SEQ C = MATH 72+71+73
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: Degree Applicable AA/AS
CSU GE: B4 District GE: B4 IGETC: 2A

MATH-072L - Mathematics 72 Workshop Units: 1
This course is adjunct to Mathematics 072. It is designed to provide students with additional in-class academic experiences and expectations, stressing peer interaction. Under the direction of the workshop leader, students will work in small groups to solve challenging problems related to the content of Mathematics 072.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L
Corequisite: MATH 072
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: Degree Applicable AA/AS
CSU GE: None District GE: None IGETC: None

MATH-073 - Multivariable Calculus Units: 4
Mathematics 73 completes the three semester calculus sequence begun with Mathematics 71 and 72. Mathematics 73 is required of mathematical majors, engineering majors and some physical science majors. In this course the concepts of calculus are extended to functions of more than one variable. The content includes three dimensional analytic geometry and vectors, partial derivatives, multiple integrals and vector calculus.

Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: L Credit by Exam: Yes
Prerequisite: MATH 072 with C or better
CAN: MATH 22; MATH SEQ C = MATH 71+72+73
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: Degree Applicable AA/AS
CSU GE: B4 District GE: B4 IGETC: 2A

MATH-077 - Differential Equations Units: 3
This course is a study of ordinary differential equations and their applications to problems in engineering and science. Methods are developed for solving equations of order one, linear equations of arbitrary order and linear systems. Students are introduced to series methods, Laplace transforms and numerical methods. Use of mathematical software (e.g., MATLAB, Maple) will also be introduced. Note: Some UC campuses combine differential equations with linear algebra and give transfer credit for MATH 78 only when it is transferred together with Math 79. Some CSU campuses offer differential equations as an upper division course and give content credit only for Math 78.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: MATH 072 with C or better
Recommended: MATH 073
CAN: MATH 24
Advisory Level: Read: 2 Write: 2 Math: 7
Transfer Status: Degree Applicable AA/AS
CSU GE: B4 District GE: B4 IGETC: 2A
MATH-079 - Linear Algebra
This course is designed for students majoring in math, physics, computer science, or engineering. Content includes linear systems and matrices, linear transformations, determinants, vector spaces and their properties, orthogonality and inner product spaces, eigenvalues and eigenvectors, diagonalization and applications of matrix algebra to computer graphics. Students will also be introduced to calculations using mathematical software (e.g., MATLAB or similar). Note: Some UC campuses combine differential equations with linear algebra and give credit for Math 79 only when it is transferred with Math 78. Some CSU campuses offer linear algebra as an upper division course and so will give content credit only for Math 79.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L Credit by Exam: Yes
Prerequisite: MATH 072 with C or better
Recommended: MATH 73
CAN: MATH 26
Advisory Level: Read: 2 Write: 2 Math: 7
Transfer Status: CSU/UC Degree Applicable: AA/AS CSU GE: B4 District GE: B4 IGETC: 2A

MATH-082 - Computer Programming with Mathematical and Scientific Applications
This course is an introduction to program design and its use in solving problems in mathematics and science. Issues of programming style, approaches to program design, program documentation and debugging are discussed. Topics include language syntax, data input and output, algorithmic development, control structures, methods, recursion, data structures, searching, sorting, classes and data abstractions. Numerous programming assignments requiring a knowledge of the calculus are given. Course is designed for students planning to transfer into upper division majors which have a calculus based programming requirement using a high-level language. (Currently, SJCC is using Java as the language for this course.)

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L Credit by Exam: Yes
Prerequisite: MATH 071 with C or better
Corequisite: CIS 200
CAN: CSCI 12
Advisory Level: Read: None Write: None Math: 5
Transfer Status: CSU/UC Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None

MATH-083 - Data Structures and Advanced Programming
This course covers data structures, algorithms, data abstraction, and encapsulation. Topics to be studied include modular programming, exception throwing, reference variables, storage allocation, lists, stacks, queues, trees, graphs, hashing, searching and sorting algorithms, and Big-O analysis of algorithms. This course, and Math 082 are designed for students planning to transfer into upper division majors which require a calculus-based, two-semester sequence, based on a high level programming language. (Currently, SJCC is using Java as the language for this course.)

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L Credit by Exam: Yes
Prerequisite: MATH 082 with C or better
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None

MATH-098 - Directed Study in Mathematics
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division Office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.5-27 Repeatable: 17 Grading: 0
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None

MATH-310 - Basic Mathematics
This course provides college students a review and practice in fundamental computational skills in mathematics needed for various courses and life situations. The course includes arithmetic operations with whole numbers, fractions, decimals, percents, measurements and aspects of geometry. This course may be offered on a lecture or self-paced basis. Repeatable to a maximum of 3 units.

Lecture Hours: 1-3 Lab Hours: 3-9 Repeatable: 2 Grading: K
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA CSU GE: None District GE: None IGETC: None

MATH-320 - Basic Arithmetic Skills
This is a self-paced lab course in basic Arithmetic. This course prepares students for Math 310. This course will focus on basic skills including addition, subtraction, multiplication and division of whole numbers, fractions, and decimals.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: K
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA CSU GE: None District GE: None IGETC: None

METEOROLOGY

METEO-010 - Weather and Climate
This course introduces the student to the science of the atmosphere. It employs physical and chemical principles in exploring the evolution of the atmosphere’s structure and composition, the causes of weather, radiation and energy in the atmosphere, adiabatic processes, condensation and precipitation, formation of clouds, the origins and development of storms, urban weather, acid rain and photochemical smog, ozone, depletion, the greenhouse effect, elements of forecasting, global and local climates, and climatic change. The course is designed for non-science majors and to apply to the baccalaureate education requirements in physical science at the CSU or UC systems.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Recommended: 3 units of MATH 310 with CR or placement based on assessment.
CAN: None
Advisory Level: Read: 2 Write: 2 Math: 1
Transfer Status: CSU/UC Degree Applicable: AA/AS CSU GE: B1 District GE: B IGETC: SA
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MICROBIOLOGY

MICRO-070 - General Microbiology Units: 5
Microbiology covers the structure and activities of microorganisms, including protozoa, algae, fungi, bacteria, and viruses. Principles of microbial control, metabolism, genetics, environmental microorganisms, food and industrial microbiology, disease, modes of infection, and immunity will be studied. Aseptic laboratory technique and the application of microbiology to human welfare are emphasized.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading:L
Prerequisite: CHEM 001A or CHEM 11A or CHEM 015 or CHEM 030A or CHEM 065 or CHEM 089 and A&P 003 or ANAT 001 or BIOL 001 or BIOL 002 or PHYSO 060; all with C or better
CAN: BIOL 14
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MULTI-138 - Multimedia/Digital Arts Units: 1-8
Occupational Work Experience - Alternate Plan

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students to attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3-24 Repeatable: 15 Grading:O
Corequisite: 1) Need not be enrolled in any other class during the semester besides Work Experience. 2) May be enrolled in at most one other class in addition to Work Experience. 3) Must be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.
CAN: None
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MULTI-136 - Multimedia/Digital Arts Units: 1-4
Occupational Work Experience - Parallel Plan

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A minimum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3-12 Repeatable: 15 Grading:O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or; 2) During a summer session, be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.
CAN: None
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MUSIC

MUSIC-010A - Theory and Aural Skills Units: 4
This course is the first of a four-semester sequence designed to equip the student with the skills necessary to fully comprehend the sound and meaning of music through visual and aural analysis. The student will learn the construction principles and aesthetic qualities of major, minor, modal scales as well as those of music through, augmented, and diminished triads. The functional capacities of scale tones, the traditional use of primary triads, the principles of chord voicing and voice leading, and aspects of rhythms and timing will be examined in a variety of contexts. The works of Bach, Mozart, and others will form the basis of investigation and discussion. The student will develop a total approach to musical interpretation and appreciation through the projects that involve listening, analyzing, composing, singing, and in-class presentations.

Lecture Hours: 4 Lab Hours: 1 Repeatable: No Grading:O
Prerequisite: MUSIC 099
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MUSIC-010B - Theory and Aural Skills Units: 4
This course is the second of a four-semester sequence designed to equip the student with the skills necessary to fully comprehend the sound and meaning of music through visual and aural analysis. The student will be introduced to the traditional uses of the secondary triads, secondary dominant chords, seventh chords, non-harmonic tones, and simple modulation. Simple formal procedures such as theme and variation and the binary form will be examined and discussed for their aesthetic as well as historical importance. The works of Bach, Haydn and others will form the basis of investigation and performance. The student will develop a total approach to musical interpretation and appreciation through the projects that involve listening, analyzing, composing, singing, and in-class presentations.

Lecture Hours: 4 Lab Hours: 1 Repeatable: No Grading:O
Prerequisite: MUSIC 010A
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CSU = Meets baccalaureate criteria
UC = Course is accepted by UC system

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MUSIC-012A - Sound Design I  Units: 1
This course is designed to equip the student with the necessary skills to understand new technologies and use them in musical learning and performance. The student will learn the basic elements of sound through exploration of sound-making and shaping hardware and software. MIDI is introduced as a powerful interface between soundmaking devices and computers.

Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

MUSIC-012B - Sound Design II  Units: 1
This course extends the knowledge base of music technology (Music 12A) and focuses on applying concepts to contemporary composition. The student will explore the different techniques employed throughout the 20th century by composers using new technologies. Emphasis will be given to composition projects using software sequencers and musical hardware.

Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: O
Prerequisite: MUSIC 099 or equivalent
Recommended: MUSIC 012A
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

MUSIC-014 - Musicians' Workshop  Units: 0.5-2
This is a course in music rehearsal process which culminates in public performance. Students participate as musicians, rehearsing and performing repertory, arrangements and original student and faculty compositions.

Lecture Hours: None  Lab Hours: 1.5  Repeatable:15  Grading: L
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

MUSIC-020 - Class Piano  Units: 1
This course is designed for intermediate pianists to improve their technique and interpretive abilities. Study and testing materials are drawn from a graduated series of exercises, études, and representative piano works. The student will learn how to assess and provide the stylistic nuances and phrasing concepts required for the performance of repertoire work from the Renaissance through the 20th century. Repeatable to a maximum of 4 units.

Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: O
Prerequisite: MUSIC 050B
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

MUSIC-023 - Class Voice  Units: 1
This course is designed for experienced voice players to improve their technique and interpretive abilities. Study and testing materials are drawn from a graduated series of exercises, études, and representative voice works. The student will learn how to assess and provide the stylistic nuances and phrasing concepts required for the performance of repertoire work from the Renaissance through the 20th century. Repeatable to a maximum of 4 units.

Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: O
Prerequisite: MUSIC 053B
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

MUSIC-024 - Class Brass  Units: 1
This course is designed for the student who has mastered and integrated the fundamentals of brass playing as outlined in Music 054A and has attained a musical level equivalent or beyond the standards required for completion of Music 054B. The student will work to incorporate fundamental musical and brass playing concepts into the development of a progressively more advanced level of performance. Materials for this class will be drawn from progressively more advanced études, exercises and solo repertoire. The student will learn to effectively interpret stylistic nuances and phrasing concepts drawn from a wide variety of music literature.

Lecture Hours: None  Lab Hours: None  Repeatable: 3  Grading: O
Prerequisite: MUSIC 054B
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

MUSIC-025 - Class Strings  Units: 1
This course is designed to increase further the technical and musical ability of the string player. Various bowing techniques, rhythmical studies, left hand problems, shifting and vibrato will be introduced. Sight reading will be stressed and audition techniques will be introduced. Repeatable to a maximum of 4 units.

Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: O
Prerequisite: MUSIC 055A and 055B
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

MUSIC-026 - Class Woodwinds  Units: 1
This course is designed for the student who has mastered and integrated the fundamentals of woodwind playing as outlined in Music 056A and attained a musical level equivalent or beyond the standards required for completion of Music 056B. The student will work to incorporate fundamental musical and woodwind playing concepts into the development of a progressively more advanced level of performance. Materials for this class will be drawn from progressively more advanced études, exercises and solo repertoire. The student will learn to effectively interpret stylistic nuances and phrasing concepts drawn from a wide variety of music literature.

Lecture Hours: None  Lab Hours: None  Repeatable: 3  Grading: O
Prerequisite: MUSIC 056B
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>Class Percussion</td>
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<tr>
<td>MUSIC-028</td>
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<td>MUSIC-033</td>
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<td>MUSIC-039</td>
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**MUSIC-027 - Class Percussion**

This course is designed for the student who has mastered and integrated the fundamentals of percussion playing as outlined in Music 057A and attained a musical level equivalent or beyond the standards required for completion of Music 057B. The student will work to incorporate fundamental musical and percussion playing concepts into the development of a progressively more advanced level of performance. Materials for this course will be drawn from progressively more advanced etudes, exercises, and solo repertoire. The student will learn to effectively interpret stylistic nuances and phrasing concepts drawn from a wide variety of music literature.

Lecture Hours: None  Lab Hours: None  Repeatable: 3  Grading: O

Prerequisite: MUSIC 057B

CAN: None

Advisory Level: Read: None  Write: None  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

**MUSIC-028 - Class Guitar**

This course is designed for intermediate classical guitar students. The emphasis is on left and right hand positions, sitting posture, and tone production. It introduces progressive scales, arpeggios and tremolo exercises. The student will develop performance competency of the guitar repertoire — Renaissance, Baroque, Classical, Romantic, and Contemporary Periods. Repeatable to a maximum of 4 units.

Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: O

Prerequisite: MUSIC 058A and 058B

CAN: None

Advisory Level: Read: None  Write: None  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

**MUSIC-033 - Chamber Choir**

In this course, students study and perform sacred and secular choral repertoire from the 15th to the 20th centuries. Unaccompanied works and music with instrumental accompaniment will be included. Emphasis is on the cultivation of skills needed to sing music from a variety of choral styles and historical periods. This course is designed as a performance course for singers interested in gaining knowledge about the history and performance characteristics of choral music. Prior singing experience is not necessary; however, considerable public performance is expected and required. This course will satisfy the ensemble requirement for music majors. Repeatable to a maximum of 4 units.

Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None  Write: None  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

**MUSIC-039 - Chamber Music**

Chamber Music is a four semester team-taught course designed to enable a student to study, rehearse, and perform chamber music of the Renaissance, Baroque, Classic, Romantic, and Contemporary periods. Small ensembles of strings, woodwinds, brass, voice, and guitar will be formed. Students will be placed in groups commensurate with their ability and interest and will perform in a recital format on several occasions each semester. Music to be studied will range from intermediate to advanced in difficulty and will be selected from masterworks of renowned composers. Repeatable to a maximum of 6 units.

Lecture Hours: None  Lab Hours: 4.5  Repeatable: 3  Grading: O

Prerequisite: MUSIC 059A and 059B or tech ability to perform 2 sonatas of the early baroque era

CAN: None

Advisory Level: Read: None  Write: None  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

**MUSIC-040 - College Orchestra**

This course is an applied study of the classical orchestral literature with an emphasis on stylistic interpretation. The student will have the opportunity to sight-read and prepare for performances a variety of compositions (Haydn, Mozart, Beethoven) for orchestra. The abilities to accurately interpret musical notation and to play effectively within a section will be emphasized. Repeatable to a maximum of 6 units.

Lecture Hours: None  Lab Hours: 4.5  Repeatable: 3  Grading: O

Prerequisite: Audition using materials such as a solo work, etude, and/or sight-reading

CAN: None

Advisory Level: Read: None  Write: None  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

**MUSIC-044 - Concert Band**

An ensemble open to all wind and percussion instrumentalists interested in enhancing their musical skills and knowledge through the study and performance of band literature. This course, in addition to encouraging technical growth on one’s instrument, will seek to explore and explain issues of musical form, theory and historical-social context as it applies to the music literature. Concepts of musicianship such as style, phrasing and effect will be addressed through this musically integrated and inclusive approach. Repeatable to a maximum of 6 units.

Lecture Hours: None  Lab Hours: 4.5  Repeatable: 3  Grading: O

Prerequisite: MUSIC 050B or MUSIC 053B or MUSIC 054B or MUSIC 055B or MUSIC 056B or MUSIC 057B or MUSIC 058B

CAN: None

Advisory Level: Read: None  Write: None  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

**MUSIC-050A - Beginning Piano**

This is an introductory course in piano. The course is designed for students wanting to learn music using the piano as a vehicle for learning. The course covers basic theory concepts such as the 5-finger pattern, intervals, chords, simple chord progressions, and scales. This course reinforces concepts taught in the theory courses. Students will harmonize simple melodies, transpose and improvise simple pieces and patterns. Repeatable to a maximum of 4 units.

Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None  Write: None  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None
MUSIC-050B - Beginning Piano  Units: 1
This is the second semester introductory course in piano. The course is designed for students wanting to learn music using the piano as a vehicle for learning. The course expands on basic theory concepts like the 5-finger pattern, intervals, chords, simple chord progressions, and scales. This course reinforces concepts taught in the theory courses. Students will harmonize simple melodies, transpose and improvise simple pieces and patterns. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading:O
Prerequisite: MUSIC 050A
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

MUSIC-053A - Beginning Voice  Units: 1
Class instruction in singing for beginners with introduction to voice discipline and historical background of singing. Emphasis is on fundamental aspects of singing. Emphasis is on breath support and tone placement.
Lecture Hours: None  Lab Hours: 3  Repeatable:3  Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

MUSIC-053B - Beginning Voice  Units: 1
Continuing voice study with introduction of material involving different styles and vocal challenges.
Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading:O
Prerequisite: MUSIC 053A
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

MUSIC-054A - Beginning Brass  Units: 1
This course introduces the student to the fundamentals of playing brass instruments. Students will learn the discipline and physical coordination of the components of sound production as they apply to the breath and body, specifically embouchure, tongue, hands, arms and use of weight quality. The importance of the ear in the recognition of pitch sequences, rhythmic patterns and tone quality is a controlling element in the process. Creative responses to musical situations require the student to apply reasoning and critical thinking skills and to use aesthetic judgment based on a set of parameters. Learning to read music notation is a requirement of the course. Study and testing materials are drawn from basic technical and rhythmical studies, scales, and simple songs.
Lecture Hours: None  Lab Hours: 3  Repeatable:3  Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

MUSIC-054B - Beginning Brass  Units: 1
This course continues the reinforcement and application of the fundamentals of playing a brass instrument as established in Music 054A, Beginning Brass. The students will learn to apply these fundamentals to music situations of increasing complexity and difficulty. Study and testing material are drawn from progressively more advanced technical and rhythmic studies, solo repertoire and scales and arpeggios. It is recommended that students who are having difficulty reading music notation take Music 050A or Music 099 as a corequisite to Music 054B.
Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading:O
Prerequisite: MUSIC 054A
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

MUSIC-055A - Beginning Strings  Units: 1
Designed for students who have not had instruction in orchestral string instruments. Fundamentals of tone production; bowing techniques; melodic patterns.
Lecture Hours: None  Lab Hours: 3  Repeatable:3  Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

MUSIC-055B - Beginning Strings  Units: 1
Continuation of 055A. Basic scale patterns and easy pieces to play.
Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading:O
Prerequisite: MUSIC 055A
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

MUSIC-056A - Beginning Woodwinds  Units: 1
This course introduces the student to the fundamentals of playing a woodwind instrument. Students will learn the discipline and physical coordination of the components of sound production as they apply to the breath and body, specifically embouchure, tongue, hands, arms and use of weight quality. The importance of the ear in the recognition of pitch sequences, rhythmic patterns and tone quality is a controlling element in the process. Creative responses to musical situations require the student to apply reasoning and critical thinking skills and to use aesthetic judgment based on a set of parameters. Learning to read music notation is a requirement of the course. Study and testing materials are drawn from basic technical and rhythmical studies, scales, and simple songs.
Lecture Hours: None  Lab Hours: 3  Repeatable:3  Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

MUSIC-056B - Beginning Woodwinds  Units: 1
Continuation of 056A. Advanced scale patterns and more difficult pieces to play.
Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading:O
Prerequisite: MUSIC 056A
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
MUSIC-056B - Beginning Woodwinds  Units: 1
This course continues the reinforcement and application of the fundamentals of playing a woodwind instrument as established in Music 056A, Beginning Woodwinds. The students will learn to apply these fundamentals to musical situations of increasing complexity and difficulty. Study and testing material are drawn from progressively more advanced technical and rhythmic studies, solo repertoire, and scales and arpeggios. It is recommended that students who have difficulty reading music notation take Music 050A or Music 099 as a corequisite to Music 056B.
Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: O
Prerequisite: MUSIC 056A
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS  District GE: None  IGETC: None

MUSIC-057A - Beginning Percussion  Units: 1
This course introduces the student to the fundamentals of playing a percussion instrument. Students will learn the discipline and physical coordination of the components of sound production as they apply to the breath and body, specifically hands, arms and use of weight quality. The importance of the ear in the recognition of pitch sequences, rhythmic patterns and tone quality is a controlling element in the process. Creative responses to musical situations require the student to apply reasoning and critical thinking skills and to use aesthetic judgment based on a set of parameters. Learning to read music notation is a requirement of the course. Study and testing material are drawn from basic technical and rhythmic studies, scales and simple songs.
Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS  CSU GE: None  District GE: None  IGETC: None

MUSIC-057B - Beginning Percussion  Units: 1
This course continues the reinforcement and application of the fundamentals of playing percussion instruments as established in Music 057A, Beginning Percussion. The students will learn to apply these fundamentals to musical situations of increasing complexity and difficulty. Study and testing material are drawn from progressively more advanced technical and rhythmic studies, solo repertoire, and scales and arpeggios. It is recommended that students who have difficulty reading music notation take Music 050A or Music 099 as a corequisite to Music 057B.
Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: O
Prerequisite: MUSIC 057A
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS  CSU GE: None  District GE: None  IGETC: None

MUSIC-058A - Beginning Guitar  Units: 1
A study of folk and pop guitar technique and musicianship involving ear exercises and songs. Fundamentals of tone production: sitting position, hand and arm positions, basic technical and rhythmical studies. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS  CSU GE: None  District GE: None  IGETC: None

MUSIC-058B - Beginning Guitar  Units: 1
This is a beginning course of class instruction in guitar which introduces the student to correct hand and arm position and posture, fundamentals of tone production, and basic technical and rhythmical studies. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: O
Prerequisite: MUSIC 058A
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS  CSU GE: None  District GE: None  IGETC: None

MUSIC-059A - Introduction to Chamber  Units: 1.5
Music
This course is an introduction to chamber music for students with little or no previous experience. This part will cover fundamentals of ensemble playing such as the role of each instrument in various types of ensembles, correct placement and seating in each group, how to begin a work without a conductor and how to listen and interact during actual rehearsal or performance of music.
Lecture Hours: None  Lab Hours: 4.5  Repeatable: 3  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS  CSU GE: None  District GE: None  IGETC: None

MUSIC-059B - Introduction to Chamber  Units: 1.5
Music
The development of technical skills, reading ability, and awareness of time sequence in order to function in ensemble will be covered. Knowledge of other instruments and how they produce sound, and basic concepts of intonation adjustment will also be analyzed.
Lecture Hours: None  Lab Hours: 4.5  Repeatable: 3  Grading: O
Prerequisite: MUSIC 059A
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS  CSU GE: None  District GE: None  IGETC: None

MUSIC-061A - Advanced Theory and Aural Skills  Units: 4
This course is the third of a four semester sequence designed to equip the student with the skills necessary to fully comprehend the sound and meaning of music through visual and aural analysis. The student will be introduced to the traditional uses of the secondary triads, secondary dominant chords, seventh chords, non-harmonic tones, and simple modulation. Simple formal procedures such as theme and variation and the binary form will be examined and discussed for their aesthetic as well as historical importance. The works of Bach, Haydn, and others will form the basis of investigation and performance. The student will develop a total approach to musical interpretation and appreciation through projects that involve listening, analyzing, composing, singing, and in-class presentations.
Lecture Hours: None  Lab Hours: None  Repeatable: 3  Grading: O
Prerequisite: MUSIC 010B
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS  CSU GE: None  District GE: None  IGETC: None
MUSIC-061B - Advanced Theory and Aural Skills  
Units: 4

This course is the fourth of a four semester sequence designed to equip the student with the skills necessary to fully comprehend the sound and meaning of music through visual and aural analysis. Techniques and harmonic practices of the late-nineteenth and twentieth centuries will be explored. The student will examine the extreme chromatic practices that occurred in the twilight of the Period of Common Practice that led to the innovations of the modern era. Modality, parallelism, polytonality, pentatony, and serial techniques will be among the topics that will enrich the student's awareness of the balances of freedom, technique, and discipline in the musical arts. The student will be introduced to contrapuntal techniques and alternative systems of musical analysis. The works of Bach, Scholaer, and others will form the basis of investigation and performance. The student will develop a total approach to musical interpretation and appreciation through assignments that involve listening, analyzing, composing, singing, and in-class presentation.

Lecture Hours: None  Lab Hours: None  Repeatable: 3  Grading: L
Prerequisite: MUSIC 061A
Advisory Level: CAN: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
        District GE: None  IGETC: None

MUSIC-079 - Creative Music Ensemble  
Units: 1

The ensemble is open to musicians interested in enhancing their musical skills and knowledge through the study and performance of compositions incorporating improvisation, technology, world music, jazz, original creations, and traditional ensemble arrangements. The course encourages technical growth on one's instrument and explores the individual and ensemble techniques necessary for a broad range of musical styles and approaches to performance. Issues of musical form, theory and historical-social context as they apply to the music literature, will be utilized in preparing pieces for performance. Style, phrasing and affect will be addressed.

Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: C
Prerequisite: MUSIC 050B or MUSIC 053B or MUSIC 054B or MUSIC 055B or MUSIC 056B or MUSIC 057B or MUSIC 058B
Advisory Level: CAN: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
        District GE: None  IGETC: None

MUSIC-081 - Beginning Improvisation  
Units: 1

This course will introduce the student to the fundamentals of improvisational practice in a musical setting. To actively develop creative spontaneity, each student will build a basic vocabulary of musical ideas and learn to construct coherent musical structures in the moment. The student will interact in class with other students to learn the process of combination with musical ideas. Materials will develop progressively using basic rhythmic concepts, melodic constructions, harmonic structures and progressions, formal structures, textures and timbral experimentation. Materials will be drawn from group exercises and a variety of musical styles including jazz. Repeatable to a maximum of 4 units.

Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: L
Prerequisite: (MUSIC 099 or MUSIC 050A) and (MUSIC 050A or MUSIC 053A or MUSIC 054A or MUSIC 055A or MUSIC 056A or MUSIC 057A or MUSIC 058A)
Advisory Level: CAN: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
        District GE: None  IGETC: None

MUSIC-082 - Applied Jazz Techniques  
Units: 1

This course is an intermediate level applied jazz techniques class for the student who has attained a basic facility in the language of jazz performance and improvisation. The course continues to build on the fundamental skills of improvisation, jazz style, solo development and idiomatic rhythmic concepts. The student will concentrate on developing facility with the common devices found in improvised solos throughout jazz history. Solo transcriptions of influential jazz artists will be studied and analyzed as models of creative solutions for a variety of improvisational settings. Keyboard skills, aural skill and historical study complete this integrated and inclusive approach. Repeatable to a maximum of 4 units.

Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: L
Prerequisite: MUSIC 042A and (MUSIC 099 or MUSIC 010A) and (MUSIC 050B or MUSIC 053B or MUSIC 054B or MUSIC 055B or MUSIC 056B or MUSIC 057B or MUSIC 058B)
Advisory Level: CAN: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
        District GE: None  IGETC: None

MUSIC-083 - Exploring the World of Music  
Units: 3

This course introduces the elements of music from a cross-cultural perspective. Religious, cultural, societal, and political influences from various geographical locations will be explored.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O
Advisory Level: CAN: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
        CSU GE: C1  District GE: C1  IGETC: None

MUSIC-089 - The Art of Rock  
Units: 3

This course presents Rock music as a living art form and an integral part of our culture. It will trace the development of Rock 'n' Roll from its roots to the present day and discuss its role in the development of post-W.W.II America. Important musicians and specific musical examples will be analyzed to show their relationship to the development of Rock music. We will discuss the status of Rock in contemporary culture and examine the influences that will shape the future of the genre.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O
Prerequisite: MATH 013 or ELECT 122, with C or better
Advisory Level: CAN: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
        CSU GE: C1  District GE: C1  IGETC: None

MUSIC-091 - Music Appreciation: Western Civilization  
Units: 3

This course introduces the student with little or no previous experience in musical performance or listening to the traditions of European-American music. The student will learn about the elements of sound and how the use and combinations of those elements have been influenced by the changing social, political, technological, and economic patterns of the Western industrialized nations. The student will gain insights to achieving the best listening experience through the study of the forms and styles of music ranging from Gregorian chant to the Beatles.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O
Advisory Level: CAN: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
        CSU GE: C1  District GE: C1  IGETC: 3A
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

**MUSIC-095 - Music Appreciation: Jazz**  Units: 3
This course introduces the student with little or no previous experience in musical performance or listening to the traditions of jazz music. The student will learn about the musical elements of jazz and view the development of the jazz art form as a product of culture. The student will learn to understand history and to recognize the elements of jazz and trace the development and evolution of the styles and structures of jazz from its inception to the present.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C1 IGETC: 3A

**MUSIC-098 - Directed Study in Music**  Units: 0.5-9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours:None Lab Hours: 1.5-27 Repeatable: 17 Grading: O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

**MUSIC-099 - Introductory Music**  Units: 3
This course is designed for the student who wishes to learn the "language" of music, how to read, notate, interpret, perform and create with those symbols which represent the four properties of sound: pitch, duration, amplitude, and timbre. The course includes the study of the fundamentals of Western notated music and how these elements combine to create musical compositions: pitch identification, rhythm and meter, scales, key signatures, intervals, chord construction, harmonic progression and texture. Discussion of style analysis, i.e., how the elements of music are organized in various cultures and time periods.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C1 IGETC: None

**MUSIC-201 - Supervised Practice**  Units: None
Supervised practice time for applied music students. Each student is assigned specific times and rooms for individual rehearsal with an instructor available to increase efficiency of practice time as well as effectiveness.

Lecture Hours: None Lab Hours: 5 Repeatable: 19 Grading: N
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NC
CSU GE: None District GE: None IGETC: None

**PHIL-010 - Introduction to Philosophy: Metaphysics, Epistemology, and Ethics**  Units: 3
This course introduces the basic philosophical disciplines: logic, epistemology, cosmology, metaphysics, ethics, natural theology, and aesthetics. It focuses on selected classical and modern philosophers, their theories on human nature, the nature of knowledge, free will and determinism, and basic ethics within a broad range of readings from Plato to Chardin.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
CAN: PHIL 2
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 3B

**PHIL-011 - Introduction to Philosophy: Political Philosophy, Aesthetic Philosophy and Religion**  Units: 3
This course surveys political theory from its origins to the modern era, the nature and value of the arts, and the philosophical nature and sources of religious experience, all within the context of ancient and modern thought. Selective readings range from Plato and Aristotle to Machiavelli, Locke, Tillich, and Croce.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: None

**PHIL-012 - Introduction to Philosophy: Existentialism: Past, Present, and Future**  Units: 3
The focus of this course is on the various forms of existentialism as expressed in philosophy and literature, the spectrum of its meanings, and its relevance to the development of individual and collective human values. Selective readings range from Euripides and Kierkegaard to Camus and Heidegger.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 3B

**OCEAN-010 - Descriptive Oceanography**  Units: 3
This course provides a description of the ocean environment covering the geological, physical, chemical and biological aspects of the sea. It includes the origin and extent of the oceans, nature of the ocean basins, causes and effects of currents, waves, and tides, and plant and animal life in the sea. It partially fulfills the general education requirement, without laboratory, in physical science.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Recommended: 3 units of MATH 310 with CR or placement based on Assessment
CAN: None
Advisory Level: Read: 2 Write: 2 Math: 1
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C1 IGETC: 5A,5B

**PHILOSOPHY**

**OCEANOGRAPHY**

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**CSU** = Meets baccalaureate criteria
**UC** = Course is accepted by UC system
PHIL-051 - Asian Philosophy Units: 3
This is an introductory course in the philosophies of India, China, Japan, and Vietnam. Students will learn the fundamentals ranging from the Veda, Buddhism, the I-Ching, Confucianism, Kim Van Kieu, and Islamic thoughts.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Recommended: Philosophy 010
CAN: None
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 3B

PHIL-060 - Logic: Critical Reasoning Units: 3
This is an introductory course in informal logic and critical reasoning. Students are instructed in the practical application of inferential, inductive and deductive reasoning, problem analysis/resolution, the logic systems entailed by language, word-functions, definition, and common fallacies of relevance and ambiguity. There is a strong emphasis on written expression and the application of critical thinking skills in a series of composition assignments.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
CAN: PHIL 6
Advisory Level: Read: 3 Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: A3 District GE: A3 IGETC: None

PHIL-065 - Introduction to Ethics Units: 3
This course explores some of the major ethical theories and problems of the past and present. Students learn the application of concepts of good and evil, right and wrong, to current ethical and social issues, and to the processes of formulating and making actual ethics-based decisions. Utilitarian and rule-based systems are studied and through critical reasoning are applied in analyses, discussions, and in written assignments. Emphasis is on the real, the practical, and the application in everyday ethical situations.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
CAN: PHIL 4
Advisory Level: Read: 3 Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 3B

PHIL-070 - Religion: The Live Hypothesis Units: 3
This is an introductory philosophical survey of living religions (Hinduism, Buddhism, Confucianism, Taoism, Islam, Judaism, and Christianity, Native American and African) using comparative study that focuses on the meaning of religious experience, the forms its expression may take and what it may offer humanity.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
CAN: None
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 3B

PHOTO-022 - Beginning Photography Units: 3
This course introduces students to black and white still photography. Fundamentals of camera use and darkroom composition are explored through various assignments. Field trips to museums and galleries may be included as part of the introduction to the multicultural contributions to the history of photography. The inter-relationship between photography and other art forms shall be examined; photography as a social documentary tool shall be discussed. While emphasis is placed on photography as an art form, practical skills for the employment market are considered. Digital photography will be introduced. Students must provide their own 35mm camera with adjustable f-stop and shutter controls.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: O
CAN: ART 18
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: C1 IGETC: None

PHOTO-062 - Intermediate Photography Units: 3
This course continues the application of principles and practice of photography as studied in Beginning Photography, Photo 22. A major focus will be on advanced black and white film printing and processing. An exploration of a variety of techniques and materials including toning, handcoloring and high contrast printing may be included. The emphasis of the course will be on individual modes of creative expression and development of a personal style.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: O
Prerequisite: PHOTO 022
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

PHOTO-070 - Beginning color Photography Units: 3
Beginning Color Photography is an introduction to color seeing with emphasis placed on the psychology of color, color theory and design. The course is based on printing from color negatives using current state of the art/industry enlargers and processing equipment. Specific assignments will be given which direct the students toward problem-solving in color. Assignments may include color design, portraits, advertising, landscapes, abstractions. Individual projects and portfolios will be started as time permits. Visits to art galleries and field trips will be required for this course.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: O
Prerequisite: PHOTO 062
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

PHOTO-071 - Intermediate Color Photography
Intermediate Color Photography is designed to expand and enrich one's color awareness and technical skill. Topics will be selected to give students a wide range of expressive and practical photographic problems with both natural and artificial light. Color negatives are the main source of printing, although some alternative processes may be included. Students should be thoroughly familiar with printing color negatives and dichroic enlargers. Coursework requires a 35mm camera.
Lecture Hours: 2       Lab Hours: 4     Repeatable: No      Grading:O
Prerequisite: PHOTO 070

Advisory Level:
CAN: None

PHOTO-075 - Beginning Digital Imaging
The course introduces new technologies and digital imagery, featuring the Internet via the World Wide Web & introduces the use of digital cameras, computers, scanning, storage media, printers, photographic editing programs, portfolio editing and Kodak Photo CD. General issues in digital photography will be covered.
Lecture Hours: 2       Lab Hours: 4     Repeatable: No      Grading:O
Recommended: PHOTO 022 and 070 and knowledge of Windows or MAC operating systems

Advisory Level:
CAN: None

PHOTO-076 - Photoshop 1
The course introduces the technology of digital/electronic photography with instruction in beginning digital image processing for fine arts and commercial application using Photo Shop software. Students may be required to pay a lab fee.
Lecture Hours: 2       Lab Hours: 4     Repeatable: No      Grading:O
Recommended: PHOTO 022 and 070 and knowledge of Windows or MAC operating systems

Advisory Level:
CAN: None

PHOTO-076L - Photoshop Laboratory
This laboratory course is subsequent and supplementary to Photo 76, Photoshop 1, and provides hands-on computer experience using Photoshop Digital Imaging software to augment and demonstrate concepts presented in the Photo 76 course. Repeatable to a maximum of 4 units.
Lecture Hours: None Lab Hours: 3     Repeatable: 3 Grading:O
Recommended: PHOTO 76

Advisory Level:
CAN: None

PHOTO-077 - Photoshop 2
This course continues in digital image processing for the fine art and commercial applications using Photoshop software.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading:O
Prerequisite: PHOTO 076

Advisory Level:
CAN: None

PHOTO-077L - Photoshop 2 Laboratory
Photo 77L, the lab course is subsequent and supplementary to Photo 77 and provides hands on computer experience using Photoshop Digital Imaging software to augment and demonstrate concepts presented in the Photo 77 course. Repeatable to a maximum of 4 units.
Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading:O
Prerequisite: PHOTO 077

Advisory Level:
CAN: None

PHOTO-079 - Digital Photography 1
This course introduces to the world of digital photography and multimedia applications using digital and traditional cameras. Activities of the class will include photographing and altering images both with digital cameras on Power PC and Macintosh computers for artistic and commercial applications. Adobe PhotoDeluxe, Photoshop and other software will be used as part of an electronic darkroom to output to laser, inkjet, and dye sublimation printers.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading:O
Prerequisite: Photo 075 or Photo 076 with C or better
Corequisite: or concurrent enrollment in PHOTO 075

Advisory Level:
CAN: None

PHOTO-079L - Digital Photography 1 Laboratory
Photo 79L is subsequent and supplementary to Photo 79 and provides hands on computer experience using digital photography and multimedia applications to augment and demonstrate concepts presented in the Photo 79, Digital Photography I course.
Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading:O
Prerequisite: PHOTO 079

Advisory Level:
CAN: None

PHOTO-089A - Special Problems
Designed to enable the student to expand knowledge and understanding of photographic processes. Individual projects are planned with instructor. Advanced individual projects in black and white photography are pursued.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading:O
Prerequisite: PHOTO 062

Advisory Level:
CAN: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

PHOTO-098 - Directed Study in Photography

Units: 0.5-9

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None  Lab Hours: 1.5-27  Repeatable: 17  Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

PHOTO-136 - Photography Occupational Work Experience

-Parallel Plan

Units: 1-4

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Enrollment in an accredited secondary program Internship/Job placement is not guaranteed.

Lecture Hours: None  Lab Hours: 3-12  Repeatable: 15  Grading: O

Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or; 2) During a summer session, be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

-Alternate Plan

Units: 1-8

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to Work Experience unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

PHYSICAL EDUCATION

PED-001 - Dr Excuse

Units: None

Doctor's excuse must be presented to division dean for waiver consideration.

Lecture Hours: None  Lab Hours: None  Repeatable: 19  Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CU  Degree Applicable: AA/AS
CSU GE: E  District GE: E2  IGETC: None

PED-003 - Theory and Technique of Offensive Football

Units: 3

This course is designed to teach students various approaches to intercollegiate offensive football. Several aspects of offensive football such as kickoff, punt return, and field goal kicking will be included. Repeatable to a maximum of 9 units.

Lecture Hours: 3  Lab Hours: None  Repeatable: 1  Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

PED-004 - Theory and Technique of Defensive Football

Units: 3

This course is designed to teach students various approaches to intercollegiate defensive football. Several aspects of offensive football such as punt, point after touchdowns, and field goal kicking will be included. Repeatable to a maximum of 9 units.

Lecture Hours: 3  Lab Hours: None  Repeatable: 1  Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

PED-008 - Archery

Units: 0.5-1

This course is designed to instruct students in the fundamental skills of archery as a target shooting sport. Safe use and proper care of tackle, along with range safety are included.

Lecture Hours: None  Lab Hours: 2-3  Repeatable: 7  Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: E2  IGETC: None

PED-009 - Badminton

Units: 0.5-1

This is a physical activity class for men and women, designed to teach the skills and knowledge relative to badminton. This class may be offered at the beginning, intermediate and advanced skill level. Repeatable to a maximum of 4 units.

Lecture Hours: None  Lab Hours: 2-3  Repeatable: 7  Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CU/UC  Degree Applicable: AA/AS
CSU GE: E2  District GE: E2  IGETC: None

L = Letter Grade Only  K = Mandatory Credit/No Credit  O = Optional Credit/No Credit
PED-010 - Baseball Hitting  Units: 0.5-1
Through this course, students are provided the opportunity to develop the physical and mental skills involved in hitting a baseball. Addressed are all the fundamentals involved in stroke, hitting strategy and role of hitting in our offensive scheme. The player must have participated in high school varsity baseball or equivalent to take this course. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 2-3  Repeatable: 7  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E2  District GE: E2  IGETC: None

PED-011 - Baseball Fundamentals  Units: 0.5-1
Baseball Fundamentals emphasizes team defensive concepts. Players must have participated in high school varsity baseball or equivalent to take this course. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 2-3  Repeatable: 7  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E2  District GE: E2  IGETC: None

PED-012 - Basketball Fundamentals, Intermediate  Units: 0.5-1
This is a physical activity course designed to teach basic individual skills and team play with emphasis on beginning and intermediate basketball. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 2-3  Repeatable: 7  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: E2  IGETC: None

PED-013 - Advanced Football  Units: 0.5-1
This course is designed to provide instruction in the activities relevant to the fundamentals of football. Related skills and group participation are emphasized. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 2-3  Repeatable: 7  Grading: L
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E2  District GE: E2  IGETC: None

PED-014 - Bowling  Units: 0.5-1
Lecture Hours: None  Lab Hours: 2-3  Repeatable: 7  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: E2  IGETC: None

PED-015 - Self Defense  Units: 0.5-1
This course is an introduction to personal self-defense. It includes preventive and precautionary measures, attack awareness information, and the most commonly needed self-defense skills and techniques for personal safety. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 2-3  Repeatable: 7  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E2  District GE: E2  IGETC: None

PED-016 - Karate  Units: 0.5-1
This course is designed to teach students the various skills and techniques of the art of karate and other Japanese martial art forms. Analysis and application of movement, individual and group interaction, and uses of karate will be studied. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 2-3  Repeatable: 7  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E2  District GE: E2  IGETC: None

PED-017 - Golf  Units: 0.5-1
This is a physical activity course that emphasizes the fundamentals of an effective golf swing. Students will also learn to enjoy playing the game of golf. Rules and the etiquette of golf are covered as well. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 2-3  Repeatable: 7  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E2  District GE: E2  IGETC: None

PED-018 - Advanced Football  Units: 0.5-1
This course is designed to provide instruction in the activities relevant to the fundamentals of football. Related skills and group participation are emphasized. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 2-3  Repeatable: 7  Grading: L
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E2  District GE: E2  IGETC: None

PED-019 - Fit For Life  Units: 0.5-1
This is a physical activity course designed toward the development of fitness of the student. A variety of activities will be used to develop cardiorespiratory endurance, flexibility, muscle endurance and strength. Other topics will be body composition, weight control, diet and nutrition. This class may be offered to any student interested in the improvement of his/her fitness. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 2-3  Repeatable: 3  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E2  District GE: E2  IGETC: None

CSU = Meets baccalaureate criteria
UC = Course is accepted by UC system

CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS
### PED-034 - Racquetball  
**Units:** 0.5-1  
This is a physical activity course designed to help students increase their knowledge and physical skills required for playing racquetball successfully. This course may be offered at the beginning, intermediate or advanced level. Repeatable to a maximum of 4 units.  

<table>
<thead>
<tr>
<th>Lecture Hours: None</th>
<th>Lab Hours: 2-3</th>
<th>Repeatable: 15</th>
<th>Grading: O</th>
</tr>
</thead>
</table>

Open Curriculum: No prerequisite, corequisite or levels  

**Advisory Level:** Read: None  Write: None  Math: None  
Transfer Status: CSU/UC  Degree Applicable: AA/AS  
CSU GE: E2  District GE: E2  IGETC: None

### PED-038 - Soccer  
**Units:** 0.5-1  
This is a physical activity course designed to help students increase their knowledge and physical skills required for playing soccer successfully. This class may offered at the beginning, intermediate or advanced level. Repeatable to a maximum of 4 units.  

<table>
<thead>
<tr>
<th>Lecture Hours: None</th>
<th>Lab Hours: 2-3</th>
<th>Repeatable: 6</th>
<th>Grading: O</th>
</tr>
</thead>
</table>

Open Curriculum: No prerequisite, corequisite or levels  

**Advisory Level:** Read: None  Write: None  Math: None  
Transfer Status: CSU/UC  Degree Applicable: AA/AS  
CSU GE: E2  District GE: E2  IGETC: None

### PED-039 - Hatha Yoga  
**Units:** 0.5-1  
Hatha Yoga focuses on understanding and controlling the body, the breath and the mind through exercises, asanas, breathing (pranayama) techniques and meditation training. The techniques are designed to increase strength, flexibility, endurance, balance, and coordination; release stress and muscle tension; and enhance the ability to concentrate. Repeatable to a maximum of 4 units.  

<table>
<thead>
<tr>
<th>Lecture Hours: None</th>
<th>Lab Hours: 2-3</th>
<th>Repeatable: 7</th>
<th>Grading: O</th>
</tr>
</thead>
</table>

Open Curriculum: No prerequisite, corequisite or levels  

**Advisory Level:** Read: None  Write: None  Math: None  
Transfer Status: CSU/UC  Degree Applicable: AA/AS  
CSU GE: E2  District GE: E2  IGETC: None

### PED-040 - Softball  
**Units:** 0.5-1  
This course is an activity class designed to teach the student, softball. Emphasis will be placed on individual skills of pitching, hitting, fielding, catching, base running, throwing sliding and team offense and defense. Repeatable to a maximum of 4 units.  

<table>
<thead>
<tr>
<th>Lecture Hours: None</th>
<th>Lab Hours: 2-3</th>
<th>Repeatable: 7</th>
<th>Grading: O</th>
</tr>
</thead>
</table>

Open Curriculum: No prerequisite, corequisite or levels  

**Advisory Level:** Read: None  Write: None  Math: None  
Transfer Status: CSU/UC  Degree Applicable: AA/AS  
CSU GE: E2  District GE: E2  IGETC: None

### PED-042 - Swimming  
**Units:** 0.5-1  
This is an activity course which assists students in learning selected swimming strokes and skills and in applying these skills to increase physical fitness and provide for safety in, on and around the water. This class may be offered at the beginning, intermediate or advanced level. (Lap Swimming). Repeatable to a maximum of 4 units.  

<table>
<thead>
<tr>
<th>Lecture Hours: None</th>
<th>Lab Hours: 2-3</th>
<th>Repeatable: 7</th>
<th>Grading: O</th>
</tr>
</thead>
</table>

Open Curriculum: No prerequisite, corequisite or levels  

**Advisory Level:** Read: None  Write: None  Math: None  
Transfer Status: CSU/UC  Degree Applicable: AA/AS  
CSU GE: E2  District GE: E2  IGETC: None

### PED-046 - Tennis  
**Units:** 0.5-1  
This course is designed to instruct students in the basic skills of tennis. Emphasis is placed on the individual skills of forehand, backhand, serve, volley, lob, overhead, and on the strategies of singles and doubles play. Information on rules, scoring and etiquette will be included. This course may be offered at the beginning, intermediate or advanced skill level. Repeatable to a maximum of 4 units.  

<table>
<thead>
<tr>
<th>Lecture Hours: None</th>
<th>Lab Hours: 2-3</th>
<th>Repeatable: 15</th>
<th>Grading: O</th>
</tr>
</thead>
</table>

Open Curriculum: No prerequisite, corequisite or levels  

**Advisory Level:** Read: None  Write: None  Math: None  
Transfer Status: CSU/UC  Degree Applicable: AA/AS  
CSU GE: E2  District GE: E2  IGETC: None

### PED-048 - Track and Field  
**Units:** 0.5-1  
This is a physical education activity class which emphasizes the running, jumping, and throwing events of track and field. An analysis of the theory precedes the activity in each event. Repeatable to a maximum of 4 units.  

<table>
<thead>
<tr>
<th>Lecture Hours: None</th>
<th>Lab Hours: 2-3</th>
<th>Repeatable: 7</th>
<th>Grading: O</th>
</tr>
</thead>
</table>

Open Curriculum: No prerequisite, corequisite or levels  

**Advisory Level:** Read: None  Write: None  Math: None  
Transfer Status: CSU/UC  Degree Applicable: AA/AS  
CSU GE: E2  District GE: E2  IGETC: None

### PED-052 - Volleyball  
**Units:** 0.5-1  
This course is an activity class designed to teach the students volleyball. Emphasis will be placed on individual skills of passing, setting, spiking, serving, digging, blocking and team offense and defense. Repeatable to a maximum of 4 units.  

<table>
<thead>
<tr>
<th>Lecture Hours: None</th>
<th>Lab Hours: 2-3</th>
<th>Repeatable: 7</th>
<th>Grading: O</th>
</tr>
</thead>
</table>

Open Curriculum: No prerequisite, corequisite or levels  

**Advisory Level:** Read: None  Write: None  Math: None  
Transfer Status: CSU/UC  Degree Applicable: AA/AS  
CSU GE: E2  District GE: E2  IGETC: None

### PED-055 - Aerobics with Music  
**Units:** 0.5-1  
In this class, students will learn the principles and concepts of cardiovascular fitness through the activity of moving with music. Principles such as training heart rate and frequency, intensity and duration of activity will be emphasized.  

<table>
<thead>
<tr>
<th>Lecture Hours: None</th>
<th>Lab Hours: 2-3</th>
<th>Repeatable: 7</th>
<th>Grading: O</th>
</tr>
</thead>
</table>

Open Curriculum: No prerequisite, corequisite or levels  

**Advisory Level:** Read: None  Write: None  Math: None  
Transfer Status: CSU/UC  Degree Applicable: AA/AS  
CSU GE: E2  District GE: E2  IGETC: None

### PED-056 - Weight Training  
**Units:** 0.5-1  
Weight Training, a physical activity course, is designed to help students learn to use progressive weight resistance as a means for body toning and an overall strength development. Both weight machines and free weights are used. This class may be offered at the beginning, intermediate or advanced level. Repeatable to a maximum of 4 units.  

<table>
<thead>
<tr>
<th>Lecture Hours: None</th>
<th>Lab Hours: 2-3</th>
<th>Repeatable: 7</th>
<th>Grading: O</th>
</tr>
</thead>
</table>

Open Curriculum: No prerequisite, corequisite or levels  

**Advisory Level:** Read: None  Write: None  Math: None  
Transfer Status: CSU/UC  Degree Applicable: AA/AS  
CSU GE: E2  District GE: E2  IGETC: None

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**Legend:**  
L = Letter Grade Only  
K = Mandatory Credit/No Credit  
O = Optional Credit/No Credit
PED-094 - Individualized Skills Laboratory

The course provides a framework for any of the disciplines listed in the catalog to offer transferable Individualized Instructional courses and modules which are designed to enrich or broaden the students’ experiences beyond that which is available through the regular curriculum.

Lecture Hours: 0.5-6    Lab Hours: 2-18   Repeatable: 11   Grading: L

CAN: None

Advisory Level: Read: 2    Write: 2    Math: None
Transfer Status: CSU       Degree Applicable: AA/AS
CSU GE: None    District GE: None    IGETC: None

PED-098 - Directed Study in Physical Education

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: 1.81    Lab Hours: 3   Repeatable: 17   Grading: O

Open Curriculum: No prerequisite, corequisite or levels
CAN: None

Advisory Level: Read: None    Write: None    Math: None
Transfer Status: CSU       Degree Applicable: AA/AS
CSU GE: None    District GE: E2    IGETC: None

PHYSICAL EDUCATION-CO-ED

PEC-060 - Introduction to Physical Education

This is a theory course which reviews the foundations and principles of physical education, the organization of physical education programs, and preparation necessary for employment in the physical education and related fields. Repeatable to a maximum of 6 units.

Lecture Hours: 2    Lab Hours: None   Repeatable: No   Grading: L

CAN: None

Advisory Level: Read: 2    Write: 2    Math: None
Transfer Status: CSU       Degree Applicable: AA/AS
CSU GE: None    District GE: None    IGETC: None

Physics

PHYS-002A - General Physics

This is the first of a two-semester course in general physics for students not needing calculus based physics. The basic principles of vectors, Newton’s Law of Motion, work, and the conservation principles of energy, linear, and angular momentum have been introduced in Physics 2A. In Physics 2B, these principles are applied to topics in electrodynamics, optics, and modern physics.

Lecture Hours: 3    Lab Hours: 3   Repeatable: No   Grading: L

Prerequisite: PHYS 002A

CAN: PHYS 4; PHYS SEQ A = PHYS 2B+2A

Advisory Level: Read: 2    Write: 2    Math: 3
Transfer Status: CSU/UC   Degree Applicable: AA/AS
CSU GE: None    District GE: None    IGETC: None

PHYS-002B - General Physics

This is the second semester of a two-semester course in general physics for students not needing calculus based physics. The basic principles of vectors, Newton’s Law of Motion, work, and the conservation principles of energy, linear, and angular momentum have been introduced in Physics 2A. In Physics 2B, these principles are applied to topics in electrodynamics, optics, and modern physics.

Lecture Hours: 3    Lab Hours: 3   Repeatable: No   Grading: L

Prerequisite: PHYS 002A

CAN: PHYS 4; PHYS SEQ A = PHYS 2B+2A

Advisory Level: Read: 2    Write: 2    Math: 3
Transfer Status: CSU/UC   Degree Applicable: AA/AS
CSU GE: None    District GE: None    IGETC: None

PHYS-003 - General Physics

This is a one-semester course in general physics without calculus. A brief introduction to vectors, forces, and the conservation principles of energy and momentum is given. Then these concepts are applied to interactions of electric charges with electric and magnetic fields, and the flow of current in simple electric circuits. The ray model of light is introduced and the focussing properties of lenses and mirrors in simple optical systems are discussed. The wave model of light is introduced, along with principles of interference, diffraction, and polarization. Finally, the photon model of light is motivated through discussion of several important experimental results. The concepts of atomic energy levels, and stimulated emission of radiation in lasers are introduced.

Lecture Hours: 3    Lab Hours: 3   Repeatable: No   Grading: L

Prerequisite: MATH 013 with C or better

CAN: None

Advisory Level: Read: 3    Write: 3    Math: None
Transfer Status: CSU/UC   Degree Applicable: AS
CSU GE: B1, B3    District GE: None    IGETC: 5A

PHYS-004A - General Physics

This course is the first in the physics sequence for majors in physics, chemistry, engineering, mathematics or other physical sciences. The general principles of mechanics are introduced at an elementary but calculus-based level. Specific topics include kinematics, Newton’s laws of motion, work and energy, momentum, rotation, and simple harmonic motion. Universal gravitation and fluids will be included if time permits. Practical applications of these principles are discussed. A problem solving approach is used emphasizing both conceptual understanding and basic mathematical techniques.

Lecture Hours: 4    Lab Hours: 3   Repeatable: No   Grading: L

Prerequisite: MATH 072 with C or better

Corequisite: or MATH 071 with C or better and concurrent enrollment in MATH 072

CAN: PHYS 8; PHYS SEQ B = PHYS 4A+4B+4C

Advisory Level: Read: 2    Write: 2    Math: None
Transfer Status: CSU/UC   Degree Applicable: AA/AS
CSU GE: B1, B3    District GE: BL    IGETC: 5A

PHYS-004B - General Physics

This course is the second in the physics sequence for majors in physics, chemistry, engineering, mathematics or other physical sciences. The general principles of mechanics are introduced at an elementary but calculus-based level. Specific topics include kinematics, Newton’s laws of motion, work and energy, momentum, rotation, and simple harmonic motion. Universal gravitation and fluids will be included if time permits. Practical applications of these principles are discussed. A problem solving approach is used emphasizing both conceptual understanding and basic mathematical techniques.

Lecture Hours: 4    Lab Hours: 3   Repeatable: No   Grading: L

Prerequisite: MATH 072 with C or better

Corequisite: or MATH 071 with C or better and concurrent enrollment in MATH 072

CAN: PHYS 8; PHYS SEQ B = PHYS 4A+4B+4C

Advisory Level: Read: 2    Write: 2    Math: None
Transfer Status: CSU/UC   Degree Applicable: AA/AS
CSU GE: B1, B3    District GE: BL    IGETC: 5A

CSU = Meets baccalaureate criteria
UC = Course is accepted by UC system
### PHYS-004B - General Physics

Units: **5**

This course is the second in the physics sequence for majors in physics, chemistry, engineering, mathematics or other physical sciences. The general principles of electricity and magnetism are introduced at an elementary, but calculus-based level. Several technological applications of these principles are discussed. Topics include the electric field, Gauss’ Law, electric potential, DC circuits, the magnetic field, electromagnetic induction, AC circuits, Maxwell’s equations, and electromagnetic waves. A problem solving approach is used, emphasizing both conceptual understanding and basic mathematical techniques.

| Lecture Hours: 4 | Lab Hours: 3 | Repeatable: No | Grading: L |

**Prerequisite:** PHYS 004A and MATH 073, both with C or better

**Corequisite:** Or PHYS 004A with C or better and concurrent enrollment in MATH 073.

**Advisory Level:**
- CAN: PHYS 12; PHYS SEQ B = PHYS 4B+4C+4A

**Transfer Status:** CSU

**Degree Applicable:** AA/AS

**CSU GE:** None

**District GE:** None

**IGETC:** None

### PHYS-004C - General Physics

Units: **5**

This course is the third in the physics sequence for majors in physics, chemistry, engineering, mathematics or other physical sciences. The general principles of optics, thermodynamics, and modern physics are introduced at an elementary, but calculus-based level. Several technological applications of these principles are discussed. Topics include waves, geometric optics, wave optics (including interference, diffraction, and polarization), heat, thermal properties of matter, thermodynamics and its laws. Optional topics include special relativity and modern physics. A problem solving approach is used, emphasizing both conceptual understanding and basic mathematical techniques.

| Lecture Hours: 4 | Lab Hours: 3 | Repeatable: No | Grading: L |

**Prerequisite:** PHYS 004A and MATH 073, both with C or better

**Corequisite:** Or PHYS 004A with C or better and concurrent enrollment in MATH 073.

**Advisory Level:**
- CAN: PHYS 12; PHYS SEQ B = PHYS 4B+4C+4A

**Transfer Status:** CSU/UC

**Degree Applicable:** AA/AS

**CSU GE:** B1,B3

**District GE:** BL

**IGETC:** 5A

### PHYS-004D - General Physics

Units: **4**

This is part of a four-semester physics series for majors in physics, chemistry, engineering, mathematics or other physical sciences. The principles of special relativity and quantum mechanics are introduced at an elementary, but calculus-based level. Topics include the modifications of Newton’s Laws of Motion at speeds near the speed of light, the wave nature of particles, wave functions, energy levels and spin of the electrons in atoms, behavior of electrons in technological applications of these principles are discussed. Topics include waves, geometric optics, wave optics (including interference, diffraction, and polarization), heat, thermal properties of matter, thermodynamics and its laws. Optional topics include special relativity and modern physics. A problem solving approach is used, emphasizing both conceptual understanding and basic mathematical techniques.

| Lecture Hours: 4 | Lab Hours: None | Repeatable: 17 | Grading: O |

**Prerequisite:** PHYS 004A and MATH 073, both with C or better

**Corequisite:** Or PHYS 004A with C or better and concurrent enrollment in MATH 073.

**Advisory Level:**
- CAN: GOVT 2

**Transfer Status:** CSU/UC

**Degree Applicable:** AA/AS

**CSU GE:** None

**District GE:** None

**IGETC:** None

### POLSC-001 - Politics and Government in America

Units: **3**

This course is a study of national, state and local governments and politics with emphasis on the U.S. Constitution and the national government. This course along with History 1 meets the State requirement in the Constitution of the U.S. and state and local governments and satisfies the State requirement for the California Teachers Credential.

| Lecture Hours: 3 | Lab Hours: None | Repeatable: No | Grading: L |

**Advisory Level:**
- CAN: GOVT 2

**Transfer Status:** CSU/UC

**Degree Applicable:** AA/AS

**CSU GE:** DB,F2

**District GE:** D,D*

**IGETC:** 4H

### POLSC-002 - Comparative Politics

Units: **3**

This course offers an introduction to the comparative study of politics by looking at the government, politics and public policies of other nations. Similarities and differences are explored. Emphasis will be placed on contemporary political problems and how various nations confront and attempt to solve them.

| Lecture Hours: 3 | Lab Hours: None | Repeatable: No | Grading: O |

**Advisory Level:**
- CAN: None

**Transfer Status:** CSU/UC

**Degree Applicable:** AA/AS

**CSU GE:** D8

**District GE:** D

**IGETC:** 4H

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L = Letter Grade Only  K = Mandatory Credit/No Credit  O = Optional Credit/No Credit
POLSC-004 - International Relations Units: 3
This course introduces the beginning student to the study of world politics. The class is designed to provide students with both a framework and the analytical skills for better understanding the causes and effects of world events and the broader dynamics of the relations among nations. Emphasis will varyingly be placed on theories of international relations, state, and non-state players; the historical struggle for power between the countries of the East and West and the North and the South; the causes and prevention of war; international law and organizations; international political economy, including control of the world's resources and multinational corporations; and the foreign policy process both in the United States and abroad.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
CAN: None
Advisory Level: Read: 3 Write: 3 Math:None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D8 District GE: D IGETC: 4H

POLSC-098 - Directed Study in Political Science Units: 0.5-9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours:None Lab Hours: 1.5-27 Repeatable:17 Grading:O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

PSYCH-010 - General Psychology Units: 3
This course is a general introduction to scientific and applied psychology using scientific methodology and historical perspective to study and understand human nature.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
CAN: PSY 2
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D9 District GE: D IGETC: 4I

PSYCH-012 - Introduction to Social Psychology Units: 3
This course is the study of how people think about, influence, and relate to one another. Topics include conformity, prejudice, liking, attitude change, first impressions, aggression, conflict, peacemaking, and service to others.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L
CAN: None
Advisory Level: Read: 2 Write: 2 Math:None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D9 District GE: D,E1 IGETC: 4H

PSYCH-020 - The Psychology of Stress Reduction Units: 3
This course presents a comprehensive approach to stress and stress reduction from a psychological perspective. A psychophysiological model of stress will be presented and analyzed. A variety of reliable stress reduction methods will be taught in the contexts of student and work life settings.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
CAN: None
Advisory Level: Read: 2 Write: 2 Math:None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: E1 District GE: E1 IGETC: None

PSYCH-060 - Personal Growth and Adjustment Units: 3
A survey of the humanistic, behavioral, cognitive, and psychodynamic principles involved in psychological coping with life challenges. This course includes exploration of learning styles, personality, values clarification, intimacy, and interpersonal communication skills.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
CAN: None
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: D9,E District GE: D,E1 IGETC: None

PSYCH-080 - Applied Psychology Units: 3
Functional behavioral science theories, models, and applications are explained, analyzed, and demonstrated so that students may learn to understand, evaluate, and apply them personally and professionally. Applications include business, parenting, sales, sports, counseling, relationships, marketing, communication, self help, etc.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
CAN: None
Advisory Level: Read: 2 Write: 2 Math:None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: E District GE: E1 IGETC: None

PSYCH-088 - Popular Culture and the Media Units: 3
This is a general education course that presents information through magazines, journals, newspapers, reprints, radio, television, video and audio recordings, film and film strips, books, lectures, guest experts, and campus activity. Current and established resources are used to develop present and continued learning about one's own psychological, physical, and social nature. The course is designed to enhance critical abilities to summarize, evaluate and integrate information and ideas; and to offer practice and training in thinking, writing, reading, and social skills.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: D9,E1 District GE: D,E1 IGETC: None

PSYCH-092 - Developmental Psychology Units: 3
This course is an introduction to developmental psychology. Human development is traced from conception through death. The biological, intellectual, emotional and social factors affecting human development and potential and the interaction of these factors throughout the lifespan will be studied. The dynamic nature of biological, societal, and cultural influences on individual development will be considered. Developmental tasks and potential developmental crises in contemporary multicultural society are identified for each age group.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L
Recommended: PSYCH 001 or PSYCH 010
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D9,E District GE: D,E1 IGETC: 4I
PSYCH-096 - Marriage and Family  Units: 3
Students will study the family as an institution from historical and intercultural perspectives in relation to other aspects of society. The study of dating and courtship, the family and personality development, marriage, relationships, child rearing, and elements of family unity will be included. Students will also discuss disorganization, divorce, and restructuring of new relationships.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
CAN: None
Advisory Level: Read: 3  Write: 3  Math:None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: D9,E1  District GE: D,E1  IGETC:41

PSYCH-098 - Directed Study in Psychology  Units: 0.5-9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: 1.81  Lab Hours: 3  Repeatable: 17  Grading: L
CAN: None
Advisory Level: Read: 2  Write: 2  Math:None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

PSYCH-099 - Abnormal Psychology  Units: 3
This course covers the application of psychological principles to the diagnosis, understanding and treatment of abnormal patterns of behavior. Also included is a synthesis of both the practical and theoretic aspects of pathologic behavior, diagnostic techniques and systems of remediation.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
CAN: None
Advisory Level: Read: 3  Write: 3  Math:None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: D9  District GE: D  IGETC:None

PSYCH-100 - Human Sexuality  Units: 3
This course is designed to offer factual information on Human Sexual Functioning. It will include some of the basic questions regarding sexual behavior, learning of sexual roles, anatomy and physiology of sexual response, social patterns of sexual behavior, sexual adjustment and maladjustment. The course will also include areas dealing with the treatment of sexual dysfunction, sex variance and legal and cultural aspects of sexual behavior.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
CAN: None
Advisory Level: Read: 3  Write: 3  Math:None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: D9,E1  District GE: D,E1  IGETC:41

READING

READ-101 - Analytical Reading  Units: 4
In this course students will read a variety of text, fiction, and non-fiction materials found in college-level courses while strengthening their critical and analytical reasoning abilities, vocabulary, and study strategies. Students will read, discuss, and write about a piece of fiction and perform research using library materials and the Internet. Students will be required to enroll in Read 200. Students will take a board graded common final. This is the third course in a sequence of three preparatory reading courses.

Lecture Hours: 4  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: ENGL 322 or READ 301 or READ 301S and ENGL 330 or ENGL 335; all with CR or placement based on assessment.
Corequisite: READ 200
CAN: None
Advisory Level: Read: None  Write: None  Math:None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

READ-101S - Analytical Reading  Units: 1-4
Self Paced
In this course students will read a variety of text, fiction, and non-fiction materials found in college-level courses while strengthening their critical and analytical reasoning abilities, vocabulary, and study strategies. Students will read, discuss, and write about a piece of fiction and perform research using library materials and the Internet. Students will work at their own pace in the Reading Center to complete assignments. Students will take a board graded common final which will represent 40% of their course grade.

Lecture Hours: None  Lab Hours: None  Repeatable: 3  Grading: L
Prerequisite: READ 301 or READ 301S or ENGL 322 and ENGL 330 or ENGL 335; all with CR or placement based on assessment.
CAN: None
Advisory Level: Read: None  Write: None  Math:None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

READ-200 - Reading Supervised Skills  Units: None
Laboratory
Supplemental practice and/or instruction is offered students in a specific discipline. Projects are assigned in courses of concurrent enrollment. General consultation and supervision are provided by the faculty members in charge.

Lecture Hours: None  Lab Hours: None  Repeatable: 19  Grading: N
Corequisite: READ 101 or READ 301 or READ 350
CAN: None
Advisory Level: Read: None  Write: None  Math:None
Transfer Status: None  Degree Applicable: NC
CSU GE: None  District GE: None  IGETC: None

READ-301 - Essentials of Reading  Units: 4
In this course, students will read a variety of text, non-fiction, and fiction materials while practicing comprehension, vocabulary, and study strategies to prepare for college course work. A broad range of materials, including the Internet, software, and library materials, will be incorporated. Students will be required to sign-up for Read 200. This is the second course in a sequence of three preparatory reading courses.

Lecture Hours: 4  Lab Hours: 1  Repeatable: No  Grading: K
Prerequisite: (3 units of ENGL 321 and ENGL 341) or 6 units of ENGL 350 or ENGL 340S or (ESL 312 and ESL 313); all with CR or placement based on assessment.
Corequisite: READ 200
CAN: None
Advisory Level: Read: None  Write: None  Math:None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None
READ-301S - Essentials of Reading -Self-Paced  Units: 4
In this course, students will actively read text, non-fiction, and fiction to strengthen vocabulary, comprehension, and study skills in preparation for college course work. A broad range of materials, including the Internet, software, and library materials, will be incorporated. Students will work at their own pace in the Reading Center to complete assignments.

Lecture Hours: None  Lab Hours: 3-12  Repeatable: 3  Grading:K
Prerequisite: (3 units of ENGL 321 and ENGL 341) or 6 units of ENGL 350 or (ESL 312 and ESL 313); all with CR or placement based on assessment.

READ-350 - Practical Reading  Units: 1-6
In this course, students who need to build or review practical reading skills will work with vocabulary and comprehension as well as related writing and study strategies typical of those needed for success in college. A broad range of materials, including fiction, non-fiction, journals, the Internet, software, and library materials will be included. Students will be required to sign-up for READ 200 and spend at least 1 hour per week in the Reading Center. This course is repeatable for a maximum of 6 units. This is the first course in a sequence of 3 preparatory reading courses.

Lecture Hours: 6  Lab Hours: 0  Repeatable: 4  Grading:K
Open Curriculum: No prerequisite, corequisite or levels
Corequisite: READ 200
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

REAL ESTATE

REST-120 - Pretest for California Real Estate License Exam  Units: 1
A practical applications course on the theory and mechanics of current California real estate examination techniques. This course is directed toward real estate salesperson license applicants who have successfully passed a Real Estate Principles course with a “C” or better, and are looking for additional testing procedure training prior to the State exam.

Lecture Hours: 1  Lab Hours: None  Repeatable: 1  Grading:K
Credit by Exam: Yes
Prerequisite: REST 122 with C or better
Corequisite: or concurrent enrollment in REST 122
Recommended: 3 units of MATH 310 with CR or placement based on assessment.
CAN: None
Advisory Level: Read: 2  Write: 2  Math: 1
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

REST-122 - Principles of Real Estate  Units: 3
This course is an overview of the principles and economics of real property ownership and transfer, review of forms, terminology, and processes involved. Real Estate 122 provides an awareness of land use history, social and political issues related to real property. The course is recommended for home buyers, property managers and those involved in the variety of housing related industries. This course is an approved elective for the Real Estate Broker's examination, is required for the Real Estate Salesperson examination, and is a prerequisite for all other real estate courses.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

REST-123 - Real Estate Appraisal  Units: 3
This course, a study in the determination of residential real property valuation, investigates topics of cost, market and income approaches to determine value, comparable sales analysis, appraisal techniques and methodology trends. Evaluation of single family dwellings, residential income property, and raw land are covered as well as appraisal professionalism and ethics. This course is required for the Real Estate Broker's examination, and approved elective for the Real Estate Salesperson's license, and fulfills 54 hours toward the OREA Appraiser's examination.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:O
Recommended: REST 122
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

REST-124 - Legal Aspects of Real Estate  Units: 3
This course emphasizes the practical application of California real property laws. Topics include titles, community property, liens, restrictions, transfers, brokerage, listings, escrow, contracts, commissions, tax sales, legal instruments, land title development, probate proceedings, and encumbrances. This course is required for the Real Estate Broker's examination, and an approved elective for the Real Estate Salesperson's license. Not offered every semester.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:O
Prerequisite: REST 122 or BUS 122, both with C or better
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

REST-125 - Real Estate Practice  Units: 3
Real Estate Practice is an overview of the operational methods of a real estate business. Emphasis is placed on the marketing activities of Broker and salespeople. Agent/client and buyer/seller transactions are used to detail all aspects of the merchandising of real property. This course is an optional course for the Real Estate Salesperson and required for the Broker applicant. Not offered every semester.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:O
Prerequisite: REST 122 or BUS 122, both with C or better
CAN: None
Advisory Level: Read: 2  Write: 2  Math: 1
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
CHAPTER 8  —  ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

REST-126 - Real Estate Finance  
This course presents an overview of the principles and forces that have a definitive effect on both interest rates and the value of real estate. Discussion includes a review of the Federal Reserve System, the secondary market, the appraisal process, the application and approval process for both conventional and government loans, the fluctuation of interest rates, the relation of present value, the nominal versus real interest rate and the overall history of related documents as is relevant to the study of real estate finance in California. This course is required for the Real Estate Broker's examination, and is an approved elective for the Real Estate Salesperson's license.

Lecture Hours:3  Lab Hours: None  Repeatable:No  Grading:O
Recommended: REST 122
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

REST-127- Real Estate Property  
This course covers managing residential, apartment, commercial and industrial properties, including land construction, financing, maintenance, taxes, insurance, furnishing, tenant relations, and investment evaluations. This course is an elective course for the Real Estate Salesperson's and Broker's examination. Not offered every semester.

Lecture Hours:3  Lab Hours: None  Repeatable:No  Grading:O
Recommended: REST 122 or BUS 122 previous or concurrent
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

REST-128 - Real Estate Economics  
This course provides students the means to interpret local, state and national economic factors and their relationship to the forces directly affecting real estate values. Such interpretive knowledge serves to enhance the students' understanding of the many facets of real estate. Forces such as business and real estate cycles, regional and community economic development, taxes, land use controls and real estate investments and their effect on the real estate economy are addressed. This course is an alternative requirement (in lieu of Accounting) for the Real Estate Broker's examination, and is an approved elective for the Real Estate Salesperson's license. Not offered every semester.

Lecture Hours:3  Lab Hours: None  Repeatable:No  Grading:O
Recommended: REST 122 or BUS 122 with C or better
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

REST-133- Advanced Real Estate  
This is an advanced course devoted to the income approach to value. Methods and techniques of converting net income into an indication of value will be thoroughly analyzed. Case problems will be used to help students develop working familiarity with the mechanics of net income capitalization. Emphasis will be placed on the selection of alternative available approaches to the evaluation of different types of income streams. Not offered every semester.

Lecture Hours:3  Lab Hours: None  Repeatable:No  Grading:O
Prerequisite: REST 123 with C or better
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

REST-136 - Real Estate Occupational  
Work Experience  -Parallel Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours:None  Lab Hours: 3-12  Repeatable:15  Grading:O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or; 2) During a summer session, be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaaid hours of work.
CAN: None
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

RECREATION

REC-074 - Introduction to Corrective and Rehabilitation Physical Education
This course is designed to provide practical experience and formal training to students who are interested in pursuing a career in physical education, corrective and rehabilitative physical education, therapeutic recreation, corrective therapy, social education, physical therapy or any other area which involves working with physically handicapped students. Repeatable to a maximum of 9 units.

Lecture Hours:2  Lab Hours: 3  Repeatable:2  Grading:O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

SIGN LANGUAGE

SL-001A - Introduction to American Sign Language  
This is a language course providing beginning American Sign language instruction in both expressive and receptive signing. The student will learn vocabulary, grammar, cultural behaviors, Deaf culture, the American manual alphabet, and the manual number system. Emphasis will be on a visual learning through practice dialogues and classroom activities. This course can satisfy foreign language requirements and can lead to bi-lingual employment certification.

Lecture Hours:3  Lab Hours: None  Repeatable: No  Grading:O
Credit by Exam: Yes
Corequisite: SL 200
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2  District GE: C2  IGETC: 6A

L = Letter Grade Only  K = Mandatory Credit/No Credit  O = Optional Credit/No Credit
SL-001B - Intermediate American Sign Language Units: 3
This course is designed to enable second semester students of American Sign Language to become more fluent in their language acquisition. The student will continue learning vocabulary, grammar, cultural behaviors, Deaf culture, the American manual alphabet, and the manual number system. Students are challenged to sign longer expressive dialogues, to comprehend more complicated dialogues, and self-generated short stories which will help develop intermediate conversational skills.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
Prerequisite: SL 001A
Corequisite: SL 200

SL-002A - Advanced American Sign Language Units: 3
This course is designed to enable intermediate students of American Sign Language to review and expand their fluency in receptive and expressive conversational skills. Their vocabulary, fingerspelling, grammatical and cultural understanding will be advanced through the use of mediumlength prepared and self-generated dialogues and stories.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
Prerequisite: SL 001B
Corequisite: SL 200

SL-004 - Fingerspelling Units: 2
This course will provide intermediate and advanced students concentrated instruction in receptive and expressive practice of the American manual alphabet (fingerspelling), spelled loan signs (lexical borrowing), common initializations, acronyms and abbreviations commonly used in Deaf Culture.

Lecture Hours: 2 Lab Hours: None Repeatable: No Grading:O
Prerequisite: SL 001B
Corequisite: SL 200

SL-015 - Deaf Culture Units: 3
This course is an introductory overview for all students interested in the American deaf community and the relationship of its language, American Sign Language, to its culture. The material will be presented through a psychosocial approach emphasizing past, recent, and evolving dynamics of deaf peoples' language, arts, folklore, heritage, education, family and community structure, employment and values in home and society. Comparisons will be made between deaf culture and other cultures in America.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O

SL-016 - Introduction to the Education of Deaf and Hard-of-Hearing People Units: 3
This is a course for students who are interested in rounding out their knowledge in Deaf American Studies and for parents of deaf and hard-of-hearing children. The course will focus on characteristics of deaf and hard-of-hearing people, issues of placement, language acquisition approaches, educational methods and signing systems in the history of the education of the deaf. Students will explore these controversies through research, discussion, debate, and a presentation. Contemporary educational approaches, cultural influences and philosophies will also be covered.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O

SL-020 - Careers in Sign Language Units: 1
This course will introduce students to possible career choices they can pursue with American Sign language. Careers such as interpreters, teachers, counselors and health care providers will be discussed and compared to students' interests, abilities and learning styles. Students will learn about educational requirements, job duties, and employment outlooks.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading:O

SL-021 - Introduction to Interpreting  Units: 3  
This class will provide an introduction to sign language interpreting as used today, as well as historically. Interpreter models will be compared. Students will learn about linguistics and communication. Emphasis will be on the interpreting process and related terminology. Topics discussed will include the profession of interpreting, job requirements, code of ethics, certification for interpreters, and communication techniques.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O
Prerequisite: SL 001A

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

SL-098 - Directed Study in Sign Language  Units: 0.5-9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None  Lab Hours: 1.5-27  Repeatable: 17  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

SL-200 - Sign Language Supervised Skills Lab  Units: None
This course offers supplemental practice for sign language students to allow them the opportunity to improve their receptive and expressive signing skills during open lab hours. Projects are assigned in courses of concurrent enrollment. General consultations are provided by the faculty member in charge.

Lecture Hours: None  Lab Hours: None  Repeatable: 19  Grading: L
Corequisite: SL 001A or SL 001B or SL 002A or SL 002B or SL 003 or SL 004

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NC
CSU GE: None  District GE: None  IGETC: None

SSCI-030 - Mexican American Culture  Units: 3
This course critically explores the experience of people of Mexican descent from the pre-Columbian era to contemporary U.S. society. The history of Chicanos and identity is analyzed by looking at sociocultural changes in race, class, gender, music, art, language, literature and other cultural elements. Emphasis is also placed on the diversity within the Chicano community and the various characteristics that distinguish the Mexican Americans from other distinctive groups in American society.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: D1,D3  District GE: D,ES  IGETC: 3B

SSCI-031 - Contemporary Issues in the Mexican American Community  Units: 3
This course is intended for students interested in investigating current political, economic and social issues facing Mexican American Communities in the United States. Using a problem-solving and “studentcentered” approach students will select a specific issue to focus on (i.e. education, health care, gangs, immigration, domestic violence, economic development, etc.) Through class readings, discussions, videos, guest speakers and individual/group research, students will be able to think critically about various issues facing the Mexican American community today. An emphasis will also be placed on developing concrete steps needed to address current problems.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: D3  District GE: D,ES  IGETC: 4G

SSCI-032 - Japanese People, Behavior and Culture  Units: 3
This course will present a profile of Japanese culture manifested in the people’s behavior. It will discuss the origins of the Japanese people, their religions, language, education, contemporary customs, and values in home and society. It will also pursue the influence of Japanese culture on Japanese Americans.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: D3  District GE: D,ES  IGETC: 4G

SSCI-040 - Vietnamese American Culture  Units: 3
This is a survey course designed to provide information about Vietnam and her culture, which includes historical background, social structure, language, religion, education, literature, customs and traditions. Emphasis is placed on the differences between American and Vietnamese thoughts and values in home and society. The course will consider race relations between Vietnamese and Americans.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: D1,D3  District GE: C2, D,ES  IGETC: 4G

SOCIAL SCIENCE
### PED-098 - Directed Study in Social Science

| Units: 0.5-9 |

| Lecture Hours: 1.81 | Lab Hours: 3 | Repeatable: 17 | Grading: O |

| Advisory Level: | Read: None | Write: None | Math: None |

| Transfer Status: | CSU/UC | Degree Applicable: AA/AS |

| CAN: | None |

### CAN: None |

### SOC-010 - Introduction to Sociology

| Units: 3 |

| Lecture Hours: 3 | Lab Hours: None | Repeatable: No | Grading: L |

| Advisory Level: | Read: 2 | Write: 2 | Math: None |

| Transfer Status: | CSU/UC | Degree Applicable: AA/AS |

| CAN: | SOC 2 |

### SOC-011 - Social Problems

| Units: 3 |

| Lecture Hours: 3 | Lab Hours: None | Repeatable: No | Grading: O |

| Advisory Level: | Read: 2 | Write: 2 | Math: None |

| Transfer Status: | CSU/UC | Degree Applicable: AA/AS |

| CAN: | SOC 4 |

### SOCIOLOGY

### SPANISH

#### SPAN-001A - Elementary Spanish

| Units: 5 |

| Lecture Hours: 5 | Lab Hours: None | Repeatable: No | Grading: O |

| Prerequisite: | SPAN 001B |

| CAN: | SPAN 2; SPAN SEQ A = SPAN 1A+1B |

| Advisory Level: | Read: 2 | Write: 2 | Math: None |

| Transfer Status: | CSU/UC | Degree Applicable: AA/AA |

| CAN: | None |

### SPAN-001B - Elementary Spanish

| Units: 5 |

| Lecture Hours: 5 | Lab Hours: None | Repeatable: No | Grading: O |

| Prerequisite: | SPAN 001A |

| CAN: | SPAN 4; SPAN SEQ A = SPAN 1B+1A |

| Advisory Level: | Read: 2 | Write: 2 | Math: None |

| Transfer Status: | CSU/UC | Degree Applicable: AA/AS |

| CAN: | None |

### SPAN-002A - Intermediate Spanish

| Units: 5 |

| Lecture Hours: 5 | Lab Hours: None | Repeatable: No | Grading: O |

| Prerequisite: | SPAN 001B or equivalent |

| CAN: | SPAN 8; SPAN SEQ B = SPAN 2A+2B |

| Advisory Level: | Read: 2 | Write: 2 | Math: None |

| Transfer Status: | CSU/UC | Degree Applicable: AA/AS |

| CAN: | None |

### SPAN-002B - Intensive Intermediate Spanish

| Units: 5 |

| Lecture Hours: 5 | Lab Hours: None | Repeatable: No | Grading: O |

| Prerequisite: | SPAN 002A with C or better |

| CAN: | SPAN 10; SPAN SEQ B = SPAN 2B+2A |

| Advisory Level: | Read: 2 | Write: 2 | Math: None |

| Transfer Status: | CSU/UC | Degree Applicable: AA/AS |

| CAN: | None |

### SPAN-002L - Foreign Language Lab

| Units: 0.5 |

| Lecture Hours: None | Lab Hours: 1.5 | Repeatable: 1 | Grading: K |

| Corequisite: | SPAN 002A or 002B |

| CAN: | None |

| Advisory Level: | Read: None | Write: None | Math: None |

| Transfer Status: | CSU/UC | Degree Applicable: AA/AS |

| CAN: | None |

| Corequisite: | SPAN 001A or 001B |

| CAN: | None |

| Corequisite: | SPAN 001A or 001B |

| CAN: | None |
TELECOMMUNICATIONS

TLCOM-001 - Broadband Cabling

This telecommunication course teaches the proper procedures for performing aerial, underground and interior broadband cable installations at the customer premises. The course begins with a comprehensive overview of broadband cable system, providing the student with working knowledge of the system from the signal sources to the customer’s premises devices. In addition, the course includes lessons on tool usage and maintenance, signal level meter and digital multimeter operation, and measurements, and basic TV signal quality troubleshooting procedures.

Lecture Hours: 1.5  Lab Hours: 3.5  Repeatable: No  Grading: L
Credit by Exam: Yes

CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

TLCOM-003 - Cabling Techniques for the Telecom Industry

This telecommunication course provides the student with a basic understanding of voice and data Local Area Network (LAN) cabling. The student will learn the basic color codes and their connecting arrangements. Coaxial cables, twisted and untwisted pairs, and their specific applications are covered. The student will also learn to recognize the different LAN and associated hard tool systems. LAN hardware and basic troubleshooting skills will be covered. Cable handling, routing, dressing and general safety practices will be subjects of discussion. The history of Fiber Optics, its theory of operation, its advantages and disadvantages also will be covered.

Lecture Hours: 1.5  Lab Hours: 3.5  Repeatable: No  Grading: L
Credit by Exam: Yes

CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

TLCOM-005 - Fiber Optics Cabling Techniques

This telecommunication course provides the student with a basic understanding of Fiber Optics Cabling. The student will learn basic color codes, Single mode and Multimode fibers, Indoor and Outdoor fibers and their specific usages. The history of Fiber Optics, its theory of operation, its advantages and disadvantages will be reviewed. Hands-on Labs will cover such topics as Fiber Optics Cable manufacturing, various Connectorization techniques (PC and APC), epoxy curing, cleaving, polishing, inspection testing and packaging. Splices/splicing and testing with OTDR will be introduced. Cable handling, routing, dressing and general safety practices will also be subjects of discussion and will be practiced.

Lecture Hours: 1.5  Lab Hours: 3.5  Repeatable: No  Grading: L
Credit by Exam: Yes

CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

TLCOM-007 - Advanced Fiber Optic Cabling Techniques

This telecommunication course provides the student with an understanding of advanced Fiber Optic Cabling. The student will learn the process of Fusion splicing of Single mode and Multimode fibers. The students will learn about various interfaces, various standards and specifications, installation, testing maintenance and restoration. Devices such as Photodiodes, LEDS & LASERS, Detectors, Repeaters, System Design and documentation, Fiber Optic in Cable TV, voice and data communication.

Lecture Hours: 1.5  Lab Hours: 3.5  Repeatable: No  Grading: L
Credit by Exam: Yes

Prerequisite: TLCOM 003 and TLCOM 005, both with C or better

CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

SPAN-091A - Conversational Spanish

This course deals with the essentials of Spanish conversation leading to the development of an ability to use the language in everyday situations. It is designed for students without previous experience in Spanish.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

SPAN-091B - Conversational Spanish

This course is a continuation of Spanish 091A. It deals with the essentials of Spanish conversation leading to the development of an ability to use the language in everyday situations.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O
Prerequisite: SPAN 091A

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

SPAN-098 - Directed Study-Spanish

Individual or small groups of students who would benefit from independent study under the direction of faculty members in specific or related vocational disciplines may develop individualized learning contracts which are designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions for and learning contract forms are available in the Division Office. Repeatable to a maximum of 9 units across disciplines.

Lecture Hours: 1.81  Lab Hours: 3  Repeatable: 17  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

TLAD-001 - Cabling Techniques

This telecommunication course teaches the proper procedures for performing aerial, underground and interior broadband cable installations at the customer premises. The course begins with a comprehensive overview of broadband cable system, providing the student with working knowledge of the system from the signal sources to the customer’s premises devices. In addition, the course includes lessons on tool usage and maintenance, signal level meter and digital multimeter operation, and measurements, and basic TV signal quality troubleshooting procedures.

Lecture Hours: 1.5  Lab Hours: 3.5  Repeatable: No  Grading: L
Credit by Exam: Yes

CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

TLAD-003 - Cabling Techniques for the Telecom Industry

This telecommunication course provides the student with a basic understanding of voice and data Local Area Network (LAN) cabling. The student will learn the basic color codes and their connecting arrangements. Coaxial cables, twisted and untwisted pairs, and their specific applications are covered. The student will also learn to recognize the different LAN and associated hard tool systems. LAN hardware and basic troubleshooting skills will be covered. Cable handling, routing, dressing and general safety practices will be subjects of discussion. The history of Fiber Optics, its theory of operation, its advantages and disadvantages also will be covered.

Lecture Hours: 1.5  Lab Hours: 3.5  Repeatable: No  Grading: L
Credit by Exam: Yes

CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

TLAD-005 - Fiber Optics Cabling Techniques

This telecommunication course provides the student with a basic understanding of Fiber Optics Cabling. The student will learn basic color codes, Single mode and Multimode fibers, Indoor and Outdoor fibers and their specific usages. The history of Fiber Optics, its theory of operation, its advantages and disadvantages will be reviewed. Hands-on Labs will cover such topics as Fiber Optics Cable manufacturing, various Connectorization techniques (PC and APC), epoxy curing, cleaving, polishing, inspection testing and packaging. Splices/splicing and testing with OTDR will be introduced. Cable handling, routing, dressing and general safety practices will also be subjects of discussion and will be practiced.

Lecture Hours: 1.5  Lab Hours: 3.5  Repeatable: No  Grading: L
Credit by Exam: Yes

CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

TLAD-007 - Advanced Fiber Optic Cabling Techniques

This telecommunication course provides the student with an understanding of advanced Fiber Optic Cabling. The student will learn the process of Fusion splicing of Single mode and Multimode fibers. The students will learn about various interfaces, various standards and specifications, installation, testing maintenance and restoration. Devices such as Photodiodes, LEDS & LASERS, Detectors, Repeaters, System Design and documentation, Fiber Optic in Cable TV, voice and data communication.

Lecture Hours: 1.5  Lab Hours: 3.5  Repeatable: No  Grading: L
Credit by Exam: Yes

Prerequisite: TLAD 003 and TLAD 005, both with C or better

CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

L = Letter Grade Only  K = Mandatory Credit/No Credit  O = Optional Credit/No Credit
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

TLCOM-011 - Telecommunications Units: 4
This course places emphasis on the technical aspects of the telecommunications industry. The student is introduced to the telephone system, the hierarchy of switching, and the methods used in routing calls throughout the Public Switched Telephone Network (PSTN). A touchtone telephone is constructed as a student project and is used to perform measurements on the telephone system. Other topics include: digital converters, switching techniques, and an introduction to noise and signal-to-noise ratio calculation. Modems and various modulation techniques employed to achieve low and high speed communications; T1 carrier transmission; Frequency modulation; Medium access techniques; ISDN; the emphasis on the IEEE 802.3 Ethernet standard; LAN Model. Primary subjects include: LAN protocols: BISYNC, HDLC, SDLC, DDCMP; Error detection and correction; Hamming codes; Cyclic codes; the UART protocols: BISYNC, HDLC, SDLC, DDCMP; Error detection and correction; Hamming codes; Cyclic codes; the UART protocols: BISYNC, HDLC, SDLC, DDCMP; Error detection and correction; Hamming codes; Cyclic codes. Frequency spectral content, signal-to-noise ratio, noise factor, and noise figure will also be covered. Frequency spectral content, signal-to-noise ratio, noise factor, and noise figure will be analyzed in the laboratory.

Lecture Hours: 2 Lab Hours: 6 Repeatable: No Grading: L
Prerequisite: CT 079 and (ELECT 063 and ELECT 122), all with C or better
Recommended: Concurrent enrollment in TLCOM 012 and/or ELECT 168

CAN: None
Advisory Level: Read: 2 Write: 2 Math: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

TLCOM-012 - Data Acquisition Systems Units: 4
This course is designed to introduce the student to data acquisition systems used in today's telecommunications systems. This includes sample-and-hold amplifiers, analog-to-digital converters, digital-to-analog converters, phase locked loop technology, and an introduction to operational amplifier design. Various methods used to implement these operations will be defined, studied, and constructed in laboratory experiments. The advantages and disadvantages of each method will be weighted against each other. The subject of noise and its effects upon the analog and digital signal will also be covered. Frequency spectral content, signal-to-noise ratio, noise factor, and noise figure will be analyzed in the laboratory.

Lecture Hours: 2 Lab Hours: 6 Repeatable: No Grading: L
Prerequisite: CT 079 and ELECT (063 and 122) with C or better
Recommended: Concurrent enrollment in TLCOM 012 and/or ELECT 168

CAN: None
Advisory Level: Read: 2 Write: 2 Math: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

TLCOM-013 - Advanced Telecommunications Units: 4
This advanced course in telecommunications offers a continuation of subject matter supporting the latest trends in the telecommunications industry. Various standards organizations are studied, including the ISO/OSI 7-Layer Model. Primary subjects include: LAN systems with emphasis on the IEEE 802.3 Ethernet standard; LAN topology with access control techniques; synchronous protocols: BISYNC, HDLC, SDLC, DDCMP; Error detection and correction; Hamming codes; Cyclic codes; the UART interface; Programming the UART for serial communications; Fiber optic theory and technology; Time domain reflectometry; and Data compression.

Lecture Hours: 2 Lab Hours: 6 Repeatable: No Grading: L
Prerequisite: TLCOM 011 or CT 082, with C or better
Recommended: Concurrent enrollment in TLCOM 012 and/or ELECT 168 with C or better

CAN: None
Advisory Level: Read: 2 Write: 2 Math: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

WE-088A - General Work Experience – Units: 1-6 Alternate Plan
The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Alternate Plan Work Experience allows the student to work and earn college credit without additional coursework. A maximum of 6 units of Work Experience credit may be earned. Students may be enrolled in no more than one additional course. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3-18 Repeatable: 15 Grading: O
Corequisite: 1) Need not be enrolled in any other class during the semester besides Work Experience. 2) May be enrolled in at most one other class in addition to Work Experience. 3) Must be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

WE-088P - General Work Experience – Units: 1-3 Parallel Plan
The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Parallel Plan Work Experience allows students to attend college classes and work during the same semester. A maximum of 3 units of General Work Experience credit may be earned during any single semester, to a maximum of 6 units total. Students must be enrolled in at least 7 units during the semester, including Work Experience units and courses taken at other accredited colleges. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 3-9 Repeatable: 4 Grading: O
Corequisite: 1) Need not be enrolled in any other class during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or; 2) During a summer session, be enrolled in at least one other class in addition to Work Experience; and 3) Must be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
CHAPTER 9 — THE STUDENT'S RIGHT TO KNOW!

ACADEMIC FREEDOM

INSTRUCTORS

Instructors have the right to study and investigate, interpret their findings and express resulting conclusions to students. Instructors have the responsibility to be thorough in their investigations and to draw conclusions supported by the findings. Because human knowledge is limited and changeable, the instructor may present views which are controversial and evaluate opinions held by others while simultaneously respecting the right of their free expression.

STUDENTS

The students have the freedom to express and defend their views and to question or differ without suffering repression or scholastic penalty. Students have the same responsibilities as instructors to seek and weigh evidence, express supportable conclusions, identify bias and evaluate opinions held by others while respecting the right of their own free expression.

ACADEMIC RENEWAL BY REPETITION

Students may repeat any course, one time, in which they have received a “D” or “F” grade at this or another institution. The highest grade attained shall be used in the computation of their grade point average.

No student may repeat a course in which a final grade of “C” or “CR” or better has been received unless the catalog entry with the course title indicates that credit may be earned more than once. Students’ transcripts will show the grades for all courses taken.

ACTION GATHERING

Action gatherings on campus shall be confined to places, times and manner consistent with the orderly conduct of the college and the free flow of traffic. Requests for approval of such gatherings shall be made to the Director of Campus Life. Costs may be assessed to the sponsoring group for any additional services needed.

AUDITING

Auditing of classes is not permitted. All students must be registered, and all fees paid prior to attending any class.

CRIME POLICY

The Student Right-to-Know and Campus Security Act of 1990 requires all colleges to publish an annual Campus Crime and Security Report and to make this report available by September 1st of each year to all current students, employees and to prospective students and employees. The reports will report/disclose information on campus-based crimes and campus safety policies and procedures.
Methods of Disclosing to Current Students and Employees:
A direct mailing of the report via U.S. Postal Service or placing the report in campus mailboxes.

Methods of Disclosing to Prospective Students and Employees:
The report will be available at the Campus Police Office and various other offices on campus. Prospective students and employees may request a copy by contacting Campus Police at (408) 288-3735, Room 207. Access to the report is also available online at www.sjecccd.org/srtk/security.pdf.

**DISABLED STUDENTS PROGRAM**

**BACKGROUND**
The Americans with Disabilities Act (ADA) is a civil rights statute that prohibits discrimination against people with disabilities. This protection is similar to that given to women, minorities, and others through the Civil Rights Act of 1964. Protected are an estimated 43 million Americans with disabilities that substantially limit activities such as working, walking, talking, seeing, hearing, or caring for oneself. People who have a record of such an impairment and those regarded as having an impairment are also protected. This federal legislation prohibits discrimination based on disability, with the intent that our nation benefit from the skills and abilities of all individuals and increase their opportunities for self-sufficiency.

**STUDENT RIGHTS**
Students have the following rights under Section 504 of the 1973 Rehabilitation Act, as revised (29 U.S.C. 794), The American Disabilities Act 28 CFR 35.102-35.104, CA Assembly Bill 803 Government Code Section 11135 et. seq., and Title V, section 56008 of CA Education Code.

- Right to voluntary participation in the Disabled Students Program & Services (DSP&S).
- Right to confidentiality and protected disclosure of student records.
- Right to access to college classes, programs, activities, services and facilities to facilitate learning. The college will make every reasonable effort to provide access.
- Right to access information in the student’s preferred mode, i.e. Braille, verbal transcription, sign language, etc.
- Deaf students have the right to an interpreter with whom they have clear communication.
- Right to an integrated setting to be with other students who are not disabled.
- A right to request an appropriate accommodation to facilitate participation in class and campus activities.
- Right to protection against discrimination based on association with a person with a disability. As a friend or companion of a student with a disability, a student should not be treated differently from other students who are non-disabled.
- Right to safety requirements based on actual risks, not speculation or stereotype.
- A right to participate in campus activities, class demonstrations, or laboratory experiments to the extent that a disability does not pose a risk to the student or to other students.
- Right to request academic adjustments to facilitate student participation in class work and campus activities.
- Right to modification in policies unless the modification fundamentally alters the nature of the services or activities. The student has the right to request changes in class or campus policies to facilitate the student participation in class and campus activities. Request will be evaluated in terms of how the modification might affect course standards.
- Right to protection against discrimination and harassment. Students have the right to participate in class and campus activities without being harassed or discriminated against.

If a student feels that he/she is the target of discriminatory treatment, the student can file a complaint with the 504/Americans with Disabilities Act Coordinator or Office of Campus Diversity.

Contact Person: Sam Ho  
Phone: 288-3755 — TTY (408) 286-9025  
Location: Student Union #37  
Hours: Monday – Friday, 8 a.m. – 5 p.m.

**STUDENT RESPONSIBILITIES**
- To provide DSP&S documentation of disability.
- To request accommodations and access to college classes, programs, activities, services, and facilities in a timely manner.
- To use accommodations appropriately.
- To notify DSP&S approximately 24 hours in advance for planned absences from classes where services are being provided, i.e. interpreters, readers. Failure to notify DSP&S may result in discontinued services.

**DETERMINING NEED**
Students who need academic adjustments must meet with Disabled Students Program and Services staff members to complete an application form, determine educational limitations and services needed, and complete a student educational contract. The DSP&S Student Handbook names the accommodations the college can arrange and specifies the process for requesting them.

**CONTACT THE DSP&S OFFICE**
The faculty and staff of the Disabled Students Program and Services Office are available for consultation on any questions you may have related to accommodation for a disability. The highest standard of confidentiality is maintained. The ADA coordinator is also available to answer questions about the Americans with Disabilities Act.

**TTY Phone Numbers**
- Admissions and Records: 275-8056  
- Financial Aid: 993-0517  
- Applied Science and Technology: 295-6579  
- G.E. Building: 298-2558  
- District Police: 238-7613  
- Interpreter Coordinator: 995-5594  
- Child Development: 287-7240  
- Interpreters: 293-0165  
- Counselor for the Deaf: 294-3447  
- Library: 993-0534  
- Counseling-General: 993-0532  
- Cosmetology/Dental Asst: 293-0237  
- Disabled Student Program: 294-3447  
- Reading/Writing Lab: 292-0377  
- Drama Building: 292-0988  
- W-Building: 971-4620
CHAPTER 9 — THE STUDENT’S RIGHT TO KNOW!

DISTRIBUTION OF NON-COLLEGE PUBLICATIONS

No bulletin, circular, advertisement, film or publication of any character shall be distributed, sold or displayed on the San Jose/Evergreen Community College District campuses by any person, group or organization not directly under the jurisdiction of the college administration, unless prior written approval has been granted by the Dean of Counseling and Matriculation. Approval will be contingent upon availability of bulletin board space and/or adequate facilities and compliance with applicable educational codes and civil statutes.

Student organizations wishing to engage in the above listed activities must have the consent of a faculty advisor and the Dean of Counseling and Matriculation.

DRUG FREE WORK PLACE

San Jose/Evergreen Community College District (SJ/ECCD) maintains standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees at the District or at any District activity. The standards of conduct are more fully set forth in the following:

- Board Policy 1530, Drug Free Work Place
- Board Policy 5040.3, Standards of Student Conduct
- Education Code Sections 87732, 87735 and 87736

San Jose/Evergreen Community College District will seek sanctions on students and employees, up to and including recommendations for expulsion or dismissal from employment and referral for prosecution, for violations of the standards of conduct.

Criminal sanctions for the unlawful possession or distribution of illicit drugs and alcohol include the following:

- Imprisonment in a State prison for possession of specified controlled substances, including opium derivatives and cocaine (Health and Safety Code Section 11350).
- Imprisonment in a State prison for two to four years for possession for sale of specified controlled substances, including opium derivatives and cocaine (Health and Safety Code Section 11351).
- Imprisonment in a State prison for three to five years for possession for sale of cocaine base (Health and Safety Code Section 11351.5).
- A fine of not more than $100 for possession of less than 28.5 grams of marijuana; imprisonment in a county jail and/or fine of $500 for possession of more than 28.5 grams of marijuana; imprisonment in a county jail and/or fine of not more than $500 or imprisonment in a state prison for possession of concentrated cannabis (Health and Safety Code Section 11359).
- Imprisonment in a state prison for possession for sale of marijuana (Health and Safety Code Section 11359).
- Misdemeanor penalties for possession, sale or distribution of alcoholic beverages on school property (Business and Professions Code Section 25608).
- Misdemeanor penalties for sale or furnishing alcoholic beverages to minors (Business and Professions Code Section 25658).
- Fines for attempt to purchase alcoholic beverages by persons under the age of 21 (Business and Professions Code Section 25658.5).

MATRICULATION

DEFINITION

Matriculation is a state-mandated program designed to assist students in accomplishing their educational goals. It is an agreement between the college and the student.

San José City College agrees to provide an organized process of admission, orientation, assessment, counseling and student progress follow-up. The students agree to declare a specific educational objective, attend class regularly, complete assigned course work and maintain satisfactory progress toward the achievement of their educational plans.

GOAL

The primary goal of matriculation is to increase student success through institutional effectiveness. Success is measured by the attainment of student educational objectives. Matriculation is a coordinated process:

1. Assisting students to make wise educational choices concerning the programs and courses to pursue based upon clear and sensitive appraisals of their skills, interest and aptitudes in relation to the programs and courses offered.
2. Enabling students to complete with satisfactory grades the units they attempt and to persist from semester to semester.
3. Identifying the support services that students need to succeed and referring students to college and community resources to meet those needs.
4. Strengthening student motivation to succeed through the above and providing frequent feedback and encouragement.

ACTIVITIES

Admission: Students utilize online, mail-in, walk-in or in-class registration to expedite the entry process.

Orientation: Students obtain current materials on SJCC’s programs, policies, procedures, locations and facilities through semester schedules, career and transfer planning guides, catalogs, mailings, brochures, Web sites, and newsletters.

Assessment: Students are evaluated for current skill levels in reading, writing and math. District-approved, no-cost assessment instruments are used, and feedback is provided. Various assessment times and locations are available for accessibility. Career interest inventories and other specialized testing tools are available in the Career/Transfer Center.

Counseling: Students meet with educational counselors through walk-in and personalized appointments. Students learn about educational options including transfer requirements, associate degrees, certificate programs, enrichment courses and weekend offerings. Counselors assist students in identifying their educational goals and in developing individualized plans to achieve them.

Student Progress follow-up: Students excelling in their course work are notified of honor lists and scholarships. Students encountering academic difficulties are referred to appropriate college services by counselors, instructors and staff members. Students having special needs are directed to additional follow-up resources within the college and community.

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SUMMARY

Students who participate in matriculation have an increased potential for success. They are more motivated, knowledgeable and prepared to achieve their educational goals. For further information on matriculation, please call the Counseling Office at (408) 288-3750.

EXEMPTION CRITERIA

All students entering San José City College are expected to participate fully in matriculation services. They are also expected to meet course skill level requirements and prerequisites. Students may be exempted from assessment, orientation and/or counseling on the basis of the following criteria:

- Students who have earned an associate degree or higher from an accredited institution.
- New students transferring from a community college or a four-year institution.
- Students who, in the opinion of the Dean of Counseling and Matriculation, or designee, would not directly benefit from participating in orientation, assessment and/or counseling.

PROCESS

_Students who have earned an associate degree or higher from an accredited institution or are transferring from another community college or a four-year institution will need to provide the Office of Admissions and Records with written documentation._

Students who believe that they would not directly benefit from participating in orientation, assessment and/or counseling and have never attended a previous accredited institution must file a Matriculation Waiver form available in the Office of Admissions and Records.

ASSESSMENT FOR ENTRY PLACEMENT

Assessment for entry placement in reading, writing and mathematics is expected of all first-time matriculating students, except for those students who have completed required English and mathematics skill courses. New matriculating students who have earned an associate degree or higher from an accredited institution are not required to take the assessment.

Students are strongly encouraged to complete the no-cost assessment as the scores are used for advisory purposes during counseling sessions. Scheduled dates and times are available through the Office of Admissions and Records. The results are available immediately or shortly after completing the assessment. Assessed students are directed to speak with a counselor or faculty advisor, in the related academic discipline, to determine course placements which are based upon multiple measures. Multiple assessment measures for entry placement decisions may include, but are not limited to, the following factors: assessment results, prior coursework or experience, goal definition, motivation, academic status, self-assessment and study skills.

PREREQUISITES, COREQUISITES, AND OTHER LIMITATIONS ON ENROLLMENT

All prerequisites or corequisites identified in San José City College’s catalog and class schedule were established according to state laws as outlined in the District’s Model Plan. The following information is provided in compliance with those laws.

Except for district priority registration procedures for continuing students and courses or programs with prerequisites or corequisites, all San José City College classes are open to enrollment on a “first come first served” basis until they are filled to maximum capacity.

DEFINITIONS:

- “Prerequisite” means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.
- “Corequisite” means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.
- “Advisory” 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.

PREREQUISITES, COREQUISITES, AND ADVISORIES ON RECOMMENDED PREPARATION CHALLENGE

The San Jose/Evergreen Community College District adopts the following in order to provide for the establishing, reviewing, and challenging of prerequisites, corequisites, advisories on recommended preparation and certain limitations on enrollment in a manner consistent with law and good practice.

A student may challenge any prerequisite or corequisite on one or more of the grounds listed below. The student shall bear the initial burden of showing that grounds exist for the challenge. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll in the course or program in question. Grounds for challenge are:

- The prerequisite or corequisite has not been established in accordance with the district’s process for establishing prerequisites and corequisites;
- The prerequisite or corequisite is in violation of Title 5;
- The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
- The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
- The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.

PROCESS:

Students who believe that they have completed the prerequisite(s) or corequisite(s) for a course listed in the schedule of classes or catalog for any of the reasons should do the following:

- Complete a Prerequisite Challenge form available at the Counseling Office;
- Make an appointment to see a counselor to help you review your experience and guide you in the challenge process. If the counselor cannot make a determination about your experience, he or she will refer you to the instructional dean who supervises the area in which you wish to take the course;
• If there are any unresolved issues after you meet with the instructional dean, you may present your case to the Dean of Counseling and Matriculation.

• When space is available in a course when a student files a challenge to the prerequisite or corequisite, the college shall reserve a seat for the student and allow the student to enroll in the course if the challenge is successful.

Nondiscrimination Statement

It is the policy of this District that, unless specifically exempted by statute, every course, course section or class, the Full Time Equivalent Students (FTES) of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College(s) and who meets such prerequisites as may be established pursuant to Title 5 of the California Administrative Code, commencing with section 58100.

San Jose/Evergreen Community College District does not discriminate on the basis of race, religion, color, ethnic group identification, gender, national origin, age, marital status, sexual orientation, organizational affiliation, political beliefs, veteran status, language, accent, immigration status, ancestry, transgender, or physical or mental disability. The lack of English language skills will not be a barrier to admission to or participation in vocational education programs. SJ/ECCD is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as amended, Sections 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. For further information, please contact the Equal Employment Opportunity Officer at either San José City College or Evergreen Valley College.

Students who believe that they have been discriminated against should contact one of the following offices for specific information:

Director of Campus Diversity and Americans with Disabilities Act Coordinator:
Sam Ho
Campus Diversity Director
College Union, Diversity Office
Telephone: (408) 288-3755

Title IX and Gender Equity Coordinator:
Claudia Consigny
Dean of Counseling and Matriculation
Counseling Office, Room C5
Telephone: (408) 288-3772

Disabled Students Program:
Zeke Garcia
Dean of Special Programs or
Karen Pullen
Coordinator, Disabled Students Program
Room 310
Telephone: (408) 288-3747

Affirmative Action Officer:
Dr. Chui L. Tsang
President
Room 506
Telephone: (408) 288-3725

Nonsmoking Policy

San Jose/Evergreen Community College District prohibits the smoking of cigarettes, pipes, cigars and other combustible substances in all District buildings, facilities and District vehicles.

Release of Student Information

All official records of the College are held as confidential, and the information regarding a student will be released without prior written authorization from the student. Parents and legal guardians of unmarried minors must also obtain written consent from student. Federal and State laws do make exceptions, giving certain persons the right of access to records without prior written consent, provided there is sufficient reason to see those records. The exceptions are:

1. College officials, including teachers, counselors, and counseling interns, if that person has a legitimate educational interest to inspect a record.

2. Authorized representatives of the Comptroller General of the United States, the Secretary of the Department of Education, the administrative head of an education agency, State Education officials or their respective designees or the U.S. Office of Civil Rights.

3. Officials authorized to review records in conjunction with a student’s application for, or receipt of, Financial Aid.

4. Officials of schools in which the student may plan to enroll, provided that the student receives a copy of this record if desired.

5. Officials of government authorized to subpoena records, provided that there is a reasonable attempt to notify the student when such records are subpoenaed.

A record of access of all persons in categories 2, 3, 4 and 5 is maintained in the student’s file folder. No other person may obtain information about a student without the student’s written consent.

Statistical information concerning the student body which contains no personally identifiable data is made available to the public in various forms. The College also makes available to the public the names of students who are graduating, the names of students who are placed on the “Honor’s List,” and participants in athletic events unless students request, in writing, to the Director of Admissions and Records, that their names be withheld from any such list. Such requests must be submitted prior to the opening day of each semester.

Students who wish copies of documents in their files must request this service in writing through the Office of Admissions and Records. A cost of $1 per page copied (exclusive of the San José City College transcript for which there is a separate charge) is assessed the student for this service. Copies of transcripts from other colleges will not be supplied. No copies of any kind will be made if the student has any indebtedness to the College or District.
SEXUAL HARASSMENT/DISCRIMINATION

The San Jose/Evergreen Community College District is committed to maintaining an environment free of sexual harassment and all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware both that the district is concerned and prepared to take action to prevent and correct such behavior, and that individuals who engage in such behavior are subject to discipline. The district is committed to following the provisions of federal and state laws prohibiting sexual harassment or discrimination in employment and educational programs and services, without regard to race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, political beliefs, organizational affiliation, sexual orientation, gender, or age.

DEFINITION

Unwelcome sexual advances, requests for sexual favors, and other verbal comments or conduct of a sexual nature shall constitute sexual harassment when:

- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that student or employee, including, but not limited to, the individual's academic or work evaluation; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating, hostile, or offensive academic or work environment.

(Title IX of the Education Amendments of 1972)

Sexual harassment and discrimination may consist of verbal, written or physical contact of a sexual nature which:

- Is conditioned upon an employment benefit or an educational outcome
- Unreasonably interferes with an individual's work performance, educational objectives, academic or other educational performance
- Unreasonably interferes with employment practices including but not limited to hiring or any other term, condition, or privilege of employment or academic performance; is used as a basis for educational decisions affecting the individual's submitting to or rejecting the harassment or discrimination
- Creates an intimidating, hostile, or offensive working or learning environment

(EEOC, 1990, Guidelines on Discrimination Because of Sex, CA Education Code 212.5, Title IX)

Forms of Harassment include the following:

- Derogatory posters, notices, or other forms of written materials, such as letters, photographs, or drawings
- Repeated leering or sexually aggressive gestures which the alleged perpetrator knows are unwanted by the person(s) at whom they are directed
- Unwelcome sexual advances (CA Education Code, 212.5, Title IX)
- Requests for sexual favors (CA Education Code, 212.5 Title IX)
- Any behavior, standards, criteria, or methods that limit, segregate, or classify any individual because of gender, sexual orientation, or physical appearance (CA Education Code, 230)
- Barriers that impede accessibility to programs, services, or facilities (CA Education Code, 230)

The District recognizes that confidentiality is important to all parties involved in a sexual harassment/discrimination investigation. To the extent possible, the confidentiality of the complainant, respondent and witnesses shall be protected. Individuals interviewed in accordance with these policies are directed to assist in maintaining such confidentiality.

The District shall not tolerate retaliation against any individual for initiation, pursuit or assistance with a complaint of sexual harassment/discrimination. Any individual who retaliates against any District employee and/or student in violation of the policy may be subject to disciplinary action. Any individual who believes that she/he has been a victim of sexual harassment/discrimination may file a complaint under the District's Procedure for Resolution of Discrimination/Harassment Complaints within one year of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts of the sexual harassment/discrimination incident.

Each campus is responsible for identifying a Title IX officer. An individual may file a sexual harassment or sexual discrimination complaint with the campus Title IX officer, who will notify the District Affirmative Action Officer of all claims of sexual harassment or discrimination at the time the complaint is received. An individual may also file a complaint of illegal harassment or discrimination with the Office of Civil Rights, United States Department of Education, 1275 Market Street, 14th Floor, San Francisco, CA 94103, at the time of filing a complaint with the campus Title IX officer, during, or after use of the campus sexual harassment or discrimination complaint process, or without using the campus sexual harassment or discrimination complaint process at all. A complaint filed with the Office for Civil Rights must be put in writing no later than 180 days after the occurrence of the possible harassment or discrimination.

The District shall notify employees, students and the public of this sexual harassment and sexual discrimination policy and of the procedure for investigation of complaints.

SOLICITING FUNDS OR BUSINESS ON CAMPUS

Requests by on-campus student groups to solicit funds shall be approved by the student government, as well as by the Dean of Counseling and Matriculation. Representatives of colleges, representatives of the armed forces and representatives of business firms or governmental agencies offering employment or opportunity for services may be granted time and appropriate space for recruitment of students upon approval of the Dean of Counseling and Matriculation.

Regardless of affiliation, any group selling items or services on campus will be considered a vendor and will be required to follow vendor policy.

Nothing in this policy shall be interpreted as restricting normal business transactions with the bookstore, cafeteria, school newspaper, District business office or with book company representatives.
STANDARDS OF STUDENT CONDUCT

Students and visitors to San José City College and Evergreen Community College are expected to adhere to academic and behavioral Standards of Student Conduct.

**Academic standards** include honesty, satisfactory academic performance, and regular attendance.

**Behavioral standards** include showing mutual respect to students and college staff and adherence to District/College rules and regulations and State/Federal laws.

By following these standards, students will conduct themselves in a manner that fosters a positive learning and working environment for students and staff, maintains order on the campus, and protects the rights of the individual and the interests of the District. Violation of these standards on District-owned or controlled property, or at a District-sponsored activity, could result in the consequences outlines in this section. Decisions will be made based on factual information in accordance with due process procedures as outlined by the College and the California Education Code.

ACADEMIC STANDARDS

**Violations**

- Altering grades
- Altering or forging college documents, records, or identification
- Copying from someone’s test or allowing someone to copy your test
- Copying from an author’s work without giving credit (plagiarism)
- Doing an assignment (e.g., a term paper or essay) for another student or asking, paying, bribing, or black mailing someone to do an assignment for you
- Sitting in for someone in class or on a test or having someone sit in class for you if not authorized by the instructor
- Submitting work previously presented in another class if not authorized by the instructor
- During an exam, using or consulting other test or course material not authorized by the instructor
- Possession of an examination or materials not authorized by the instructor. Consequences may include one or more of the following actions by appropriate college officials as shown in parentheses:
  - Receiving a failing grade on the test, paper, or exam
  - Course grade lowered, possibly resulting in course failure
  - Verbal or written reprimand/warning
  - Suspension for a longer specified time
  - Expulsion from college

ACADEMIC PERFORMANCE

**Standards and Consequences**

- Cumulative GPA below 2.0 after attempting at least 12 semester units of letter grades
  - **Consequence:** Academic Probation
- 50% or more of 12 or more semester units attempted recorded as “I”, “W”, or “NC” in the next two subsequent terms of enrollment after being placed on Academic Probation
  - **Consequence:** Academic Dismissal
- Cumulative GPA of less than 2.0 in the next two subsequent terms of enrollment after being placed on Academic Probation
  - **Consequence:** Academic Dismissal
- 50% or more of units attempted recorded as “I”, “W”, or “NC” in the next two subsequent terms of enrollment after being placed on Probation
  - **Consequence:** Progress Dismissal
- Consistent failure to submit or perform assigned work
  - **Consequence:** Dismissal from the class or college

ATTENDANCE

**Standards and Consequences**

- Absences more than the number of times the class meets in one week during a 16-week semester
  - **Consequence:** The student may be dropped at the discretion of the instructor

BEHAVIORAL STANDARDS

**Violations**

- Behavior on district property or at district-sponsored functions which is in violation of district/college rules/regulations or state/federal laws/regulations, including but not limited to:
  - 1. Behavior that interferes with the normal operations of the college, including obstruction or disruption of the teaching, learning, and administrative process.
  - 2. Applying undue pressure on an instructor to alter a grade.
  - 3. Threat or act of physical harm directed against a student, visitor or college employee.
  - 4. Willful damage to or theft of district property.
  - 5. Threat or act of stalking, sexual assault, or rape.
  - 6. Possession of an object used as a weapon to threaten bodily harm.
  - 7. Use of fraudulent identification.
  - 8. Unauthorized possession, duplication, or use of keys to any district premises, or unauthorized entry to or use of college or district premises.
  - 9. Unauthorized copying or an attempt to copy computer software; an unauthorized entry or attempt to enter a system; or intentionally introducing a virus.
  - 10. Unlawful possession, sale, use of or under the apparent influence of illegal drugs or alcohol.
  - 11. Willful defiance of college officials, faculty, staff, or police officers who are giving lawful direction.
  - 12. Disorderly, lewd, indecent, or obscene conduct or expressions (including willful profanity and/or vulgarity with intention to threaten, intimidate, or offend).
  - 13. Gambling (money or its equivalent exchanged and not part of an approved campus activity/event).
  - 14. Harassment or discrimination based on gender, race, religion, culture, disability, sexual orientation or age.
  - 15. Failure to comply with the terms of any disciplinary sanction imposed in accordance with the Code of Student Conduct.

**Consequences** may include one or more of the following actions:

1. **Verbal Reprimand/Warning:** Verbally reprimanding students for inappropriate behavior and warning the continuation of the conduct will cause disciplinary action.
2. **Written Reprimand/Warning:** Written notification of inappropriate behavior and written warning that continuation of the conduct will cause disciplinary action, noted in student’s file.
3. **Suspension:** Exclusion from classes, privileges, activities, or the college for a specified period of time, noted in student’s file (instructors may suspend a student for the remainder of a class period and the next class period; Administrators or President may suspend a student for a longer specified time).
4. **Expulsion:** Termination of student’s right and privileges, noted in student’s file.
PARKING OF VEHICLES

Any violation or violations of law, ordinance, regulation, or rule regulating or pertaining to the parking of vehicles in District parking lots shall not be cause for the suspension or expulsion of a student, excepting violations which are disruptive to the educational programs of the district.

DUE PROCESS PROCEDURES

Any district official who suspends a student for more than one entire class or day of instruction must provide his or her immediate supervisor and the College President a written report which includes:

- The name of violating student
- A statement of the alleged violation(s) with date, time and place
- Names of witnesses (if any)
- Sanction(s) to be imposed

Within three working days of receiving the report, the President must notify the student by certified mail of the following:

- Reason or reasons for suspension or dismissal
- Length of suspension or dismissal
- Conditions for removal of suspension or dismissal
- The right to appeal the suspension or dismissal through the college grievance process

When it appears likely that the grievance process will proceed for a period beyond that of the suspension, the student may request immediate reinstatement from the instructor or District official who imposed the suspension. If agreement can not be reached to reinstate the student during the review process, the student may petition the President for reinstatement. The President may reinstate the student until the review process is completed by informing all involved parties in writing of the reason for reinstatement.

If the grievance process finds in the student’s favor, the student shall be held harmless and will be allowed to make up missed work.

The President shall report all suspension of students to the District Chancellor.

Instructors shall be encouraged to clearly establish and uniformly enforce rules for proper classroom demeanor.

**STUDENT GRIEVANCE**

The San Jose/Evergreen Community College District is committed to fostering a safe, positive learning environment where students can pursue their educational goals and participate in college-sponsored activities that promote intellectual growth and personal development. To this end, students are provided protection and due process of their individual rights against unfair and improper action by any member of the district community.

If a student believes that he/she has been subjected to unjust action or denial of his/her rights under District/College rules and State/Federal laws, he/she will be given an opportunity to seek resolution through use of the Student Grievance Complaint Procedure. A grievance may be initiated by a student against: a) another student, b) a faculty member, c) an administrator, d) a member of the classified staff or e) board member, for the following reasons:

1. Imposition of a sanction (violation of academic standards, academic performance, and behavior standards along with the consequences outlined) without due process.
2. Violation of student’s rights according to the “Student and College Rights and Responsibilities,” (included in District policy pending board approval).
3. Violation of “Standards of Student Conduct.”
4. Violations of rights as enumerated in State/Federal laws, including but not limited to:
   - Federal and State Constitution
   - California Education Code
   - Title V - Calif. Code of Regulations
   - Title VII of the Civil Rights Act of 1964, and Section 12940 Et. Seq. of California Government Code, which prohibits discrimination on the basis of sex, race, color, or national origin
   - Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex
   - Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability
   - Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability
   - The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age
   - California Labor Code, Section 1102.1, which prohibits discrimination based on actual or perceived sexual orientation

**STUDENT GRIEVANCE REVIEW BOARD**

A Student Grievance Review Board shall be established to allow a hearing for those students who believe that they have been unjustifiably penalized or suffered grievous personal abuse by actions of any member of the certificated or classified staff of San Jose/Evergreen Community College District.

**STUDENT ORGANIZATIONS**

Student organizations shall comply with the Constitution/Bylaws of the Associated Students, chartering policies of the Governing Board, and the Education Code and are subject to revocation of their charter or other disciplinary action for violation of such policies or regulations.

**FINANCIAL RESPONSIBILITIES; STUDENT BODY ASSOCIATIONS AND STUDENT ORGANIZATIONS**

In order to assure efficient operation and prudent expenditure of funds under student control, the following policies will govern:

- The student body association shall be responsible for student body association expenses and shall not be responsible for the financial obligations of student organizations not under its sponsorship and/or jurisdiction.
- Approved expenses of staff members assigned to supervise student body association activities may be borne within the college budget. The expenses of staff members assigned to supervise other student sponsored events may be borne by the appropriate student organization.
- The college shall be reimbursed by any student organization for all toll calls made on its behalf.
CHAPTER 10 — FACULTY AND ADMINISTRATORS

(Date of original appointment follows names)

Adamczeski, Madeleine (1999) – Chemistry  
B.S., Ph.D., University of California, Santa Cruz

Ahlberg, David (1991) – Mathematics  
B.S., University of Wisconsin;  
M.S., Carnegie Mellon University

Antonelli, Sharon (1974) – Child & Family Studies  
B.A., M.A., San Jose State University

Bebawi, Sabri (2000) – English as a Second Language  
B.A., M.A., Fullerton State University

Behroozi, Bahram (1970) – Music
B.A., M.A., San Jose State University

Bell, Judith (1996) – Art  
B.A., M.A., Fullerton State University;  
M.F.A., Claremont Graduate School

Benninghofen, Suzanne (1986) – Counseling/Guidance/Psychology  
B.A., M.A., San Jose State University;  
Ph.D., The City University, London, U.K.

Berke, Michael (2001) – Foreign Language (French)  
B.A., M.A., University of California, Santa Barbara

Bettencourt, Laura (1998) – Extended Opportunity Program  
B.A., San Jose State University;  
M.A., Santa Clara University

Black, James D. (1991) – Business/Real Estate  
B.S., M.B.A., San Jose State University

Blair, Michelle (2000) – English  
B.A., State University of New York at Purchase;  
M.F.A., Columbia University

Bonanno, Bert (1969) – Dean, Athletics & Physical Education  
B.A., M.A., San Jose State University

Brown, Kim (2003) – Dental Assisting  
A.A., Chabot College

B.S., University of Nevada

Butler, Patrick (1974) – Counseling/Psychology  
B.A., M.S., San Jose State University;  
Licensed Marriage, Family and Child Counselor

Carr, Percy (1975) – Physical Education/Basketball Coach  
B.A., M.A., Fresno State University

Castaneda, Susie (1987) – Cosmetology  
B.A., M.A., National University

Chapa, Aurelio (Javier) (2000) – English  
B.A., University of California, Berkeley;  
M.A., Holy Names College

Chiem, Lila (1997) – Extended Opportunity Program  
B.A., M.S., San Francisco State University

Chiodo, Christine D. (1977) – Disabled Students Program  
(A.B.I. Students) Physical Education  
B.A., San Diego State University;  
M.A., Pepperdine University;  
Certified Corrective Therapist

Chu, Hang (2001) – Counseling/Guidance  
B.A., M.A., San Jose State University

Connolly, Kieron (2000) – Air Conditioning & Refrigeration  
Electronic Engineering NCEA, Department of Education  
Cork Institute of Technology, Ireland

Conroy, Mary (1985) – Child & Family Studies/Psychology  
B.A., City College of New York;  
M.A., University of Minnesota;  
Ph.D., Stanford University

Cornejo, Donna (1988) – Business  
B.S., M.B.A., San Jose State University;  
M.A., University of San Francisco

Consigny, Claudia (2001) – Dean, Counseling and Matriculation  
B.A., Bradley University;  
Ed.M., Temple University

Coavarrubias, Jesus (1997) – Social Sciences  
B.A., University of California, Berkeley;  
M.A., Stanford University

Covey, Arthur (Bill) W. (1979) – Construction Technology  
B.A., M.A., Los Angeles State University

Crawford, Marylin (2001) – Counselor/Coordinator, AmeriCorps  
B.A., San Jose State University;  
M.A., University of California, Santa Cruz

Crawford, Philip J. (1974) – Administration of Justice/Sociology  
B.A., M.A., San Jose State University;  
J.D., Santa Clara University

Cruz-Johnson, Celia (2001) – Reading  
B.A., M.A., InterAmerican University of Puerto Rico

Dallas, Sharon (2001) – Cosmetology  
A.S., San José City College;  
Licensed Cosmetologist

D’Eliscu, Peter (1996) – Biology  
B.S., University of California, Irvine;  
M.A., San Jose State University;  
Ph.D., University of Arizona

Dick, Michael (2001) – Cosmetology  
B.A., San Francisco State University

Divinia, Michael (1986) – Mathematics  
A.B., Dickinson College;  
M.S., Ph.D., University of Rochester

Dodge, Lucy (1999) – Computer Information Systems  
B.A., University of California, Santa Barbara;  
M.A., San Jose State University;  
M.S., National University

Ferrell, Linda (1999) – Accounting  
B.A., University of California, Davis;  
M.B.A., Santa Clara University

Frazier, Christopher (2001) – Mathematics  
B.A., B.A., M.A., University of California, Santa Cruz

Frey, Kevin (1990) – Music/Humanities  
B.M.E., Iowa State University;  
M.M., University of Colorado

Frodyma, Marc (1997) – Physical Science  
B.S., Worcester Technical Institute;  
M.S., University of Idaho;  
Ph.D., University of Massachusetts

Fukui, Ikuko (1991) – Foreign Language (Japanese)/Social Science  
B.F.A., Kobe College, Japan;  
M.B.A., Santa Clara University

Garcia, Esequiel (1975) – Dean, Special Programs  
B.A., M.A., San Jose State University

Garcia, Maria (1975) – Counseling/Guidance  
B.A., San Jose State University;  
M.A., University of California, Berkeley

Gay, Howard (1981) – Physical Education/Football Coach  
B.Ed., M.Ed., University of Hawaii

Gaydos, Beth (1993) – Biological Science  
B.A., University of California, Santa Cruz;  
M.A., San Jose State University

Gerster, Patrick (1998) – Dean, Humanities & Social Sciences  
B.A., College of St. Thomas;  
M.A., Ph.D., University of Minnesota

Gibson, Zenolia Anderson (1971) – Director, Transfer Center  
B.A., M.A., San Jose State University
Gosak, Alice (1980) – English as a Second Language
B.A., Beloit College;
M.A., University of California, Los Angeles

Gregor, Michelle (2002) – Art/Ceramics
B.F.A., University of California, Santa Cruz;
M.F.A., San Francisco State University

Gressley, Nancy (1980) – Counseling/Guidance
B.S.Ed., Ohio University;
M.Ed., Kent State University

Haas, Stephen (1977) – Physical Education/Cross Country and Track & Field Coach
B.A., Occidental College, Los Angeles;
M.S., Los Angeles State University

Hanson, Kathleen (1989) – English as a Second Language
B.A., St. Louis University;
M.A., San Francisco State University

Heiliger, Linda (1977) – Photography/Art
B.A., Brooklyn College;
M.A., San Francisco State University

B.A., M.A., University of California, San Diego

Helliwell, Carole LaRae (1991) – Mathematics
B.A., Northwest Nazarene College;
M.S., Eastern Washington State College

Hernandez, Marcos (1997) – Electronics
B.A., University of Guanajuato, Mexico

Ho, Mai Le (2001) – Ethnic Studies
B.A., University of California, Davis;
M.S.W., University of California, Berkeley

Hopkins, Roxie (2003) – Cosmetology
A.S., San José City College;
B.S., University of Phoenix

Huerta, Samuel (1968) – Physical Education/Women’s Volleyball Coach
B.S., M.S., California State Polytechnic University, San Luis Obispo

Hunter, Charles Frederick (1969) – English/Reading
B.A., Lawrence College;
M.S., University of Wisconsin

Huntze-Rooney, Deborah (1991) – Physical Education/Women’s Softball Coach
B.A., Chico State University;
M.Ed., Arizona Pacific University

Ibarra, Rufino H. (1985) – Physical Science
B.S., University of Philippines;
Ph.D., University of Minnesota

James, Laura (1996) – Dental Assisting

Janowski, Lois (1988) – English/Reading
B.A., M.A., San Jose State University

Joesten, William (1977) – English
B.A., M.Ed., San Jose State University

Kendall, Martha (1972) – English/English as a Second Language
B.A., University of Michigan;
M.A., Stanford University;
M.A., San Jose State University

Kendrick, Eleanor (1981) – Mathematics
B.S., University of Florida;
M.A., San Jose State University

King, Joseph T. (1991) – Librarian
B.A., University of California, San Diego;
M.L.S., University of California, Los Angeles

Koski, Jill (2001) – Counselor, WIN Program
B.A., M.A. San Jose State University

Kozlowski, Heidi (2002) – English
B.A., Washington State University;
M.A., University of Idaho, Moscow

Lahai, Momoh (1998) – Electronics/Telecommunications
B.A., San Jose State University

Lazik, Iyun (2001) – Chemistry
B.S., Lander University;
Ph.D., Clemson University

Ledesma, Gary (2001) – Counseling
B.A., San Jose State University;
M.A., Santa Clara University

Levesque, Ronald (1990) – English as a Second Language
B.A., University of Connecticut;
M.A., Southern Illinois University

Levinson, Melanie (1999) – English
B.A., University of California, Riverside;
M.A., University of California, Irvine;
Ph.D., Pennsylvania State University

Liem, Henry (1999) – Philosophy
B.S., Oklahoma State University;
M.P.A., University of Texas, Austin;
M.A., San Jose State University;
J.D., University of California, Berkeley

Listenbee, Jimmyle (1969) – Dance/Humanities
B.A., Butler University;
M.A., Teachers College

Lockett, Reginald (1990) – English/Humanities
B.A., M.A., San Francisco State University

Lopez, Ann Aurelia (1969) – Biological Science
B.A., University of California, Riverside;
M.A., University of California, Santa Barbara

B.A., Eastern Washington University;
M.A., Ph.D., Purdue University

Lund, Lois (1997) – Dean, Language Arts
B.A., M.A., University of Iowa

Lundie, Clem (2001) – Computer Information Systems
A.S., Community College of the Air Force

MacGowan, Ciaran (1998) – Multimedia
B.S., The Queen’s University of Belfast (Ireland)

Manian, Padma (2000) – History/Women’s Studies
B.A., University of Madras (India);
M.A., Jawaharial Nehru University (India);
Ph.D., Miami University – Ohio

Mansfield, Stephen (2003) – Air Conditioning and Refrigeration Certificate, San José City College

Martin, Leandra (1997) – Interim Dean, Mathematics and Science
B.S., Arizona State University;
M.S., Iowa State University

Martin, Maricela (1998) – Counseling/Puente Program
B.A., Northridge State University;
M.A., San Jose State University

Mathias, Eve B. Page (1992) – Art/Humanities
B.A., Boston University;
M.A., M.F.A., San Jose State University

Mcafee, Diane (1969) – English
B.A., Middlebury College;
M.A., Claremont Graduate School

McElroy, Daniel (1985) – Computer Information Systems
B.S., Weber State College

Mellema, Wilbur (1980) – Mathematics
B.A., Calvin College;
M.A., University of California, Los Angeles;
M.A., Michigan State University

Mendoza, Donna (1990) – Drama/Humanities
A.B., University of California, Berkeley;
M.A., Ph.D., University of California, Santa Barbara

Muench, Margaret (1980) – Reading/Writing
B.A., University of California, Santa Barbara;
M.A., University of California, Los Angeles

Mullen, Gerald W. (1980) – Electronics
B.S., Fresno State University;
M.A., San Jose State University
Needman, Janet C. (1999) – Director, Student Health Services
B.S., M.S., San Jose State University

Newton, Mark A. (1993) – Biological Science
A.B., University of California, Berkeley;
Ph.D., Arizona State University

Nguyen, Patricia (1980) – English as a Second Language
B.A., M.A., Southern Illinois University

Nguyen, Teddy (1991) – Computer Technology/Electronics
B.S., University of California, Berkeley;
M.S.E.E., Santa Clara University

Nicholas, Joann (1980) – Sign Language/Counseling
B.S., State University of New York at Albany;
M.A., New York University

Norris, Denise (1992) – Dean, Instructional Technology and Learning Resources
B.A., M.A., San Jose State University

Oberg-Hearn, Terri (1989) – Physical Education/Women’s Basketball Coach
B.S., Fullerton State University;
M.A., San Jose State University

Pacheco, Tolentino (1998) – Electronics
A.A., West Valley College

Pawlshyn, Nancy (2001) – Journalism/English
B.A., Massachusetts College of Art
M.A., Simmons College

Potterson, James (1980) – Psychology
B.A., Webster College;
M.A., Southern Illinois University;
Ph.D., University of California, Santa Barbara

Price, Ben S. (1966) – Psychology
A.B., M.A., San Jose State University;
Licensed Marriage, Family and Child Counselor

Pullen, Karen (1999) – Counselor/Coordinator, Disabled Students Program
B.S., Ball State University;
M.A., New York University

Quach, Tin (1997) – Mathematics
B.A., Brigham Young University;
M.S., University of California, Riverside

Ramirez-Bost, Carol (1997) – Cosmetology

Reiningr, Robert (1978) – Electronics/Computer Technology
B.S., California State Polytechnic University, Pomona

Reyes, Hermosa (1997) – Early Childhood Education
B.S., University of Philippines;
M.S., E.D., Northern Illinois University

Rice, Leslie (2001) – English
B.A., Brigham Young University;
M.A., California State University, Hayward

Robb, Douglas (1997) – Physical Education/Baseball Coach
B.A., M.A., Saint Mary’s College of California

Rookstool, Judy (1979) – Counseling
B.A., University of California, Santa Barbara;
M.A., San Jose State University;
Ed.D., University of San Francisco

Santos, Priscilla (1990) – Counseling/Guidance
B.A., M.A., San Jose State University;
Ed.D., University of San Francisco

B.A., M.A., San Jose State University;

Schirrmacher, Robert (1987) – Child & Family Studies
B.A., Michigan State University;
M.A., University of Detroit;
Ph.D., University of Illinois

Shaw, Spencer (1981) – Mathematics
B.E.E., Catholic University of America;
M.S., Stanford University

Shelton, Merylee (1988) – Communication Studies
B.A., Creighton University;
M.A., San Francisco State University

Simonson, Novella (1990) – English/English as a Second Language
B.A., M.A., San Jose State University

Sklute, John (1990) – English/English as a Second Language/Humanities
B.A., Brooklyn College;
M.A., Ph.D., Indiana University

Solem, Cynthia (1996) – English as a Second Language/English
B.A., University of Wisconsin;
M.A., San Francisco State University

Soman, Anuradha (2000) – Computer Applications
B.S., M.S., Karnataka University, Dharwar, India;
M.A., Stanford University

Song, John (1993) – Chemistry/Physical Science
B.S., Mount Union College;
Ph.D., Michigan State University

Stagnaro, Donald W. (1986) – Physical Education/Golf Coach
B.A., University of the Pacific;
M.B.A., Saint Mary’s College

B.A., University of Arizona;
M.A. Fresno State University;
Ph.D. University of Reno

B.A., University of California, Davis;
M.A., San Jose State University

Tran, Angela (2000) – Mathematics
B.A., M.S., San Jose State University

Trieu, Hung (1997) – Economics
B.S., Hayward State University;
M.A., San Francisco State University;
M.A., Ph.D., University of California, Santa Cruz

Tsang, Chui L. (1997) – President, San José City College
B.A., University of California, Berkeley;
Ph.D., Stanford University

Tsih, Stephen (1999) – Marketing/Business
B.S., M.B.A., Golden Gate University

Vujjeni, Kishan (1990) – Dean, Business & Service Careers
M.S., Northern Carolina Agricultural and Technical State University;
M.S., Jackson State University

Wahler, Dennis (1982) – Business
B.S., Metropolitan Institute, London, England;
M.B.A., University of Phoenix

B.S., California State University, San Bernardino;
M.S., California State University, Los Angeles;
Ph.D., University of Southern California

Williams, Russell Todd (1977) – Librarian
B.S., Iowa State University;
M.L.S., San Jose State University

Wilson, Patricia (1976) – Dental Assisting
B.A., Saint Mary’s University

Wing, Robert (1996) – Librarian
B.S., University of California, Davis;
M.L.S., San Jose State University

Witte, Mary Jennifer (1990) – Health Sciences (EMT)
R.N., Mercy Hospital School of Nursing, Cedar Rapids, Iowa

Woodhead, Barry (1985) – Physical Education
B.A., Humboldt State University;
M.A., San Francisco State University

Yancey, David (1981) – Administration of Justice/History/Political Science
B.A., Sacramento State University;
M.A., San Jose State University

Young, Carole (1990) – Counseling/Guidance
B.A., M.A., San Jose State University

Youngblood, Sharon (1987) – Business/Accounting/Computer Applications
B.A., San Jose State University;
M.A., United States International University
CHAPTER 11 — CLASSIFIED STAFF

ALDANA, Debra—Admissions and Records Technician
Admissions and Records

AMADOR, Frank—Admissions and Records Technician
Admissions and Records

ARIGONI, Rene—Instructional Support Assistant I
Language Arts

BARGER, Jo Ann—Program Assistant
Counseling and Student Services

BATTAGLIA, Laurie—Division Administrative Assistant
Humanities and Social Sciences

BECHDOL, Shaun—Instructional Lab Technician II
Athletics and Physical Education

BEGUM, Talath—Nutrition Aide
Child Development Center

BORELLA, Diane—Instructional Support Assistant I
Language Arts

BRYAN, Rosemarie—Instructional Assistant II
Cosmetology

CAGATAO, Marivic—Division Administrative Assistant
Applied Science and Technology

Caldwell, Julinda—Senior Division Administrative Assistant
Language Arts

CAMPBELL, James—Network Technician
Technology Services

CHEN, Kimberly—Instructional Support Assistant I
Disabled Students Program

CHOY, Stephen—Outreach/Recruitment Specialist
Special Programs

COLETTA, Patricia—Admissions and Records Coordinator II
Admissions and Records

CONNOR, Allison—Costumer Drama

COVEY, Barbara—Instructional Support Assistant I
Mathematics and Science

D’ANNA, Jeanette—Job Developer/Placement Officer
WIN Program

DEBBAGE, Teresa—Program Specialist, VTEA
Applied Science and Technology

DOMINGUEZ, Estella—Instructional Support Assistant I
Mathematics and Science

DRIVER, Dennis—Instructional Support Assistant II
Business and Service Careers

EASTON, Steve—Instructional Support Assistant II
Mathematics and Science

ESPINO, Corinne—Program Assistant
Campus Diversity Office

ESQUIVEL, Carla—Staff Assistant II
Special Programs

ETTINGER, Faith—Employment Services Technician II
Office of Academic Support

FRANCISCO, Judith—Library Assistant Library

FRANKLIN, Debbra—Senior Library Technician Library

FREDERICK, Tasha—Outreach/Recruitment Specialist
Special Programs

FRIESSEN, Shirley—Senior Division Administrative Assistant
Business and Service Careers

GEER, Bruce—Network Technician Technology Services

GIACOMAZZI, James—Athletic Program Support Specialist
Athletics and Physical Education

GONZALEZ, Virginia—Evaluations Specialist
Admissions and Records

GONZALEZ, Sandra—Admissions and Records Technician
Admissions and Records

GONZALEZ, Socorro—Instructional Assistant III
Cosmetology

GREEN, Jennifer—Schedules and Catalog Technician
Office of Academic Support

GREENE, Patricia—Job Developer/Placement Technician
WIN Program

HAGER, Robert—Network Technician Technology Services

HAGER, Susan—Curriculum Technician
President’s Office

HARRINGTON, Margaret—Articulation Specialist
Counseling and Student Services

HARRINGTON, Margaret—Articulation Specialist
Counseling and Student Services

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Counseling and Student Services

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Counseling and Student Services

HARRINGTON, Margaret—Articulation Specialist
Counseling and Student Services

HARRINGTON, Margaret—Articulation Specialist
Counseling and Student Services

HEEMSKERK, Michele—Instructional Lab Technician II
Dental Assisting

Hoffman, Deborah—Child Development Specialist II
Child Development Center

Hoffman, Heidi—Staff Assistant IV
Business Services

HUSTON, J. Timmons—Assessment Specialist
Counseling and Student Services

JIMENEZ, Linda—Staff Assistant IV
Business Services

JOESTEN, Kathryn—Police Dispatcher
Campus Police

JONES, Steve—Instructional Lab Technician II
Athletics and Physical Education

KREIBICH, Mary—Senior Division Administrative Assistant
Applied Science and Technology

KUA, Rex—Instructional Lab Technician II
Applied Science and Technology

LAI, Uc—Laboratory Clerk
Language Arts

LAKANDULA, Benito—Staff Assistant II
WIN Program

LAM, Nam—Instructional Support Assistant I
Business and Service Careers

LOPEZ, Janeth—Senior Division Administrative Assistant
Special Programs

LORENCE, Ella—Instructional Lab Technician I
Cosmetology

LUGO, Joe—Instructional Support Assistant II
Business and Service Careers

LUNSFORD, Naomi—Instructional Support Assistant I
Business and Service Careers

MACIAS, Isabel—Executive Secretary
President's Office
Markevitch, Alla......................................................Program Assistant
WIN Program
Martian, Camella.................................AmeriCorps Coordinator
WIN Program
Martinez, Brenda...........................Ademissions and Records Assistant
Ademissions and Records
Martinez-Solis, Paula..............................Staff Assistant III
Cosmetology
Matos, Meredith.................................Program Assistant
Special Programs
Matsumoto, Dennis..................................Financial Aid Specialist II
Financial Aid Office
McElroy II, Daniel.................................Web Page Assistant
Technology Services
Mietich, David........Instructional Computer Network Technician
Business and Service Careers
Miranda, Ingrid.................................Program Assistant
Humanities and Social Sciences
Mitchell, Marilyn........Senior Division Administrative Assistant
Admissions and Records
Moore, Elizabeth.................................Library Technician
Library
Moore, Moraya.................................Instructional Lab Technician I
Mathematics and Science
Mosher, Margaret.................................Instructional Support Assistant II
Library
Munoz, Priscilla.................................Tutoring Program Coordinator
Language Arts
Nakaso, Joanne.................................Admissions and Records Assistant
Admissions and Records
Nguyen, Diep Ngoc.................................Admissions and Records Assistant
WIN Program
Nguyen, Emmy......................................Staff Assistant II
WIN Program
Nguyen, Phuoc.................................Instructional Lab Technician III
Mathematics and Science
Nolasco, Cres..................................Network Technician
Technology Services
Paiz, Teresa.................................Admissions and Records Coordinator I
WIN Program
Partida, Sophia.................................Financial Aid Specialist III
Financial Aid Office
Perez, Ruben.................................Admissions and Records Assistant
WIN Program
Radi, Shirindokht.................................Senior Library Technician
Library
Rico, Marjorie................Senior Division Administrative Assistant
Athletics and Physical Education
Rodeo, Ariel......................................Network Technician
Technology Services
Rodriguez, Yolanda.................................Child Development Aide
Child Development Center
Rojas, Evelyn.................................Instructional Support Assistant I
Language Arts
Rollins, Debra.................................Child Development Specialist I
Child Development Center
Rose, Bunnie.................................Hourly Personnel Services Specialist
Office of Academic Support
Salazar, Arnold.................................Athletic Trainer
Athletics and Physical Education
Salazar, Philip.................................Instructional Assistant
Language Arts
Santa Cruz, Andrea..............................Staff Assistant III
Child Development Center
Santiago, Ella.................................Admissions and Records Assistant
Admissions and Records
Schmid, Gwendolyn.................................Instructional Lab Technician IV
Mathematics and Science
Seminar, Linda........Senior Division Administrative Assistant
Counseling and Student Services
Taw, Christie.................................Health Services Assistant
Student Health Services
Thompson, Roi Ann..........Senior Division Administrative Assistant
Mathematics and Science
Tran, Tuyet.................................Financial Aid Specialist I
Financial Aid Office
Trigueiro, Maria.................................Child Development Specialist I
WIN Program
Truong, Anh.................................Financial Aid Specialist III
WIN Program
Varela, Mary.................................Child Development Aide
Child Development Center
Vasquez, Carol.................................Student Retention Assistant
Counseling and Student Services
Vasquez, Carmen.................................Admissions and Records Assistant
WIN Program
Vieyra, Sandra.................................Program Specialist II
WIN Program
Vonruedden, Charlotte.................................Financial Aid Specialist II
Financial Aid Office
Vu, Kim Huyen.................................Child Development Aide
Child Development Center
Vu, Oanh Cam.................................Child Development Aide
Child Development Center
Vu, Peter.................................Library Technician
Library
Vukelich, Anthony.................................Instructional Lab Technician II
Mathematics and Science
Woodman, Brenda.................................Instructional Lab Technician III
Cosmetology
Wright, Mary.................................Staff Assistant I
Counseling and Student Services

SUPERVISORY PERSONNEL

Brodie, Marilyn.................................WIN Supervisor
Burke, M. Patricia.................................Financial Aid Supervisor
Canoy, Eugenio.................................Technology and Media Services Supervisor
Domínguez, John.................................Maintenance Supervisor
Fuqua, Michele.................................Business Services Supervisor
Hood, Sherry.................................Reprographics Supervisor
Lofsted, Ruth.................................Bookstore Operations Supervisor
Maxwell, Jared.................................Custodial Supervisor
Short, Patricia.................................Administrative Services Supervisor
### Management Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calegari, Michael</td>
<td>Director of Administrative Services</td>
</tr>
<tr>
<td>Clabough, Tom</td>
<td>Maintenance Manager</td>
</tr>
<tr>
<td>Gordon, Bruce</td>
<td>Custodial Manager</td>
</tr>
<tr>
<td>Harnden, Laurie</td>
<td>Child Development Center Manager</td>
</tr>
<tr>
<td>Ho, Kimsanh</td>
<td>Director of Campus Diversity</td>
</tr>
<tr>
<td>Parker, David</td>
<td>Interim Director of Bookstore</td>
</tr>
<tr>
<td>Peterson, Kimberly</td>
<td>Executive Director of WIN Program</td>
</tr>
<tr>
<td>Renteria, Phillip</td>
<td>Director of Campus Life</td>
</tr>
<tr>
<td>Rodriguez, Henry</td>
<td>Grounds Manager</td>
</tr>
<tr>
<td>Santos, Carlo</td>
<td>Director of Admissions and Records</td>
</tr>
<tr>
<td>Tsang, Chui L.</td>
<td>President</td>
</tr>
<tr>
<td>Wolfe, Nancy</td>
<td>Director of Grants and Development</td>
</tr>
<tr>
<td>Hattman, Colleen</td>
<td>Merchandising Specialist</td>
</tr>
<tr>
<td>Heck, Eugene</td>
<td>Electrician</td>
</tr>
<tr>
<td>Juntado, Arnold</td>
<td>Electrician</td>
</tr>
<tr>
<td>Killili, Simon</td>
<td>Custodian II</td>
</tr>
<tr>
<td>Lam, Cam</td>
<td>Account Clerk/Bookstore</td>
</tr>
<tr>
<td>Lara, Jose</td>
<td>Custodian II</td>
</tr>
<tr>
<td>Lopez, Maria</td>
<td>Custodian I</td>
</tr>
<tr>
<td>Machado, John</td>
<td>Carpenter</td>
</tr>
<tr>
<td>Martinez, Gilbert</td>
<td>Custodian II</td>
</tr>
<tr>
<td>Medlock, David</td>
<td>Equipment/Vehicle Maintenance</td>
</tr>
<tr>
<td>Miranda, Felipa</td>
<td>Custodian I</td>
</tr>
<tr>
<td>Mogensen, Robert</td>
<td>Custodian I</td>
</tr>
<tr>
<td>Monarrez, Juan</td>
<td>Custodian I</td>
</tr>
<tr>
<td>Nelson, Scott</td>
<td>Bookstore Services Clerk</td>
</tr>
<tr>
<td>Nguyen, Tho Van</td>
<td>Bindery Clerk</td>
</tr>
<tr>
<td>Nguyen, Nam</td>
<td>Offset Press Operator II</td>
</tr>
<tr>
<td>Ocampo, Adam</td>
<td>Police Officer I</td>
</tr>
<tr>
<td>Preciado, Antemio</td>
<td>Custodian I</td>
</tr>
<tr>
<td>Quinones, Mario</td>
<td>Facilities Maintenance Worker</td>
</tr>
<tr>
<td>Reis, Emanuel</td>
<td>Groundskeeper I</td>
</tr>
<tr>
<td>Rodriguez, Rogelio</td>
<td>Custodian I</td>
</tr>
<tr>
<td>Romero, Patricia</td>
<td>Bookstore Services Clerk</td>
</tr>
<tr>
<td>Rosas, Lorenzo</td>
<td>Custodian I</td>
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<tr>
<td>Ruiz, David</td>
<td>Custodian II</td>
</tr>
<tr>
<td>Ruiz-Rodriguez, Evangelina</td>
<td>Custodian I</td>
</tr>
<tr>
<td>Salazar, Richard</td>
<td>Hardware Specialist</td>
</tr>
<tr>
<td>Salgado, Andrew</td>
<td>Groundskeeper II</td>
</tr>
<tr>
<td>Shirley, Robert</td>
<td>Custodian I</td>
</tr>
<tr>
<td>Spencer, Stephen</td>
<td>Staff Assistant III/Reprographics</td>
</tr>
<tr>
<td>Torrevillas, Rodolfo</td>
<td>Groundskeeper II</td>
</tr>
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<tr>
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<td>HVAC/Plumber</td>
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<td>Vo, Nam</td>
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<tr>
<td>Vo, Khanh</td>
<td>Offset Operator III</td>
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<table>
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<th>Position</th>
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<tr>
<td>Aguirre, Raymund</td>
<td>Police Sergeant</td>
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<tr>
<td>Aldama, Alejandro</td>
<td>Custodian I</td>
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<tr>
<td>Andrade, Emanuel</td>
<td>Equipment/Vehicle Mechanic</td>
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<td>Aragon, Robert</td>
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<tr>
<td>Broggi, Jason</td>
<td>District Mail Services Technician</td>
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<tr>
<td>Buenrostro, Javier</td>
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<td>Castro, Deo</td>
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<td>Chapman, Elaine</td>
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<td>Cooper, Gary</td>
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<td>Engdahl, Pete</td>
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<td>Fasbinder, Jeffrey</td>
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<td>Flores, Antonio</td>
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<td>Guevara, Daniel</td>
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<td>Lam, Cam</td>
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<td>Lara, Jose</td>
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<td>Lopez, Maria</td>
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<td>Miranda, Felipa</td>
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<td>Ocampo, Adam</td>
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<td>Romero, Patricia</td>
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<td>Rosas, Lorenzo</td>
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<td>Ruiz, David</td>
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<td>Ruiz-Rodriguez, Evangelina</td>
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<td>Salazar, Richard</td>
<td>Hardware Specialist</td>
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<td>Salgado, Andrew</td>
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<td>Shirley, Robert</td>
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<tr>
<td>Spencer, Stephen</td>
<td>Staff Assistant III/Reprographics</td>
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<td>Torrevillas, Rodolfo</td>
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<tr>
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CHAPTER 12 — ADVISORY COMMITTEES

ACCOUNTING

Karey Lucas
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Keri Jordon
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Denise Aquaristi
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Patricia Lessard, Interpreting Instructor
Ohlone College
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