SAN JOSE CITY COLLEGE

2016-2017 CATALOG

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San José City College ofrece igualdad de acceso y oportunidades y no discrimina sobre la base de la identificación de grupo étnico, raza, color, idioma, acento, estatus migratorio, ascendencia, origen nacional, edad, sexo, religión, orientación sexual, identidad de género, estado civil, condición médica, situación militar y la discapacidad física o mental. Estamos comprometidos a proporcionar un ambiente inclusivo y acogedor para todos los estudiantes, el personal, profesores y miembros de nuestra comunidad.

San Jose City College tạo sự bình đẳng về cơ hội cùng như là sự tiếp cận, và không phân biệt đối xử vì sắc tộc, chủng tộc, màu da, ngôn ngữ, giọng nói, tình trạng di trú, tópic, nguồn gốc gia đình, tuổi tác, phái tính, tôn giáo, hướng hướng tính dục, nhân diём giới tính, tình trạng hôn nhân, điều kiện sức khỏe, tình trạng chiến binh, hoặc có khuyết tật về cơ thể hay tâm trí. Chúng tôi cam kết tạo một môi trường rộng mở và chào đón cho tất cả các sinh viên, nhân viên, ban giảng huấn, và các thành viên trong cộng đồng địa phương của chúng tôi.

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This year, as we approach our 95th anniversary, San José City College has embarked on new projects and programs to further enrich the lives of our students and the community. As the 10th oldest community college in the California community college system, we continue to be proud of all that we have accomplished through the delivery of excellent instruction and support services to students who attend San Jose City College. This catalogue outlines the degrees, certificates, programs and services delivered by our dedicated faculty and staff. Moreover, it demonstrates the commitment of the students who have worked hard to build a brighter future for themselves, their families, and our community.

Our expert and experienced faculty present a rigorous and stimulating academic curriculum while our student services provide the necessary support to assist you in reaching your academic goals. There are also plenty of activities and leadership opportunities available on campus. We offer a variety of degree and certificate programs to meet your education and job training needs. Our career/technical education programs combine classroom experience with on-the-job training to teach our students the practical skills they need to succeed in the job market.

Quick facts:
- The California Community College System serves more than 2.5 million students annually and is the largest workforce training provider in the U.S.;
- A student who graduates with an associate degree earns an average of $1.6 million in her/his lifetime and $400,000 more than a student with a high school diploma;
- Almost two-thirds of graduates of the California State University system and one-third of the University of California system transferred from a California Community College

Did you know:
- SJCC offers a growing list of Associate Degrees for Transfer (ADTs) with guaranteed admission to the CSU. ADTs are available in the fields of Elementary Teacher Education, Economics, Mathematics, Communication Students, Business Administration, Administration of Justice, Psychology and Kinesiology.
- SJCC is the largest provider of training in manufacturing in Santa Clara County and provides workforce education in Computer Electronics Technology, CNC Machinist, Machine Technology, Entry-Level Machinist, Facilities Maintenance Technology, Laser Technology, Machine Shop Safety, Programmable Logic Controls, Blueprint Reading and Welding

Congratulations on choosing San José City College, where our number one priority is your success. Whether you are a new or returning student, you'll find that our outstanding education and training programs will help you fulfill your goals and aspirations. At San José City College we are committed to excellence and strive to create a learning environment that is both challenging and rewarding. We focus on student success by removing barriers, celebrating diversity, and inspiring students to perform at their highest level inside and outside of the classroom.

To find out more about our academic programs, counseling services, and student activities, please visit our website at www.sjcc.edu. Our aim is to help you achieve your dreams. We are looking forward to having you join us on campus as a member of our San José City College family.

Welcome to San José City College, and – Go Jaguars!

Byron
Welcome to San José City College, where our faculty, administrators and staff are dedicated to social justice, equity and opportunity. We take pride in our diverse, multicultural, student-centered learning environment that is focused on academic excellence, collaboration and innovation. Whether you are pursuing a degree or certificate, preparing for university transfer, enhancing your career and workforce training or improving your foundational skills, San José City College will help you reach your goals.

San José City College is a comprehensive community college that offers an exceptional array of career and technical programs that prepare you for a rewarding future. Extensive community and college partnerships also help you broaden and enrich your college experience by emphasizing a combination of academics, experience-based service learning and civic responsibility.

You have chosen San José City College to start or continue your education in the heart of the Silicon Valley, a culturally rich environment recognized throughout the world for innovative ideas. Our instructors provide a challenging and welcoming learning environment, while our student services staff ensures that you have the support you need to succeed.

As you read through this catalog, you will find information about the college’s programs, courses, policies and requirements. You will also find details about our counseling, financial aid, library, tutorial, and other special services. Our highest priority is to help you achieve your academic and career goals.

As part of our learning community, you will grow, thrive, make new friends, and expand your horizons. We invite you to share and broaden your experiences by participating in an enriching array of student and community activities and events.

We are delighted that you chose San José City College as a path to your higher education goals. Our entire college community is committed to your success.

Sincerely,

Dr. Deborah Budd
Chancellor
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Open Enrollment Policy: It is the policy of this District that, unless specifically exempted by statute, every course, section or class, the average daily attendance 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 V of the CA Administrative Code, commencing with Section 58100.
CHAPTER 1 — GENERAL INFORMATION

IN THIS CHAPTER:

• About the College
• Institutional Planning
• Mission Statement
• Vision Statement
• Values
• College Strategic Goals
• College Philosophy
• General Education Philosophy
• General Education Student Learning Outcomes
• Accreditation
• Statement of Compliance
• Professional Code of Ethics
• Civility Statement
• Changes in Rules and Policies

ABOUT THE COLLEGE

Celebrating an existence which spans 94 years, San José City College continues to provide San José and Milpitas residents a community college education of unmatched quality. From its modest beginnings in 1921, San José City College has delivered its educational mission with integrity, sustained vitality, and a continuing awareness as to the need for change and innovation in the context of its dynamic communities.

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

Today, the San José/Evergreen Community College District (formed in 1963) serves more than seven hundred thousand residents within its 303 square mile boundaries, including the San José 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 José.

Currently, San José City College enrolls more than 16,000 students annually, compared to its initial enrollment of 86 in 1921. The College offers curriculum for students seeking career preparation, transfer to a four-year college or university. A strong core of general education and major courses required for transfer are offered in addition to quality programs in basic skills preparation. The College offers a variety of Associate Degrees and certificate programs leading directly to workplace readiness and gainful employment. During the 2014-15 academic year, 1489 degrees and/or certificates were earned. Of those 843 were Associate Degrees and 646 were Certificates. The diverse student body reflects the changing demographics of California’s various racial/ethnic groups: 15% Asian, 5% African American, 9% Caucasian, 24% Hispanic, ~1% Native American, ~1% Pacific Islander, 46% Other or non-responsive. Comprehensive programs and services support the diversity of the community of which San José City College is so rightfully proud.

INSTITUTIONAL PLANNING

In order to address student and community needs, the College is currently developing a comprehensive Educational Master Plan and an integrated Facilities Master Plan to guide its growth through the year 2030. The expansion of the campus includes state-of-the art facilities including the César Chávez Library, Student Center, Science Complex, Parking Garage, Construction Technology Building, Technology Center, Multi-Disciplinary building, Carmen Castellano Fine Arts Center, and the major renovations of the Gymnasium, Business, Cosmetology, and
Reprographics buildings. The development of one new building is currently underway for Kinesiology & Athletics along with renovations to upgrade the space. All these projects are slated to be completed within the next two-three years.

**Mission Statement**

The mission of San Jose City College is to serve our students and the community by offering high quality, relevant, and innovative instruction for basic skills, career pathways, university transfer, and life-long learning. We strive to accomplish this by awarding certificates and associate degrees to eligible students taught in a multicultural environment where student achievement, successful learning and social justice are highly valued, supported, and continually assessed.

**Vision Statement**

The Vision of San Jose College is to be an educational institution of excellence through:

- The guiding principles of opportunity, equity, and open, equitable access for student success and achievement.
- An exceptional learning environment that challenges and empowers students through teaching excellence, robust student support programs, innovation, and state-of-the-art technologies that prepare students with the knowledge, relevant transferable skills, creativity, ethics and values to succeed and thrive in a dynamic healthy global environment.
- A culture of inquiry and evidence that is characterized by the commitment of faculty, staff and students to be accountable for learning excellence through the assessment of measurable and meaningful learning outcomes that lead to improved learning, and to inform data-driven decisions that foster adaptability in programs and services.

**Values**

- Student-Centered
- Priority Driven
- Collaborative

**College Strategic Goals**

1. Promote Student Success
2. Expand Partnerships with Our External Communities
3. Enhance Employee Development
4. Foster Cultural Competence
5. Increase Campus Safety
6. Expand Resource Development

**College Philosophy**

The College’s rich history shapes the current operational philosophy. The diverse student body arrives at the college with a wide range of individual interests, achievement and career goals. The College offers programs and services that provide access and opportunities and believes that growth toward full recognition and use of individual abilities is the inalienable right of every citizen. This is enhanced by the professional counseling and guidance by faculty and staff deeply committed to such principles and philosophy.

The College believes that high quality instruction must be offered in all courses and programs and that faculty guarantee such standards by continuously reexamining teaching standards and instructional programs, guided by sustained intellectual inquisitiveness, tolerance and a deep respect for learning.

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

We believe that we must stimulate students to think critically and creatively, to recognize and enhance personal capabilities, so as to participate effectively in a dynamic, increasingly global, 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.

**General Education Philosophy**

In accordance with the mission, vision, and values, the general educational philosophy provides that students who complete a degree program at San José City College will engage in a well-planned and executed program of general education that:

- Fosters personal growth and lifelong learning
- Presents and interrelates with a broad range of human knowledge and thought
- Expands the range of scientific, intellectual, and aesthetic experiences, interests, and abilities
- Develops effective personal, interpersonal, and social skills
- Assists in the process of clarifying and applying values in daily life
- Fosters a sense of civic responsibility
- Expands understanding of national and global affairs
- Fosters the sense of individuality in the context of the larger world

Helping our students achieve these general education learning outcomes is a shared responsibility in all coursework and across all programmatic functions at the College. General education learning outcomes include a specific focus on such topics as:
• Aesthetic Sensitivity
• Civic Responsibility and Involvement
• Civility
• Computer Competency
• Critical Analysis/Logical Thinking
• Individual, Cultural and International Diversity
• Ethical Principles
• Historical Sensitivity
• Information Competency
• Personal Integration
• Interpersonal Skills
• Oral Communication
• Political Awareness
• Scientific and Quantitative Reasoning
• Social Responsibility
• Working in Groups
• Written Communication
• Critical Reading Skills
• Economic Theory

All students achieve these learning outcomes, in part, through participation in a general education core curriculum that includes work in:
• Written Communication
• Oral Communication
• Critical Thinking
• Physical Sciences
• Life Sciences
• Quantitative Reasoning
• Fine Arts, Humanities
• Social and Behavioral Science
• Lifelong Understanding and Self Development
• Physical Health and Activity
• Cultural Diversity/Ethnic Studies

A concentration of major courses combined with general education will comprise an Associate Degree.

3. Global Awareness and Social Justice
   Students will demonstrate an awareness of social, economic, ecological, historical, and cultural differences and their implications.

4. Personal Responsibility, Ethics and Civility
   Students will demonstrate personal and civic responsibility and professional integrity.

5. Technology
   Students will utilize technology effectively for informational, academic, personal, and professional needs.

6. Aesthetics and Creativity
   Students will develop an appreciation of the arts and engage in the creative process.

In support of these General Education Student Learning Outcomes all San José City College students are expected to demonstrate proficiency in reading, writing, and mathematics. The successful completion of college level reading, writing, and mathematics courses are therefore required of all degree candidates. In direct support of these outcome expectations, special courses and assistance are provided to students through the various learning skills centers at the College. Additionally, faculty and staff are available to provide help, strategic support, encouragement, and direction to students. Each course in the degree programs offered by the College provides students with opportunities to develop critical thinking and the additional skills required by universities and today’s competitive global employment marketplaces. 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 leading to success in future personal and career pursuits directly pursuant to gainful employment.

**Accreditation**

San José City College is a public, two-year community college accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (10 Commercial Boulevard, Suite 204, Novato, CA 94949, 415.506.6234), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. The College also operates by authority of the Board of Governors of the California Community Colleges and the Board of Trustees of the San José-Evergreen Community College District. Accreditation information can be found on the San José City College website at: http://www.sjcc.edu/discover-sjcc/accreditation.

**Statement of Compliance**

San José City College maintains an atmosphere that is welcoming to all students and conducive to their academic and personal success. The College provides an environment free from all forms of harassment, in which students and employees are treated with respect and dignity.

San José City College 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, and physical or mental disability. Limited English skills are not a barrier to programs and services at the College. San José City College is in full compliance with:

• Title VI of the Civil Rights Act (1964)-pertaining to race, color and national origin;
• Title VII of the Civil Rights Act (1964)-pertaining to religion and gender;
• Title IX of the Educational Amendments (1972)-pertaining to gender;
• Sections 503 and 504 of the Rehabilitation Act (1972)-pertaining to disability;
• Age Discrimination in Employment Act (1974)-pertaining to age; and
• Americans with Disabilities Act (1990)-pertaining to disability.

Students who believe they have been discriminated against should contact the following offices for specific information:

Campus Diversity Officer
Roland Montemayor
Vice President of Student Affairs
408-288-3146 or roland.montemayor@sjcc.edu

Americans with Disabilities Act Coordinator:
Dr. Eliazer Ayala-Austin
Dean of Counseling and Matriculation
408-288-3772 or eliazer.ayala-austin@sjcc.edu

Title IX and Gender Equity Coordinator
Roland Montemayor
Vice President of Student Affairs
408-288-3146 or roland.montemayor@sjcc.edu

Disabilities Support Program and Services
Dr. Edina Rutland
DSP&S Supervisor
408-831-3131 or edina.rutland@sjcc.edu

Inquiries may also be addressed to the:
United States Department of Education
Office of Civil Rights
San Francisco Office, Old Federal Building
50 United Nations Plaza, Room 239
San Francisco, CA 94102-4912
Call 415-556-4275 or fax 415-437-7783

Professional Code of Ethics

The San José City College Code of Ethics was developed with input from representatives of each constituent group at San José City College including faculty, staff and management. Inherent in this code is the belief that each employee and student has the right to dignity and respect.

We, the employees of San José City College, agree to act in a responsible and ethical manner in the workplace, and by acting in a way that encourages our peers, students, and colleagues to do the same.

We support the following principles:

• To work in a professional manner with a mutual respect for individual differences.
• To maintain an open dialogue on issues while respecting differing opinions of colleagues and students alike.
• To be open and honest in dealing with students and colleagues and understand the value of having positive collegial relationships.
• That our collective responsibility is to create a positive environment that fosters respect for others and their cultural contributions, and to respect the academic curiosity of our students, colleagues and staff at San José City College.

This document, nor the beliefs herein represented, in no way limit the rights or duties of the employees of SJCC as provided for by Code, Law, Board Policy, Procedure or by the contract.


Civility Statement

We the students, employees, and trustees at SJCCD are committed to a conscious demonstration of mutual respect - for people, for their roles, for their knowledge and expertise.

While no civility statement can guarantee considerate and principled conduct, the values set forth below represent institutional ideals and should serve as guide posts.

Respect, civility, integrity and honesty are not just words; they are intentions that must be present in our interactions with one another.

Civility requires cooperation, tolerance, forgiveness, acceptance, inclusiveness, kindness, compassion, courtesy, perception, and patience. It is expressed not only in the words we choose, but also in our tone, demeanor, and actions.

We honor the right of expression as a hallmark of learning, and we treasure intellectual freedom, tempered with respect for the rights of others, even when individual or group points of view are controversial or out of favor with prevailing perspectives. Individuals should not feel intimidated or be subject to reprisal for voicing their concerns, or for participating in governance or policy making.

We need to acknowledge these differences and be open to receiving feedback from someone who may perceive something we have done, without intent, as being uncivil. We also need to evaluate our
own expectations of civility to ensure that we are not setting an unrealistically high bar.

In the face of incivility, silence can indicate consent; we each have responsibility to speak out to counteract incivility.

Guide Posts:
- Civility begins with me.
- Each person is responsible for creating and maintaining a positive place to learn and to work, where everyone can flourish.
- Take responsibility for one’s own choices. Accept your responsibility to engage courteously in all forms of communication (oral, written, and electronic).
- Listening, not just hearing, but listening with respect, is the proper response to others.
- Regardless of status, everyone has worth and dignity which should be valued.
- Recognize contributions of others and value their opinions.
- All members of the community are responsible for and expected to exemplify and promote civility, integrity, and concern for the common good.
- Demonstrate and promote fair and just treatment; practice forgiveness and compassion.

Approved by College Planning Council on May 20, 2012. Approved by SJECCD Board of Trustees on October 8, 2013.

Changes in Rules and Policies

Although every effort has been made to assure the accuracy of the information in this Catalog, students and others who use this Catalog should note that laws, rules, and policies change from time to time and these changes may alter the information contained in this publication. Changes may come in the form of statutes enacted by the Legislature, rules and policies adopted by the Board of Trustees of the San José- Evergreen Community College District, or by the Chancellor or designee of the institution.
Chapter 2 — Admissions and Registration Procedures

Application for Admission

Admission to San José City College (SJCC) is open to high school graduates or to those who are at least 18 years old.

The first step for all persons desiring to enroll in classes at SJCC is to complete an application for admission. This application is available online at, www.cccapply.org.

Supplemental application - cosmetology
Due to department requirements and enrollment limitations, the cosmetology department has established screening procedures and supplemental applications for their candidates. Information regarding this process is available in A&R, counseling, and the cosmetology department.

Residency Requirements

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

2. Students who have completed at least three (3) years in a California high school or Effective January 1, 2015, attained credits earned in California from a California high school equivalent to three or more years of full time high school course work and attended a combination of elementary, middle, and/or high schools in California for a total of three or more years and have earned a high school diploma, or its equivalent may be exempt from non-resident tuition. For more information, see AB-540 below.

3. Non-residents and undocumented students may attend, but must pay full tuition (with the exception of students qualifying under AB 540), enrollment, and health fees at time of registration. No personal checks are accepted in payment of tuition.

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. Effective Fall 2016 tuition is $211 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
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, are entitled to resident classification until they have resided in the state 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, is entitled to resident classification until the student has resided in California the minimum time necessary to become a resident.*

5. Dependent of military personnel: an undergraduate student who is a natural or adopted child, stepchild or spouse who is a dependent of a member of the United States armed forces stationed in California on active duty, except a member of the armed forces assigned for educational purposes to state-supported institutions of higher education, is 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.

6. Parent was California domiciliary who left: a student who remains in California 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, is 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 will 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 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.*

a. “state agency” as defined by this section means every office, department, division, bureau, board or commission of the state of California.

b. “institution” as defined by this section means any university or college of the California state university system, the university of California, or any California community college.

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 is 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.

a. “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 must 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 is 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.*
15. A district may also classify a student (who is not precluded from establishing residence by immigration and naturalization service) 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.*

16. Non U.S. citizens: a student who is undocumented 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 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.*

17. Non U.S. citizens — must bring visas or alien registration cards to A&R 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.*

a. An unmarried minor child of undocumented parents: who is a United States citizen, is eligible to establish residency.*

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

19. 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.

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**INTERNATIONAL STUDENTS**

It is the policy of SJCC to select a representative number of international students for admission each semester. International student application forms may be obtained year-round; however, the application, application fee, and other required documentation must be filed by July 15 for the fall semester and by November 15 for the spring semester.

International students are required to pay the non-resident tuition, enrollment fees, capital outlay fee, and health fees at time of registration. Students should purchase health insurance to cover their medical needs immediately after registration. Information about various health insurance plans can be obtained through the International Student Program. Within the first month of the semester, students are required to submit proof of tuberculosis clearance and MMR immunization. All international students must follow United States Citizenship and Immigration Services (USCIS) guidelines as well as SJCC’s International Student Program policies.

Prospective students interested in attending SJCC should request an International Student Application form from the International Student Program office located in the Student Center Rm. 216L/M or by accessing it online at the program’s webpage. For more information, call (408) 288-3149 or (408) 288-3702, email internationalprogram@sjcc.edu, or visit the International Student Program’s webpage: http://www.sjcc.edu/future-students/international-students.

**NON-RESIDENT/INTERNATIONAL STUDENT TUITION**

Tuition for non-residents and international students is $211 per unit. In addition, students must pay enrollment fees, capital outlay fee of $4 per unit, and Student Activity and Student Health fees. Personal checks are not accepted for tuition. Payments must be made in cash, certified check, U.S. money order, or Visa/Master Card.

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**AB 540**

If the student is not a United States citizen, or permanent resident, or on a visa that allows the student to establish California residency, then the student must be able to certify that they have applied for some form of permanent immigration status at least one year and one day prior to the beginning of the semester. Beginning January 1, 2002, AB 540 required that certain non-resident and undocumented students who have completed three years of high school in California or Effective January 1, 2015, attained credits earned in California from a California high school equivalent to three or more years of full time high school course work and attended a combination of elementary, middle, and/or high schools in California for a total of three or more years and have earned a high school diploma, or its equivalent may be exempt from non-resident tuition. California residency can also be exempted and or established in other ways. Please consult the staff in A&R for specific residency requirements.

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**CREDIT**

Students can earn additional credit using any of the following:

**Transcripts from Other Colleges**

Students can receive transfer credit for work done at other accredited post-secondary education institutions. San Jose City College accepts transfer credit from colleges or universities accredited by one of the six (6) regional accrediting bodies only. Credit is granted in accordance with the recommendations in “Transfer Credit Practices” published by the American Association of Collegiate Registrars and Admission Officers.

To receive credit, students must submit official transcripts from all colleges and universities attended to the Admission and Record office [a minimum of eight weeks prior to graduation and must be on file six weeks prior to registration].

Transcripts will be evaluated and acceptable credit included in the student’s permanent record. 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 SJCC to determine eligibility for graduation. All transcripts become the permanent property of San José City College.
Credit from Foreign Colleges and Universities

Students who have earned credit at colleges and universities outside the United States may receive up to 30 units worth of credit. Foreign transcripts must be first evaluated by a San Jose City College approved agency. A list of approved agencies as well as the policy and procedures for receiving credit for foreign educational work may be picked up in the Admissions and Records office.

Credit and 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 one unit of credit for Physical Education. Three units for Health Education, and two units for Military Service. Additional units, for certain military technical schools, may be granted upon evaluation of the Military transcripts 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.

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 may be granted to a maximum of 12 units.
- Credit by Examination "may be granted only to a student who is registered at the college, in good standing and only for a course listed in the catalog of the community college."
- 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 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 José/evergreen community college district.

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.

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

Per title 5, section 55035, "... 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...
3. ...any student who shows significant, measurable progress toward the development of skills appropriate to his or her enrollment in college-level courses. Such students need to petition for a waiver of the limitation on remedial coursework with the counseling administrator on the campus.

"a student, who does not attain full eligibility status for college-level work...shall, unless provided with a waiver, be dismissed and referred to adult noncredit education courses."

"a student may, upon successful completion of appropriate "remedial coursework," or upon demonstration of skills levels which will reasonably assure success in college-level courses, request reinstatement to proceed with college-level coursework. "The request should be made to the counseling administrator on the campus.

ADMISSION GUIDE

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

1. Submit an application via CCC apply https://secure.cccapply.org/Applications/CCCApply/apply/San_Jose_City-College.html
2. Complete and submit a FAFSA to the Financial Aid office.
3. Schedule and take the assessment.
4. Schedule and attend an orientation.
5. Meet with a counselor to develop an Education Goal and Plan
6. Register for class(s) by, visiting myweb.sjecc.edu or in person at A&R.
7. Obtain a free student ID card from the information desk in the student center. Be sure to have your current class schedule and another picture ID.
Returning Student – Not on Probation or Dismissal:
1. Submit an application via CCC apply https://secure.cccapply.org/Applications/CCCApply/apply/San_Jose_City_College.html
2. Complete and submit a FAFSA to the financial aid office.
3. Meet with a counselor to develop an Education Goal and Plan
4. Clear any holds you may have before registering.
5. Register for class(s) by, visiting myweb.sjeccd.edu or in person at A&R
6. Obtain a free student ID card from the information desk in the student center. Be sure to have your current class schedule and another picture ID.

Returning Student – On academic probation and/or academic dismissal Status:
1. Submit an application via CCC apply https://secure.cccapply.org/Applications/CCCApply/apply/San_Jose_City_College.html
2. Complete and submit a FAFSA to the financial aid office.
3. Meet with a counselor to develop an Education Goal and Plan.
4. Obtain a registration date.
5. Clear any holds you may have before registering.
6. Register for class(s) by, visiting myweb.sjeccd.edu or in person at A&R.
7. Obtain a free student ID card from the information desk in the student center. Be sure to have your current class schedule and another picture ID.

New Transfer College Student (student who has attended another college):
1. Submit an application via CCC apply https://secure.cccapply.org/Applications/CCCApply/apply/San_Jose_City_College.html
2. Submit official transcripts to A&R.
3. Obtain a registration date.
4. Register for class(s) by, visiting myweb.sjeccd.edu or in person at A&R.

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 meet with a counselor. It is important to 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.

For high school students planning to enroll at SJCC:
1. New and returning high school students: incoming and current 9th, 10th, 11th and 12th graders will be admitted to attend class at SJCC. These students will be allowed to take one (1) class per term (summer session, fall semester and spring semester).
2. Students are considered to be continuing if they have attended the last two consecutive terms prior to the term they are registering for. For example: students wishing to take classes in Summer 2016 must have taken and completed class(s) in Fall 2015 and Spring 2016.
3. Submit an application via CCC apply https://secure.cccapply.org/Applications/CCCApply/apply/San_Jose_City_College.html.
4. Complete and submit an attendance approval for special part-time high school students form (R-40). The form is available online at: http://www.sjcc.edu/current-students/on-campus-resources/admissions-and-records-office/forms.
5. Schedule an appointment with a counselor to discuss class selection based on assessment results by visiting the counseling center or by calling 408-288-3750.
6. Register in person at A&R for the class listed on the mandatory high school student R-40 form signed by the high school principal, counselor, and parent or guardian. High school students are only eligible to enroll in classes for vocational purposes or as substitutes for courses not available through their high schools and may not enroll in P.E. or basic skills courses.
7. Obtain a free student ID card from the information desk in the student center. Be sure to have your current class schedule and another picture ID.
8. Complete and submit a new admissions application for each term/semester of enrollment and a new attendance approval for special part-time high school students form (R-40). This information applies to new, returning, and continuing students.

Students who are either: under 18; not attending high school; have not passed the California high school proficiency exam or GED; or are home-schooled and want to enroll at SJCC must do the following:
1. Submit an application via CCC apply https://secure.cccapply.org/Applications/CCCApply/apply/San_Jose_City_College.html.
2. Complete and submit the special part-time student admission (R-42) form. This form requires a letter of recommendation from the principal of the school of record and indicating the student's level of maturity and ability to benefit from advanced scholastic or vocational work.
3. Schedule and take the assessment.
4. Schedule an appointment with a counselor to discuss class selection based on assessment results by visiting the counseling center or by calling 408-288-3750.
5. Schedule an interview with the Dean of Enrollment Services by calling 408-288-3733 to approve special admissions to the college. At this time, submit all paper-work which includes the R-42 form, principal's letter, hold harmless agreement (all found in the original packet received from A&R), the school district affidavit for home-schooled students, and college assessment results to the dean of enrollment services during the interview. If approved, a registration date and time will be assigned.
6. Register for class(s) in-person at A&R.
7. Obtain a free student ID card from the information desk in the student center. Be sure to have your current class schedule and another picture ID.

There are several factors that high school students and their parents/guardians should be aware of when registering for SJCC courses. High School students:
1. Are considered adults with regard to their records; all records are confidential unless released by the student and are protected by regulations of the Federal Family Educational Rights and Privacy Act (FERPA);
2. Are held to the same standards as regular college students in terms of class conduct and course requirements;
3. Are allowed to enroll in one course per term;
4. May not enroll in P.E. or basic skills courses; courses are only eligible for enrichment, vocational purposes or as substitutes for courses not available thought their high schools;
5. May not register for courses not on a R-40 form; additional R-40 forms may be required;
6. Courses completed at their high schools do not guarantee adequate preparation for college level courses, assessment and/or SAT/AP scores may be used to determine placement levels.

Open curriculum class(s) only for students over 18 years of age or high school graduates:
1. Submit an application via CCC apply https://secure.cccapply.org/Applications/CCCApply/apply/San_Jose_City_College.html.
2. Obtain a registration date.
3. Clear any holds you may have before registering.
4. Register for class(s) by, visiting myweb.sjeccd.edu or in person at A&R.
5. Obtain a free student ID card from the information desk in the student center. Be sure to have your current class schedule and another picture ID.

For assistance call college information at (408) 288-3708.

**Enrollment Priorities**

Under the new priority enrollment regulations, “priority registration dates” will be assigned to active duty military and recently discharged veterans, current and former foster youth, students in Disability Support Program and Services, Extended Opportunity Programs & Services (EOP&S), and CalWORKs. These student groups are permitted to enroll before the rest of the student population. Accordingly, under the new mandates, students must maintain satisfactory academic progress in order to maintain priority registration eligibility.

Students (continuing, new and returning) will be granted an early enrollment priority upon completion of the following activities:

- Assessment, orientation, and educational plan. These students must also be in good academic standing and have not completed more than 100 degree applicable units.

Students who are on academic or progress probation for two consecutive terms will lose ability to register early over those students who are in good standing. Students who can demonstrate that the unsatisfactory academic standing is based on extenuating circumstances may appeal.

Effective Fall 2014 students who have completed 100 degree applicable units (not including units in basic skills English, Math or English as a Second Language) or more will lose their registration priority.

**Student Success & Support Program**

**Steps to successful registration and enrollment**

To register and enroll in courses at San Jose City College, follow these steps. Not only are the steps required, but they are designed to support students in having a successful academic experience.

1. **Application**: All students new to San Jose City College, as well as those who have missed two or more consecutive semesters, must submit a completed application online. Applications for the Summer and Fall semesters are accepted beginning in early February and for the Spring semester beginning in October.

2. **Assessment**: All new students are required to take the college assessment tests which will determine the appropriate English and math courses in which they may enroll. Students are also allowed to submit scores from assessment tests taken at another college within the last two years in lieu of taking the assessments at SJCC, if the assessment instrument is state-approved and correlation with SJCC courses can be established. Additionally, under certain circumstances, students may use previous transcripts (high school or college) as well as AP test scores and EAP scores for placement. Students submitting transcripts or AP/EAP must submit these to Admissions & Records Office.

3. **Orientation (New Student Orientation Workshops)**: All new students are required to complete an orientation to SJCC. This is completed by attending a New Student Orientation Workshop, by completing the online orientation, or by enrolling in the Guidance 97 Orientation class. At the workshops, students will be able to clarify their educational goals, learn about student services and programs.

4. **Educational Plan**: All new students are expected to complete an initial individual educational plan with the assistance of a counselor prior to registering for classes. As part of the educational planning process, all students must state a specific educational goal no later than upon completion of 15 units of course work.

5. **Registration**: Registration is set up on a priority system (see Enrollment Priority) and may be completed online or in the Admissions & Records Office. Students who enroll in courses must pay appropriate fees (see FEES section).

*An Open Curriculum class is one that has no prerequisites of any kind. However, some courses such as ESL 342, 343, 344, READ 350 and MATH 310 may require that Assessment results be on file prior to the first day of class. Courses with prerequisites require assessment unless student meets one of the bullet in item #5 under Assessment and Advisement Information.*
Students are considered officially enrolled when all fees have been paid in full. Those students receiving a Board of Governors Fee Waiver (BOGFW) must also pay the $19 Student Health fee and $5 Student Activity fee ($24 total) by the end of the second week of each semester. If fees are not paid, there will be a HOLD placed on student records and students will not be able to enroll in classes for the following term (fall or spring semester or summer session).

6. **Counseling:** All students are expected to schedule an appointment with a counselor at least once each semester or as needed, to review, update and expand their initial educational plan.

7. **Attendance & Successful completion of classes:** All students are expected to attend their classes regularly, complete assigned coursework on time, and complete their courses each semester. Students are also expected to maintain regular progress towards their educational goal.

Failure of a student to fulfill the responsibilities listed above may result in loss of priority registration and the suspension or termination of college services.

**Student Success & Support Program Exemption Requirements**

The San Jose Evergreen Community College District requires all students to fully participate in each college’s Student Success & Support Program services. A student may be exempt from the Orientation, Assessment, and/or Counseling/Advisement component of the Student Success & Support Program if one or more of the following exemption criteria are met.

New students may be exempted from the Orientation, and/or the Counseling components if they:

- Are enrolling in apprenticeship or short-term courses.
- Have previously earned a college degree.

New students may be exempted from the Assessment component if they:

- Enroll in open curriculum classes only.
- Enroll in non-AA applicable courses other than pre-collegiate basic skills.
- Enroll in apprenticeship courses only.
- Possess an Associate, Baccalaureate, or other college degrees.
- Previously completed reading, writing, and/or math coursework successfully (with a C grade or better).

This may be used for placement purposes in lieu of the corresponding assessment test(s).

Exemptions must be approved by the dean of Student Success and Dean of Enrollment Services after student meets with a counselor and provides official transcripts. For more information please contact the SJCC Counseling Center at (408) 288-3750.

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**Assessment and Advisement/Counseling Information**

1. New, first time college students are required to take the Assessment in Math, English or ESL prior to orientation and registering for class(s).

2. After taking the assessment, students should meet with a counselor or academic advisor to choose classes based upon assessment results. This can be done by calling the Counseling Center at (408) 288-3750.

3. Students who enroll in Open Curriculum classes ONLY or EMT classes ONLY are exempted from the Assessment and advisement.

4. All high school students (R-40) and special admit students (R-42) are required to take the Assessment and attend an advisement/counseling session.

5. 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., 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.

* Intersession is a special session that is held before the regular Spring Semester. It is considered part of the Spring Semester.


**Minimum Unit Requirements**

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

1. International students - 12 units per semester.
2. Social security, California state disability, and P.L. 674 - 12 units per semester.
3. Veterans’ dependents, P.L. 634 - 12 units per semester.
4. Associated Student Government (ASG) officers - 6 units per semester.
5. Varsity athletes - 12 units per semester.

There is no minimum unit requirement to enroll at SJCC, unless required by certain programs or benefits.

**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 counseling department 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 SJCC are kept indefinitely.

Paper admissions applications and college transcripts from students who do not enroll are destroyed within 12 months after receipt.

**Parking Permits**

Parking permits are valid at both campuses and may be purchased online through my web on any computer (from home, work, school) when paying by credit card. You must use campus computers only (LRC, Registration Cove, Cyber Café) to order permits if you wish to pay with cash. After ordering online go to admissions and records for payment. The permits will be mailed to the address on file and a temporary permit will be issued to be displayed in the vehicle until the permanent permit arrives. Temporary permits are not valid in staff lots. For parking permit fees, please see listing under fees.

Please read the posted signs and follow instructions printed on parking permits. Regulations are enforced in all lots beginning the first day of classes.

All motorcycles must have a current permit affixed to the right front fork and must be parked in designated motorcycle stalls. Motorcycles may not park in regular vehicle stalls. 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 $15, they may purchase an auto permit for an additional $30 with proper documentation.

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.

**PARKING RESTRICTIONS**

- Parking is enforced from the first day of classes - there is no period of free parking at any time.
- Daily and semester permits are not valid in other time-limit zones.
- Students must park in lots designated for students. Parking in staff lots will result in a fine.
- Staff must park in one of the lots designated for staff parking or pay the required fee to park in a student lot.
- If there is a verifiable parking problem, the staff member must call district police immediately.

Students who lose or misplace their permit must report it to A&R immediately. Stolen permits should be reported to the district police department on campus. Additional fees are charged for replacement of lost or stolen permits. The college district is not responsible for damage or loss to your vehicle.

**Notes:**

- Parking regulations are enforced in all staff parking lots.
- There is no free parking during the summer session.
- You must be a student to purchase a permit.
- Visit MyWeb to order a parking permit, verify your mailing address where, and to select payment method.
- You may use any computer (home, work, or on-campus) when purchasing with a credit card Visa/MC (debit), Amex, Discover, for faster delivery of permit.
- You must use campus computers (LRC, Registration Cove, Cyber Café) only to order permits if you wish to pay with cash. After ordering online go to A&R for payment.
- San José/Evergreen Community College District is not responsible for damage or loss to your vehicle.
Chapter 2 — Admissions and Registration Procedures

Student Success & Support Program (Formerly Known as Matriculation)

Definition
Student Success & Support Program, formerly known as 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.

SJCC agrees to provide organized processes for 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, providing frequent feedback and encouragement.

Activities
Admission: Students utilize online or walk-in registration to expedite the entry process.

Orientation: Students obtain current materials on SJCC’s programs, policies, procedures, locations and facilities through information sessions, orientations, schedules, career and transfer planning guides, catalogs, mailings, brochures, websites, and newsletters. (PLEASE NOTE: Beginning Fall 2014 Orientation will be mandatory for all new students.)

Assessment: Students are evaluated for 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. (PLEASE NOTE: Beginning Fall 2014 Assessment will be mandatory for all new students who have not taken an assessment in three or more years.)

Counseling: Students meet with educational counselors through walk-in and personalized appointments. Students learn about educational options including 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. (PLEASE NOTE: Beginning Fall 2014 it will be mandatory for all students to have an educational plan on file in the Counseling Center.)

Student Progress follow-up: Students excelling in their coursework 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.

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 SJCC 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, 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 A&R 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 Counseling.

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 Assessment Center office (SC-203). The
results are available immediately or shortly after completing the assessment. Assessed students are directed to speak with a counselor 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, CO-REQUISITES AND OTHER LIMITATIONS ON ENROLLMENT

All prerequisites or co-requisites identified in SJCC’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 co-requisites, all SJCC classes are open to enrollment on a “first come first served” basis until they are filled to maximum capacity.

DEFINITIONS:

- “Prerequisite” is 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.
- “Co-requisite” is a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.
- “Advisory” is a condition of enrollment that 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

SJECDD adopts the following in order to provide for the establishing, reviewing, and challenging of prerequisites, co-requisites, advisories on recommended preparation and certain limitations on enrollment in a manner consistent with law and good practice.

Students may challenge any prerequisite or co-requisite 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 co-requisite has not been established in accordance with the district’s process for establishing prerequisites and co-requisites;
- The prerequisite or co-requisite is in violation of Title 5;
- The prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawful discriminatory manner;
- The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or co-requisite;
- The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or co-requisite course has not been made reasonably available.

PROCESS:

Students who believe that they have completed the prerequisite(s) or co-requisite(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 Vice President of Academic Affairs;
- When space is available in a course when a student files a challenge to the prerequisite or co-requisite, the college shall reserve a seat for the student and allow the student to enroll in the course if the challenge is successful.

FEES

Please check http://www.sjcc.edu/current-students/on-campus-resources/admissions-and-records-office/fees-refunds for the current fees schedule.

Checks or Money Orders should be made payable to San José/Evergreen Community College District (SJ/ECCD). The colleges also accept Visa and Master-card.

ENROLLMENT FEES

All students who meet California residency status will be required to pay enrollment fees of $46 per unit. *

* 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.

STUDENT ID CARD

All students will be issued a basic photo ID card at no cost. The ID card is acceptable for access to the college libraries, Health Services, and other services provided. 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 ACTIVITY FEE

Associated Students Government (ASG) 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 ASG sticker to be affixed to their student ID card. Refunds may be requested through A&R as described in the class schedule.

**HEALTH SERVICES FEE**

All students are required to pay the $19 Health Services Fee at the time of registration for fall and spring classes. Effective Spring 2009 the BOGFW no longer waives the Health Services fee. The current $19 Health Services Fee is subject to change. Health Services Fees are mandatory with the following exceptions:

- Concurrently enrolled high school students with an approved R-40 and/or R-42 form on file.
- Indentured apprentices fulfilling related instruction requirements (proper documentation required).
- Students who are dependent exclusively upon prayer for healing, in accordance with teachings of a bona fide religious sect, denomination, or organization (proper documentation required).
- Students enrolled only for classes meeting off-campus.
- Students taking Friday evening, Saturday or Sunday classes only.
- Students taking short-term classes that meet on campus seven times or less.

Requests for waiver or refund of Health Services fee are made at A&R. These requests should be made at the beginning of each semester.

**NON-RESIDENT/INTERNATIONAL STUDENT TUITION**

Tuition for non-residents and international students effective Fall 2016 is $211 per unit. In addition, students must pay enrollment fees, the capital outlay fee of $4 per unit, and Student Activity and Student Health fees. Personal checks are not accepted for tuition. Payments must be made in cash, certified check, travelers' checks, or Visa/Master Card.

**CLASS MATERIALS FEE**

Some classes require a materials fee. Please check the individual course offerings for the amount required. This fee is payable at registration. The Division Dean may provide a waiver for students who wish to provide their own materials.

**PARKING FEES**

- $45 for Fall or Spring Semester permit for automobiles
- $25 for Fall or Spring Semester BOGFW recipients
- $15 for Fall or Spring Semester for Motorcycle permit
- $35 for Fall or Spring Carpool Semester permit
- $8 for Summer Semester permit for Automobiles
- $4 for Summer Semester permit for Motorcycles
- $3 DAY permit

**RECORDS FEES TRANSCRIPTS**

On request, students are provided with two copies of their official transcript free of charge; thereafter, there is a 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.

**Transcript fees:**

- Regular Unofficial (7-10 working days to process): $4 per copy
- Regular Official (7-10 working days to process): $4 per copy
- Rush Official (24 hours to process): $10 per copy

**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 IGETC; thereafter, there will be a fee per copy.

**TRANSIT FEE - VTA ECO PASS**

Valley Transportation Authority (VTA) Eco Pass Clipper Card is here! Effective Fall semester 2016, a personalized VTA Eco Pass Clipper Card (Eco Pass) will be available to all registered San Jose City College students. This gives SJCC students the opportunity to utilize affordable public transportation on the VTA Bus and VTA Light Rail systems. The Eco Pass can only be used on the VTA Bus and VTA Light Rail systems within Santa Clara County.

SJCC Student ID cards are separate from the Eco Pass. Both cards are available at the Welcome Center in the Student Center.

Students can receive the Eco Pass for each enrolled semester. If a student is enrolled for the Fall semester, the Eco Pass is valid for the Fall semester through Intersession. Students enrolled in the Spring semester have Eco Pass use through the Spring semester and Summer session.

The Eco Pass fee will be charged automatically upon student enrollment.

- Students enrolled half-time or more (6.0 units or more): $9.00 per semester
- Students enrolled less than half-time (less than 6.0 units): $4.50 per semester


**VERIFICATION OF ENROLLMENT**

Upon request, students are provided with two copies of their official verifications of enrollment free of charge; thereafter, there is a $4 fee per copy.
Chapter 2 — Admissions and Registration Procedures

FEE WAIVER
- Students may submit a Board of Governors Fee Waiver (BOGW) application to the Financial Aid Office. Eligibility is determined by income and household size. Students may also submit the Free Application for Federal Student Aid (FAFSA) to determine eligibility for the BOGW.
- The BOGW is valid for one academic 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.
- Students may be eligible to have their college fees reimbursed by their employer. Students are advised to contact a Human Resources representative at their place of work. The college will not send a bill to the student's place of work 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 enrollment fees will be refunded any material fee associated with the class.

Students who drop classes before a specified deadline (see Academic Calendar) are entitled to a fee refund for those courses. Refunds of fees are not automatic.

Students must complete and submit the Refund Request form to A&R 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 AS 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 6 to 8 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 $10 processing fee. Processing fees related to refund requests are limited to enrollment fees only.

• 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 A&R on or before 10% of the class meeting times has elapsed. Completed refund requests must be received in A&R on or before the 2nd meeting of the class.

• Students may request in writing a refund for a canceled class any time during the semester/session in which the class was canceled. There is no processing fee for classes that were cancelled.

• 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 FEES REFUND
Refunds will be made in accordance with the refund policy of the District within the first ten (10) days of instruction of each semester under the following conditions:

1. Applicant completes a "Request for Refund" form, available at Admissions and Records Offices.
2. Refunds are allowed when classes are dropped or canceled.
3. The issued parking permit is returned to Admissions and Records Offices with the refund request.

There is a $3 Parking Permit refund processing fee.

RETURNED CHECKS
A processing fee of $10 is charged for each returned check.
The Counseling Division helps students identify their strengths and achieve their potential. The Counseling Faculty and staff is available to assist students in planning an academic program that meets the requirements for certificates, graduation, transferring to four-year institutions, as well as supporting student's personal interest. Students at SJCC are encouraged to develop an educational plan with a counselor to help achieve their educational goals. Counselors are available to assist students by appointment or during specific drop-in hours. The Counseling Division is located in the Student Center Building.

### Educational Plans

All students will be required to declare an 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, diligently attend classes and complete assignments, and maintain progress towards that goal, may result in denial of further services to the student by SJCC and SJECCD.

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

### The Career/Transfer Center

**MISSION**

The Career/Transfer Center (C/TC) is committed to supporting our students in achieving their educational life goals by promoting their career development and transfer to a 4-year institution. To achieve this, we provide quality and comprehensive resources, activities, and services that foster equity, life-long learning, and career/transfer success in a nurturing environment.

Choosing an academic major and a career goal are important decisions. Our experienced and friendly staff is available to help students explore occupations and career fields through extensive resources. Our goal is to inspire and empower individuals to achieve their full potential. To further benefit career development, the center offers many online career exploration tools.

In highlighting the transfer process, it is noted that many trajectories expand student options. Therefore it is never too early to begin planning for transfer to a four-year college or university. We highly encourage students to visit us as soon as they begin their studies at SJCC. Students who have completed a minimum of 30 transferable units should meet with a counselor to review their transfer eligibility and discuss a transfer plan as transfer requirements may vary from campus to campus. Generally students apply for transfer one year prior to transferring to the university.
Chapter 3 — Student Services

Services At-A-Glance

- Assistance in exploring major, college/university, and career options
- Access to information on ADT’s (AA-T, AS-T), and traditional degrees and certificates
- Access to college and university catalogs, both in print and online
- Advising and assistance for Transfer Admission Agreements/Guarantees programs
- Bus tours to four-year colleges/universities
- Career and Transfer Advising assistance
- Internet access for educational research
- Information for university transfer to a 4-year colleges/universities
- Major College Career fair
- Career & Transfer Workshops
- Online computer databases for career/transfer and educational exploration
- Transfer success preparation workshops
- Transfer university/college fairs
- Individual appointments with transfer advisor and university representatives
- Online video conferencing for student transfer and virtual fairs
- & MUCH MORE!

The Career/Transfer Center is located on the second floor of the Student Services building in Room SC216A. Please note, computer access is available in the center for Career/Transfer information and assistance. The Career Transfer Center is located in the Student Center, room SC216-A.

Please visit our website for updated transfer information and links: http://www.sjcc.edu/current-students/on-campus-resources/career-transfer-center

Contact us at (408) 288-3763

Job Placement Center

The Job Placement Center provides a wide range of services to San José City College students and alumni to assist with securing employment. Our friendly staff is available to assist students and employers with their interests and needs. We are located on the second floor of the student center in Room SC-216A.

To login to your student account, go to: https://www.collegecentral.com/sjcc/

Student Services Include:

- Computers/ Internet access for job search
- Resume development workshops
- Interview preparation workshops
- Online student job board
- Online resume builder tool
- Weekly local employer recruitment on campus
- Campus-wide Job Fairs

For more information, please contact us:

Email:  jobs@sjcc.edu
Phone:  408-288-3794
Location:  SC-216A

Financial Aid

Mission

The purpose of Financial Aid is to help you meet your educational expenses (tuition and fees, books, supplies, room and board, etc.). To determine your eligibility, SJCC uses your Expected Family Contribution (computed by completing the FAFSA), your educational expenses (also known as your cost of attendance), and your enrollment status.

There are two types of financial aid: gift aid and self-help aid. Gift aid includes: grants, scholarships, and fee waivers. Generally, gift aid does not have to be repaid. Self-help aid includes: loans and work-study. Self-help aid must be earned or repaid.

Eligibility

Financial aid and scholarships are available to those who qualify. In order to qualify for Federal Aid students must:

- Submit a complete Free Application for Federal Student Aid (FAFSA)
- Demonstrate financial need as defined by Federal Regulations and calculated by the FAFSA
- Be a United States citizen or eligible non-citizen
- Have a valid Social Security Number
- Have earned a high school diploma, GED, or equivalent
- Students who began their program of study before July 1, 2012 may qualify by passing the Ability to Benefit Test (ATB), or completed 6 units that are applicable towards their current degree or certificate of study.
- Register with Selective Service if applicable (males between the ages of 18-26)
- Enroll in an eligible degree or certificate program
- Maintain Satisfactory Academic Progress as defined by the college
- Not have defaulted on a prior Federal Student Loan or owe a refund on a Federal Student Grant

It is possible for the eligibility criteria to vary from one program to another. Criteria listed above outline eligibility criteria for Federal Student Aid. Eligibility criteria for other types of aid such as scholarships may vary. Visit the Financial Aid Office or the SJCC website for more information.

Applying for Federal Student Aid

To apply for federal aid, students must:

- Submit a Free Application for Federal Student Aid (FAFSA);
- Complete and submit online at www.fafsa.ed.gov
- Submit requested documents to the Financial Aid Office; students will receive an e-mail or letter requesting certain documents available on the SJCC website
- Academic transcripts may be required from all previously attended postsecondary institutions (even if the student did not receive any aid from the other institutions). Transcripts are evaluated and prior credits applied through the Admissions and Records and counseling offices.

When to Apply

A FAFSA is valid for one academic year. Students who wish
to receive aid from one academic year to the next must renew their FAFSA each academic year. The FAFSA is valid from July 1 through June 30 each year. This means that the FAFSA will be in effect for Fall, Spring and Summer in that order – for example: the 2015-2016 FAFSA is valid from July 1, 2015 through June 30, 2016 for Fall 2015, Spring 2016 and Summer 2016.

Students may submit a FAFSA beginning January 1 each year, which will take effect the following academic year – for example: starting January 1, 2016, students may submit the 2016-2017 FAFSA; for that year, students may submit their FAFSA as late as June 30, 2017.

Other types of aid have various deadlines and timelines for application and award. Please visit the Financial Aid Office or the SJCC website for more detailed information regarding timelines and deadlines.

HOW FINANCIAL NEED IS DETERMINED

For student aid, need is defined as the difference between the cost of attendance (COA) and your expected family contribution (EFC): COA – EFC = Need

Sample FAFSA NEED Analysis

Cost of Attendance: $11,000.00
- Expected Family Contribution: $ 2,000.00
= Financial Need: $ 9,000.00

In order to qualify for Federal Aid, students must demonstrate financial need. In simple terms, the COA must be greater than the EFC

EXPECTED FAMILY CONTRIBUTION (EFC)

Number calculated upon submitting the FAFSA; estimates the amount you and your family may be expected to contribute toward the COA based information reported on the FAFSA such as income, assets and family size as well as other reported information.

COST OF ATTENDANCE

Cost of Attendance (COA) is a 9-month estimate of expenses that a student incurs. It includes the enrollment fees and an allowance for books, supplies, transportation, and living expenses. The 2016-2017 COA budgets are listed below reflecting standard expenses for a 9-month period.

<table>
<thead>
<tr>
<th></th>
<th>Living At Home (no dependents)</th>
<th>Living Independently</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees**</td>
<td>$ 1,338</td>
<td>$ 1,338</td>
</tr>
<tr>
<td>Book/Supplies</td>
<td>$ 1,746</td>
<td>$ 1,746</td>
</tr>
<tr>
<td>Personal/Misc.</td>
<td>$ 3,159</td>
<td>$ 2,898</td>
</tr>
<tr>
<td>Transportation</td>
<td>$ 1,278</td>
<td>$ 1,440</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$ 5,400</td>
<td>$11,970</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$12,939*</td>
<td>$19,410*</td>
</tr>
</tbody>
</table>

* Pro-rated for programs shorter or longer than the 9-month academic calendar.
**Fees include enrollment fee @ $46/unit (28 units per year), AS Activity fee ($5 per semester), and the Health fee ($19 per semester). All fees are subject to change.

Non-Resident Fees: $200 per unit, plus the enrollment fee of $46 per unit and $4 per unit capital outlay fee per semester. Extenuating circumstances, as documented by the student and approved by the Financial Aid Office, may yield an adjustment in the COA. Students attending summer session will have a prorated COA.

FINANCIAL AID DISBURSEMENTS

- Financial aid funds are generally disbursed twice per semester: at the beginning and at the mid-point of each semester.
- Financial aid funds will be disbursed via Higher One, either to the students’ existing bank account, or to Higher One account.
- Visit mysjccard.com for more information.
- 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 to SJCC and are disbursed to students when received.
- Disbursement times may vary based on file completion date and awards being finalized. Please contact the Financial Aid Office for more information.

TYPES OF AID AVAILABLE

- Board of Governors Fee Waiver (BOGFW) – Waives enrollment fees for eligible students. Application is available online at www.sjcc.edu.
- Cal Grants B & C – Must submit the Cal Grant GPA Verification form and FAFSA by March 2nd to be awarded for the following year.
- Federal Work Study (FWS) – Must submit the FAFSA, attend a FWS orientation and be hired by a FWS employer (on-campus at SJCC).
- Federal Pell Grant (Pell) – For eligible undergraduate students with high financial need, enrolled in an eligible program.
- William D. Ford Direct Loan Program (Direct Loans) – For students, who qualify, enrolled in an eligible program. Submit the FAFSA as well as loan application materials. New Direct Loan borrowers must attend a Loan orientation.
- Federal Supplemental Educational Opportunity Grant (FSEOG) – For Pell recipients with high financial need.
- Bureau of Indian Affairs Grant (BIAG) – Applications available through the tribal regions.

BOARD OF GOVERNORS FEE WAIVER – BOGFW

The Board of Governors Fee Waiver Program helps students, who qualify, pay for enrollment fees. California residents who meet one of the following eligibility criteria may be eligible for the BOGFW:

Per Title 5, section 58621, beginning Fall 2016, students shall lose their BOG Fee Waiver eligibility when placed on Academic or Progress Probation or any combination thereof for two consecutive primary semesters. The loss of BOG Fee Waiver eligibility shall remain in effect until the student is no longer on probation or the student has successfully appealed their loss of BOG Fee Waiver eligibility. “Foster Youth, as defined in Education Code 66025.9(b), shall not be subject to loss of BOG Fee Waiver under section 58621.”
Students may appeal their loss of BOG Fee Waiver eligibility for the following reasons:
- Extenuating Circumstances: Verified cases of accidents, illnesses, or other circumstances beyond the student’s control
- Students with disabilities who applied for, but didn’t receive accommodation in a timely manner
- Significant academic improvement.
- Changes to their economic situation.
- Evidence student was unable to obtain essential support services.
- Special consideration of factors for EOPS, DSPS, CALWORKS and Veteran students.
- The student or student’s family is receiving AFDC, SSI, or General Assistance.
- 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.
- The student’s household meets the following income standards:

<table>
<thead>
<tr>
<th>Number in Household (Including student)</th>
<th>Total Family Income (2015 Adjusted Gross Income and/or Untaxed Income)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$17,505 or less</td>
</tr>
<tr>
<td>2</td>
<td>$23,595 or less</td>
</tr>
<tr>
<td>3</td>
<td>$29,685 or less</td>
</tr>
<tr>
<td>4</td>
<td>$35,775 or less</td>
</tr>
<tr>
<td>5</td>
<td>$41,865 or less</td>
</tr>
<tr>
<td>6</td>
<td>$47,955 or less</td>
</tr>
<tr>
<td>7</td>
<td>$54,045 or less</td>
</tr>
<tr>
<td>8</td>
<td>$60,135 or less</td>
</tr>
</tbody>
</table>

Add $6,090 for each additional dependent.
- Students must demonstrate at least $1,104 of financial need as defined by the FAFSA

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

FINANCIAL AID PACKAGING POLICY

Once the student financial aid file is complete (FAFSA and other supporting documents completed, submitted and verified) the financial aid office will determine eligibility for all types of aid and the award amounts. The financial aid package includes all types of aid the student is eligible for and interested in. The student’s award information will be posted on their MyWeb account.

The award will include the types of aid and amounts the student is eligible for based on full-time attendance for the Academic Year. Packaging may consist of one or more of the following types of aid: Pell, FSEOG, FWS, and/or Loans. Students may choose which types of aid they wish to receive or not (i.e. loans, FWS). Award amounts may change based on less than full-time enrollment per semester.

All students submitting COMPLETE application packets by the June 30 priority deadline will be packaged in the order received, depending upon the student’s eligibility for each program and in some cases, availability of funds.

SATISFACTORY ACADEMIC PROGRESS

The Satisfactory Academic Progress (SAP) Policy at SJCC complies with the Federal requirement of monitoring financial aid recipients’ progress toward eligible academic programs. SAP will be evaluated at the end of each term (Summer, Fall and Spring). This evaluation based on the enrollment status as of the end of the add/drop period of the term, reflecting students’ permanent academic record. The evaluation takes into account the complete academic record at the San Jose Evergreen Community College District as well as any applicable units transferred from other institutions.

SAP Guidelines

In order to maintain SAP for financial aid purposes, students must:

1. Maintain at least a 2.0 cumulative grade point average (GPA) after attempting 30 or more units. Per Federal regulation, any classes with grades replaced by academic renewal must still be considered in the GPA evaluation.
2. Complete 70% of the units attempted per academic year and overall. For example:

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Required Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>60 units</td>
<td>42 units</td>
</tr>
<tr>
<td>45 units</td>
<td>31.5 units</td>
</tr>
<tr>
<td>30 units</td>
<td>21 units</td>
</tr>
<tr>
<td>24 units</td>
<td>17 units</td>
</tr>
<tr>
<td>18 units</td>
<td>13 units</td>
</tr>
<tr>
<td>15 units</td>
<td>10.5 units</td>
</tr>
<tr>
<td>12 units</td>
<td>9 units</td>
</tr>
<tr>
<td>9 units</td>
<td>7 units</td>
</tr>
<tr>
<td>6 units</td>
<td>4.5 units</td>
</tr>
</tbody>
</table>

a. Classes with grades of A, B, C, D, CR, and P are considered completed units.
b. Classes with grades of F, NC, NP, W, I and RD are considered units attempted and not completed.
c. Students who receive “I” or “RD” grades must notify the Financial Aid Office when records have been updated.

3. Complete their program before attempting 150% of the program unit requirement (maximum time-frame).
   a. Students required to complete remedial level courses to meet their educational goals are allowed up to 30 units or two full-time semesters in addition to their program length.
   b. Students who require English as a Second Language (ESL) course work will have additional units in their maximum time frame.
   c. Course repeats are limited to the number of times specified in the College Catalog. Students may receive financial aid for a repeated course only once, regardless of the grade earned on the first attempt. Repeated courses are
counted as part of the total number of attempted units.

Failure to meet the above requirements will result in a student being placed on denied status and unable to receive financial aid.

Evaluation Policy
1. All San Jose Evergreen Community College District and transferred course work applicable to a student’s degree is included in the SAP evaluation.
2. Evaluation period shall start the first semester of enrollment and include classes from all terms regardless of financial aid eligibility status.
3. Aid applicants must declare an eligible academic program with A&R that:
   a. Leads to an Associate Degree (AA or AS), or
   b. Is at least a 2-year program, acceptable for transfer to a 4-year institution, or
   c. Is an approved certificate program that is at least 15 weeks long and requires a minimum of 16 semester units or 600 clock-hours.
4. All financial aid applicants must have a current SAP evaluation on file:
   a. Academic progress standards must be evaluated as of the most recent term of enrollment, for returning students, and
   b. The most recent evaluation, for continuing students
   c. Transfer students must submit transcripts from all prior colleges attended to A&R

Appeal for Financial Aid Reinstatement Process
In accordance with federal regulations, financial aid recipients may appeal for financial aid reinstatement if they have been denied as a direct result of documented extenuating circumstances during the term that SAP is not met.

Appeals for reinstatement of financial aid are reviewed by an individual from the Financial Aid staff, or a group of individuals from the Financial Aid staff and others with relevant information. Upon review the appeal will either be approved or denied based on academic history, educational plan, and completion of the appeal form with applicable documentation.

TO SUBMIT AN APPEAL YOU MUST:
• ATTEND A MANDATORY SAP WORKSHOP PRIOR TO SUBMITTING YOUR APPEAL AND ASSOCIATED DOCUMENTS, AND
• BE REGISTERED FOR CLASSES FOR THE CURRENT SEMESTER AND
• SUBMIT A COMPLETE, LEGIBLE APPEAL FORM BY THE STATED DEADLINE

Appeal Instructions:
1. Attend a mandatory SAP workshop prior to submitting your appeal and associated documents. Workshop information is posted on the Financial Aid homepage.
2. Provide written documentation and/or proof of extenuating circumstances. Examples of these types of documents include:
   • A signed, dated doctor statement specifying medical issues and affected dates
   • For circumstances such as car accidents, death in the family, required court appearances, etc., appropriate documentation must be submitted with the appeal.
3. Examples of what is NOT considered extenuating circumstances include but are not limited to:
   • Working too many hours
   • Not ready for college work
   • Transportation problems

A current (dated no earlier than the previous semester) Educational Plan is required. The Educational Plan does not necessarily need to be a full-comprehensive plan. It must plan for enough units to reach satisfactory academic progress, assuming all classes are completed and passed.

Appeal Instructions for exceeding maximum time-frame (if additional time is needed):
4. Submit the completed appeal form with a current version of at least one of the following:
   • Educational Plan
   • Transfer Admission Agreement (TAA)
   • Petition for Graduation

Appeal Response:
Students will be notified if the appeal is approved or denied. Most approvals will be for one semester only and during that semester the student will be considered on Probation Status. Students on Probation status will be expected to have an Educational Plan on file with their appeal and follow that plan. Any deviation from the plan may result in subsequent denial of financial aid.

Warning Status:
Students who do not meet SAP for the first time may be placed on Warning for one semester/term. During the Warning term, students will receive aid. At the end of that term, the student will be expected to have re-established SAP. If not, the student may be denied and will need to appeal or re-establish SAP without receiving aid.

Re-establishing Aid Eligibility
Students who do not appeal for reinstatement, or whose appeals are denied, can re-establish their financial aid eligibility after completing increasing their overall completion rate to at least 70% and achieving a cumulative GPA of 2.0 or higher. It is the students’ responsibility to notify the Financial Aid Office of the improved academic performance and request to be re-evaluated.

Grades and SAP: Academic amnesty/renewal
Some schools have academic amnesty/renewal procedures through which a student can apply to have credits attempted and grades earned in previous semesters excluded from the calculation of the student’s GPA. The Federal Student Aid program regulations make no provision for the concept of academic amnesty or academic renewal. Therefore, a school must always include courses applicable to a student’s major (whenever taken) in evaluating a student’s satisfactory academic progress.

FINANCIAL AID REGULATORY UPDATES
As of July 1, 2012:
All Pell Grant recipients will be limited to 6-years (600%) regardless of when it was first received.
One semester of half-time Pell Grant = 25%;
One semester of full-time Pell Grant = 50%;
Two semesters of full-time Pell Grant = 100% . . . 
Twelve semesters of full-time Pell Grant = 600%

- Students may repeat a course and receive financial aid for it only once after having earned the units for it previously. Earning units in a course includes grades of A, B, C, D, CR (credit) or P (pass). Grades of F, NC (no credit), NP (no pass), W or I do not count as earning units for a class.

- Students who are selected for verification will be required to submit a verification worksheet and IRS Tax transcripts (if a federal tax return is filed). Signed federal tax returns will no longer be accepted.

FINANCIAL AID CONSORTIUM AGREEMENT
As part of the same district, SJCC and EVC have the same COA, SAP policies, and procedures for awards and disbursements. The institution that awards a student is responsible for keeping records, monitoring SAP and disbursing funds. If a student is enrolled in an eligible program at either SJCC or EVC they may take courses at either campus, as long as the courses apply towards that eligible program. The institution that a student bases their program of study (degree or certificate) will calculate and pay their financial aid award. The institution that calculates and pays aid must take into account courses taken at both institutions in determining enrollment status and cost of education.

The Financial Aid Office is located in the Student Center, SC-103. For detailed information, contact the Financial Aid Office, (408) 288-3741 or e-mail at sjccfa@sjcc.edu.

Veterans Information
Financial assistance to Veterans on campus is provided by the Veteran Certifying Official located in the Financial Aid Office. Veteran Counseling for VA Educational plans are offered through the SJCC Counseling Center. The Veteran Certifying Official is available to aid Students in obtaining educational benefits for Veterans or their dependents, spouses or widows.

CREDIT FOR MILITARY SERVICE
Upon submission of a copy of the DD-214 (Discharge papers), 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. Students receiving Veteran benefits must file their DD-214 with Admissions and Records, and the VA Certifying Official. Additional units for certain military technical schools, may be granted upon evaluation of their Military transcripts. Credit granted for Military transcript is based on recommendation of the American Council of Education. Other college transcripts will be evaluated for credit here at SJCC.

FINANCIAL AID - VETERANS INFORMATION
San Jose City College is approved to enroll veterans by the Council for Private Postsecondary and Vocational Education. Eligible veterans may receive benefits while pursuing a college degree or certificate. Veterans may verify their eligibility by calling the San Francisco Veterans Administration at (800) 827-1000. Veterans and dependents may apply for educational benefits by contacting the VA Benefits Certifying Official in the Financial Aid Office, or by calling: (408) 288-3742.

After meeting with the Veterans Coordinator, please schedule an appointment to see a VA counselor at (408) 288-3750. A counselor will assist the Veteran to develop an education plan that meets the Veteran’s goals, and complies with Veterans Affairs guidelines.

In compliance with the Code of Federal Regulations Section 21.4253 (d)(4) a veteran or eligible person receiving GI Bill Educational Benefits and placed on academic probation for unsatisfactory progress shall have their benefits terminated if his or her grade point average remains below 2.0 at the end of two terms on probation. Benefits may be reinstated when the student’s progress is satisfactory (i.e. grade point average is 2.0 or above.

Effective, January 1, 2008 members of the armed forces in active duty and former members separated from active duty within the last two years, are granted priority registration, along with EOP&S students and students with disabilities.

SECTION 702 OF VETERANS CHOICE ACT
GI Bill Resident Rate Requirements
Section 702 of the Veterans Access, Choice and Accountability Act of 2014 (“Choice Act”), requires VA to disapprove programs of education for payment of benefits under the Post-9/11 GI Bill and Montgomery GI Bill-Active Duty at public Institutions of Higher Learning (IHLs) if the school charges qualifying Veterans and dependents tuition and fees in excess of the rate for resident students for terms beginning after July 1, 2015. To remain approved for VA’s GI Bill programs, schools must charge in-state tuition and fee amounts to “covered individuals.” A covered individual is defined in the Choice Act as:

Student are eligible if:

- Physically in California
- Within 3 years of discharge date
- Active duty of at least 90 days
- Spouse/child of eligible member who has transferred benefits
- Eligible to use one of the following:
  - “John David Fry” scholarship
  - Montgomery GI Bill-Active Duty
  - Post 9/11 GI Bill (Chapters 30 or 33)
- May continue to benefit after 3 year discharge is up if student is continuously enrolled

Students must complete and submit form AB13 (VACA) Affidavit for Eligible Veterans to the Office of Admissions and Records to verify eligibility. Eligible Veteran students may request for a change to their residency status, under Section 702 of the Veterans Choice Act, beginning fall term 2015.
COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

The CARE program is a supplemental program of the Extended Opportunity Programs & Services (EOP&S). CARE is designed to provide educational and economic support services over and above what is provided through county and campus support services to single parents who have a child under 14 years of age, and are receiving TANF. CARE provides support to eligible students with subsidized childcare assistance, gas cards, meal vouchers, workshops, and transfer planning. Students who qualify for CARE are expected to demonstrate satisfactory academic progress toward their educational goals.

For more information, contact the EOP&S/CARE Program:
Phone: (408) 288-3788
Webpage: http://www.sjcc.edu/current-students/support-programs/care

San Jose City College Extended Opportunity Programs & Services (EOP&S) and the Cooperative Agencies Resources for Education (CARE) Advisory Board

The purpose of the advisory committee is to assist the college in developing and maintaining effectiveness of the EOP&S and CARE Programs. The term of each committee member shall be for two years, July of the year of appointment to June 30 of the second succeeding year. Members may serve more than one term. Members shall serve without compensation. Members may be reimbursed for necessary expenses incurred in performing their duties. The Advisory Committee should include representation from college personnel, EOP&S students, local or feeder high schools, community and business sector, and four-year colleges when possible. The EOP&S/CARE Advisory Committee shall meet once per academic semester.

EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOP&S)

The Extended Opportunity Programs and Services (EOP&S) is funded by the State. Its mission is to support our students in achieving their academic and personal goals by establishing "over and above" support services and programs for income and educationally eligible students. The EOP&S Program provides support with: priority registration, book vouchers, lending library, counseling (academic, career and personal), graduation expenses, and transfer services (application waivers, tours). Students who qualify for EOP&S are expected to demonstrate satisfactory academic progress toward their educational goal.

For more information, contact the EOP&S/CARE Program:
Phone: (408) 288-3788
Webpage: http://www.sjcc.edu/current-students/support-programs/eop-s

EOPS/GUARDIAN SCHOLARS

Across the nation, approximately 400,000 children are temporarily placed in foster care because their families are unable to care for them. Over 60,000 live in California.

In 2014, under Senate Bill 1023 (Liu) the Cooperative Agencies Foster Youth Educational Support Programs (CAFYES) were established as an expansion of the EOPS programs. At San Jose City College, the Guardian Scholars Program is dedicated to serving “current and former” foster youth using Student Equity resources to help support students throughout their academic endeavors. The Guardian Scholars program is under the umbrella of the EOPS program at San Jose City College.

Through the collaboration between the Foster Youth Success Initiative Liaison and the EOPS/Guardian Scholars program, it is the intent to encourage the enrollment, retention, and transfer of “current and former” foster youth at San Jose City College.

For more information, contact the EOPS/Guardian Scholars program: Julio Flores: (408) 298-2181 ext. 3653
Webpage: http://www.sjcc.edu/future-students/support-programs/guardian-scholars

EOPS/ALMASS

The ALMASS (Advocacy, Leadership, imMigrant Access and Student Services) is the voice of the AB540/DACA students at SJCC. The mission of the program is to provide access, built on the foundation of educational equity, social justice and opportunities for eligible students. The ALMASS program aims to empower AB540/DACA students, their families and college community in being informed leaders.

Through the collaboration between the Extended Opportunity Programs & Services, the EOPS/ALMASS program encourages the enrollment, retention, and transfer of AB 540/DACA students at San Jose City College.

For more information, contact the EOP&S/CARE Program:
Phone: (408) 288-3788
Webpage: http://www.sjcc.edu/future-students/support-programs/almass

HEALTH SERVICES

The San José/Evergreen Community College District provides access to a medical provider (Medical Doctor, Nurse Practitioner or Physician Assistant), mental health counselor, nurses, and other health care providers. The Health Services fee is assessed to cover the cost of the program that include physicals, health information, health and personal counseling, short-term adjustment counseling, family planning, TB skin tests, and immunizations. Pregnancy tests, STD testing, pap smears, laboratory services, and other medical care are available for a no/low cost fee. First aid is also offered to students during Student Health Services office hours.
Not included in the Health Fee are X-rays, 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 witnessing college official or Campus Police. Students with serious chronic health problems are advised to inform Student Health Services so that in case of an emergency, the best possible medical care can be administered.

Health Services supports the civil rights of all students by providing access to health professionals. The provision of services is provided to all students of SJCC without regard to age, race, color, national origin, sex or disability.

Health Services includes, but are not limited to, birth control counseling, pregnancy tests, and referrals to prenatal care, adoption services and termination of pregnancy. Pregnancy, termination of pregnancy, and childbirth are considered temporary disabilities. Health Services supports students’ participation in any Career Technical Education Program.

Health Services provides memorandum excuses/instructions for Students based on medical triaging for contagious disease or temporary disability, including on the basis of pregnancy, childbirth, termination of pregnancy or recovery therefrom, the memorandum includes:

- Time off to access services
- No/limited/ may resume participation excuse
- Excuse from class, excuse tardiness

SJCC Health Services ensures the privacy and security of all health information. All services are confidential as defined by the Federal regulations Health Insurance Portability and Accountability Act (HIPAA).

The Student Health Services Office is located in the Student Center, Room 109.
Clinic hours may vary month to month.

Please check on the

- Health Services, Website
- Rm109 posting on wall
- Information desk in Student Center

Closed Fridays.

For more information on community links, click on the Services button and choose the Health Services page at www.sjcc.edu.

**Veterans Resource Center**

The Veteran’s Resource Center is located in the Student Center in room SC-215. The Center provides resource information for Veterans, a study area, computer availability, peer support, personal counseling, and a place for Veterans to interact with other Veterans. The VRC is the liaison between veterans or their dependents, and the Department of Veterans Affairs. Our goal is to provide Veteran students with services and resources to assist them as they embark on achieving their educational goals.

In collaboration with various resources on campus and Veteran community organizations and resources, we promote success by assisting students to overcome social, academic, transfer, and/or personal challenges.

The VRC provides a space for veterans to gather, socialize, and form relationships with other veterans. This space is a hub for Veterans programming efforts that include connecting with the Student Association of Veterans and accessing resources provided by the college and local veterans agencies. Successful veteran students here at SJCC need a holistic approach to support services which includes close collaboration with Financial Aid, Counseling, Veterans Resource Center, Veterans Student Association, and the Student Affairs department overall.

**Activities and Student Organizations**

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

Numerous student organizations representing a variety of interests and purposes are active throughout the year. All students are invited to explore the many opportunities available and are encouraged to organize or select an existing club 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 Student Life, Student Center, Room SC115 or (408) 288-3160.

Student Clubs that have been sponsored by the AS include:

- American Chemical Society
- Black Student Union
- Cosmetology Club
- Coexist Interfaith Dialogue Club
- Journalism Club
- MeCha
- Mental Health Client Association
- Muslim Student Association
- Health and Science Club
- SACNAS
- Soccer Club
- Students for Social Justice
- Veterans Association
- Vietnamese Student Association
- United Worlds Student Association
Detailed information about student activity programs and current student organizations is available at the Welcome and Information Center or online at http://www.sjcc.edu/current-students/student-life/clubs.

SJCC Students have the opportunity to participate in shared governance with faculty, classified staff, and administrators. The Associated Student Government (ASG) is the student component of the college’s governance. The ASG Administrative Council, led by the ASG President, is the governing body of the ASG and appoints students to serve on various campus and district committees. The ASG Administrative Council provides the student body with a direct voice and vote in determining the operation and direction of the college. Through participation in student government, students will acquire leadership skills, sense of accomplishment, and personal growth.

All enrolled students are members of the SJCC ASG. ASG stickers are given to students after the Student Activity Fee of $5 per semester is paid at the time of registration. A fee waiver may be requested. ASG stickers are used for discounts to various campus activities, merchandise at the Campus Store, and merchants in the community. ASG stickers are required of officers of all clubs and organizations and all students who receive emergency loans and scholarships through the Student Accounts Office. Funds from the Student Activity Fee are used to support campus events and various educational, academic, cultural, athletic, social, and recreational activities.


**INTERNATIONAL STUDENT PROGRAM**

International students from many different countries pursue academic and transfer programs at San Jose City College. The International Student Program provides a wide range of services to students applying and attending San Jose City College on the F-1 student visa. The services include:

- Application Assistance
- Admission Processing
- F-1 visa immigration advisement
- Academic counseling & orientation
- Personal counseling
- Housing support
- Transfer guidance
- Cultural Activities

In addition, the International Student Program collaborates with many different campus services and departments to provide international students with optimal support.

For more information, contact the International Student Program:

Phone: (408) 288-3149 or (408) 288-3751
Email: internationalprogram@sjcc.edu
Webpage: http://www.sjcc.edu/future-students/international-students
Location: SC-216L/M
CHAPTER 4 — INSTRUCTIONAL RESOURCES AND SPECIAL PROGRAMS

IN THIS CHAPTER:

- SPECIAL PROGRAMS
- ENRICHMENT ACTIVITIES
- LEARNING RESOURCES
- SPECIALIZED COURSES
- DEPARTMENT COURSE SEQUENCING
  - English
  - English As a Second Language
  - Math and Science

SPECIAL PROGRAMS

HONORS PROGRAM

The San José City College Honors Program is for exceptional students; those who enjoy an intellectual challenge and have shown a distinct dedication and purpose in their studies. The Honors Program is designed to get students motivated to participate in academic discussions with small groups of their peers and instructors. Honors Program students and faculty participate in stimulating and enriching experiences that foster Honors Attributes:

- Higher degree of student involvement and class participation
- Higher standards of performance expectations
- More advanced supplemental readings—especially primary sources
- More writing opportunities
- More student presentations to class and campus community
- Enhancement of critical thinking, analytical, and interpretive skills
- Greater depth and/or breadth of subject matter
- Deeper levels of synthesis of materials and points of view
- Expansion of experiences to include off-campus community

Students and faculty members complete an Honors Contract. The Honors Contract enriches a regular course throughout the span of a semester by establishing a clear distinction in rigor, depth, intensity, cross- or interdisciplinary-character and/or innovative teaching/learning modalities. Honors activities are linked to course Student Learning Outcomes, and as a general guide-line, students may anticipate an investment of 1/4 to 1/3 more learning effort in courses in which they have established an Honors Contract. The Honors Contract commits professors and students to realizing the agreed upon goals and to achieving the objectives set out in a new honors syllabus (to be completed by the end of week 3 of each semester).

San José City College students benefit from participating in the Honors Program by establishing a more challenging curriculum created for honors students, who work individually with distinguished faculty, accessing special group counseling and academic planning, receiving transfer assistance, and earning Honors notations on SJCC transcripts.

The San José City College Honors Program is designed to motivate both new and continuing students to excel in the intellectually stimulating environment which San José City College offers. New students who have placed at the high end of the College’s English Placement Test or participated in AP classes in high school are encouraged to contact the Honors Program Director for academic planning in relation to coursework drawn...
directly from the ongoing curriculum of their education plans. Continuing students with a minimum cumulative GPA of 3.25 and eligible for ENGL 001A are also encouraged to participate in the Honors Program. Students meet with the Honors Program Director (the Dean of the Division of Humanities & Social Science) to choose honor options in the context of their current course work, and then, in turn, directly with the instructional faculty of one of their currently enrolled courses.

For more information, contact the Humanities & Social Science Division at (408) 288-3785.

**Honors Society-Phi Theta Kappa**

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.

For more information, contact the Office of Student Life at (408) 298-2181, ext. 3837.

**Learning Communities**

Learning Communities are designed to promote student success through integrated learning. In a learning community, students enroll together in two or more classes that are linked or clustered. Typically, these courses share an interdisciplinary theme. Instructors in learning communities collaborate on teaching these courses by structuring assignments, activities, and assessments in ways that improve student understanding of various subject areas.

There are many advantages to enrolling in a learning community; students can fulfill requirements for two or more courses in one organized package, gain a deeper understanding of materials, enhance critical thinking skills by synthesizing ideas from two or more disciplines, and build supportive friendships and a sense of community with classmates and instructors.

For more information, contact the Counseling Center at (408) 288-3750.

**Metas Program**

Caminos Summer Bridge and First-Year Experience (FYE) supports incoming students making the transition from high school to San José City College. Caminos provides an opportunity for students to begin the first year of college by completing foundational courses during Summer Bridge while learning to navigate college life. Students continue their Caminos experience through FYE with a team of counselors, instructors, and peers to guide students beyond the first year of college and through graduation. Upon completion of the first year, students will have clear expectations of the quality and quantity of work required to complete college successfully.

For more information, contact the Counseling Center at (408) 288-3750.

**Cultivamos Excelencia**

In collaboration with University of California at Santa Cruz (UCSC), Metas offers San José City College (SJCC) students an opportunity to participate in an undergraduate research program.

The Cultivamos Excelencia Undergraduate Research Program provides San José City College students with the opportunity to engage in university-level studies at the University of California, Santa Cruz under the guidance and mentorship of San José City College faculty, UC Santa Cruz professors, and UC Santa Cruz graduate students. Students in this program work on research projects, either individually or in teams, delving into the fascinating world of university inquiry and discovery.

**Peer-Led Team Learning**

Peer-Led Team Learning (PLTL) is a learning and leadership program accomplished through a collaborative effort between the Metas Program and several disciplines. The central component of PLTL is weekly workshops facilitated by peer leaders for students enrolled in a variety of academic courses, mostly in Science, Technology, Engineering, and Math (STEM) and expanding in other disciplines. During the workshops, students participate in discussions, problem solving, and other activities to assist them in enhancing their subject matter knowledge, study skills, and course success. Peer leaders are a key component of PLTL. They are chosen amongst students who have previously excelled in PLTL courses and receive continued training.

**Supplemental Instruction**

Supplemental Instruction (SI) is an academic assistance program that uses peer-assisted workshops. SI workshops are regularly scheduled review sessions in which students compare notes, discuss readings, develop organizational tools, and predict test items. Students learn how to integrate course content and study skills while working together in a small group setting. The workshops are facilitated by SI leaders, students who have done well in the course and have a genuine desire to help their peers succeed. In addition to facilitating weekly sessions outside of class, SI leaders are embedded in classes; they attend all lectures and model good student behavior. In the words of the SI leaders, “Our mission of SJCC Supplemental Instruction is to engage math students in peer-assisted activities in a learner-centered environment. Students will cooperatively enhance their knowledge of the subject matter, develop study skills, and become independent learners to walk their path to higher learning.”

**Parent College**

Parent College assists family members with gaining awareness to support their sons and/or daughters’ transition from high school to community college. Parents learn about the differences between community college and a university. They learn about the requirements for earning a certificate, attaining an associates degree, or transferring to a university. The sessions provide information about Federal Student Aid and other forms of financial aid. Parents also learn about campus resources and services connect their children to campus and to have a successful first year in college.
Sessions will be led by a community college counselor who has expertise in guiding students on their educational and career path. Upon completion of the program, parents will receive a Parent College Certificate of Completion. San José City College is committed to engaging parents so students will receive the maximum support at home and school in effort to increase academic achievement.

ACADEMIC COUNSELING
Counselors provide academic guidance, major exploration, and career exploration for all Metas students. Students are able to connect with academic counselors every semester. In collaboration with the program specialist, counselors track student progress and implement various strategies that help students achieve their educational goals while attending San José City College.

Visit the Metas Center (M-104) at the Multi-Disciplinary Building or contact staff at (408) 288-3125.

MIDDLE COLLEGE
A partnership between San José Unified School District and San José City 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. Also, students must take a minimum of nine college units per semester. Community Service or Service Learning is an integral part of the program as well. All classes are held on the San José City College campus.

For more information, contact the Office of SJUSD at 408-536-6187, Middle College Program Office at (408) 288-3100, or the Office of the Vice President of Student Affairs at (408) 288-3190.

OFFSITE PROGRAMS
Several programs and classes are offered throughout the San José community in places such as public buildings, community resource centers, or schools. All of San José City College classes are open to admitted students who meet course prerequisites regardless of the location at which they are offered. Because the offerings are developed to respond to community requests or needs, the courses may begin or end at times other than the standard schedule on campus.

These offerings are listed in each semester's class schedule and at www.sjcc.edu.

PUENTE PROGRAM
Puente (which means “bridge” in Spanish) is a nationally recognized, two semester academic program designed to help students adjust to college life and prepare for transfer to four-year universities. The mission of Puente is to increase the number of underrepresented students who enroll in four-year universities, earn degrees, and return to the community as successful leaders and mentors. Puente was founded in 1981 to address the low rate of academic achievement among Mexican-American/Latino community college students. Puente is co-sponsored by the University of California and the California Community Colleges and is open to all students.

Puente provides an academic and supportive environment in which students plan and work toward achieving their educational and career goals in partnership with a counselor, culturally sensitive instructors, and community professionals. The program integrates writing instruction, counseling, and mentoring to provide a focused and engaging learning environment for students. An important part of the program is the mentoring component. Students are matched with professionals from the community who provide them with knowledge and guidance about education, careers, and life.

The program provides students with a strong academic foundation and offers a one-year learning community that consists of Phase I: English 92 (Essay Development) linked with Guidance 87 (Study Techniques) and Phase II: English 1A (English Composition) linked with Guidance 96 (Career and Life Planning)

Puente is located in the Student Center, Room SC-216H
For more information contact the Puente Counselor: Veronica Harris at 408-298-2181 X3344, or Veronica.Harris@sjcc.edu.

SERVICE LEARNING
Service Learning allows students to experience meaningful community service that is tied to their college studies. By connecting the classroom to real-world experiences, students enhance their understanding of course content and develop an appreciation for the importance of civic engagement.

The Service Learning Program encourages students to interact with diverse and often underserved people in a variety of workplace environments, to critically reflect on what happens there, and to integrate their experiences with classroom learning and their own lives.

Service Learning is located in the Student Center, Room SC115J
For more information, contact the Service Learning Program at (408) 288-3177.

UMOJA PROGRAM
The Umoja Program is an academic learning community and resource. A Kiswahili word meaning “unity”, Umoja engages students in culturally responsive curricula, supporting the legacy of the African Diaspora. The program is dedicated to increasing retention and graduation rates of African-Americans as well as other underrepresented student populations at SJCC.

The program incorporates academic and personal counseling as student support services. Umoja advances academic excellence, community building and student leadership as its program goals.

For more information, contact the Umoja Coordinator: Khalid White at (408) 298-2181 x3050, or Khalid.White@sjcc.edu.
**Enrichment Activities**

**ART GALLERY**
The Art Gallery in the Carmen Castellano Fine Arts Center at San José City College offers a wide variety of exhibitions that are open to the public free of charge. Student works are featured in the latter part of fall and spring semesters. During the remainder of the year, works by professional artists, SJCC alumni, and SJCC distinguished faculty are featured. Show opening receptions allow members of the SJCC community and the public to meet the artists. Frequently, visiting artists present informal lectures and presentations about their art.

For more information, contact the Humanities and Social Sciences Division at (408) 288-3785 and visit the webpage via www.sjcc.edu.

**ATHLETICS**
Intercollegiate competition is offered in a number of sports for men and women. These include men’s 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. A Field Turf artificial football field and a Super X Mondo all-weather track 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 Department at (408) 288-3730.

**COLLEGE THEATER**
Each year, the College Theater serves as a performance venue for a variety of theatre arts, dance, and musical performances directly connected to the College’s disciplines.

For more information, contact the Humanities and Social Sciences Division at (408) 288-3785 and visit the webpage via www.sjcc.edu.

**MEDIA CLUB**
All SJCC students are invited to join the Media Club and get involved in the College newspaper and/or radio station.

The college newspaper, The City College Times, is produced and published in print and online by students enrolled in journalism courses at SJCC. No experience is necessary; it is open to all students. Being a participant in The Times allows students to learn about journalism through hands-on experience in news reporting, feature writing, opinion writing, sports writing, editing, staff management, photography, page design, illustrating, advertising sales, website management, social media reporting, and branding. The Times provides a forum for campus-wide dissemination and discussion of information and issues. Students run a paper that has earned multiple awards from the Journalism Association of Community Colleges (JACC) and the California College Media Association.

The College online radio station, KJCC, is operated by SJCC students who are interested in broadcast performance and/or programming. The Media Club provides training for any SJCC student interested in operating the radio console or hosting a radio program. The station also provides hands-on experience for students enrolled in the broadcasting courses at SJCC. KJCC airs various programs, including news stories, sports commentary, and talk shows. The station also serves to disseminate information on college affairs and issues.

For more information, contact the Language Arts Division at (408) 288-3719.

**Learning Resources**

**CÉSAR E. CHÁVEZ LIBRARY**
The library offers a wide variety of resources, including books, periodicals, reference materials, and audiovisual media. Online databases, e-books, and the library catalog are accessible 24/7 both on and off-campus. The library also houses a large reserves collection of textbooks and instructor materials. The SJCC or EVC Student ID card serves as a library card; materials can be borrowed from both libraries or through interlibrary loan services.

The library features an electronic research area that provides computers, photocopiers, and printing systems. The library also makes available audiovisual equipment, such as DVD/CD players and VCR stations. Study areas are found throughout the library, and many private study rooms for groups of two or more students are located on the third floor. Laptop computers can be checked out for use in the study rooms, and wifi is available throughout.

Reference librarians provide instruction on research methods and assist students in locating information.

For more information, contact the Library at (408) 288-3775, or http://www.sjcc.edu /library.

**COMPUTER LAB**
The Computer Lab is open to all registered San José City College students and staff. The Computer Lab is equipped with computers open for students, faculty, and staff with some designated specifically for ESL students and tutoring. Printers are available for student use. Students also have access to the Internet and Microsoft Office.

**TUTORING CENTER**
The Tutoring Center supports SJCC students by providing free one-to-one and group tutoring in most academic subjects offered on campus. Students must be referred by their instructor/counselor to receive tutoring services. Students need to be referred to enroll in LS 210 (Learning Skills Supervised Tutoring) a no-credit and no-unit lab course. Student tutors are faculty
recommended, have received a "B" grade or better in the course, and have completed tutor training. For referral to the Tutoring Center, please see your instructor or counselor.

For more information, contact the Tutoring Coordinator at (408) 298-2181 ext. 3559.

Note: The Library, Computer Lab, Tutoring Center, ESL Lab, and Reading/Writing Center are located in the César E. Chavez Library.

ESL Lab

The ESL Lab provides a supportive learning environment for ESL students. ESL faculty are available to assist students with all language skills and to offer guidance in using interactive software programs and multimedia materials that expand and enhance the learning experience. ESL Lab courses (.5 units) are required for students enrolled in ESL 091, ESL 302, ESL 312, ESL 322, ESL 332, ESL 334, ESL 342, and ESL 344. Optional lab courses may be taken with all other ESL courses. Students are also welcome to use our online lab, www.ESLStation.net, to access learning links for each language skill across all levels of the ESL curriculum.

For more information, contact the ESL Lab at (408) 298-2181 ext.3852.

Reading/Writing Center

The Reading and Writing Center (RWC) offers a supportive, friendly, and comfortable environment, perfect for individual and group study and has earned an international tutor training program certification from the College Reading & Learning Association.

The services at the RWC include:

- Drop-in assistance for reading and writing questions for any SJCC course
- Help with reading and writing from peer tutors
- Resources for improving reading and writing skills, such as dictionaries, handbooks, handouts, and exercises for practice
- Computers connected to the Internet for school work (online learning system, writing, and research)
- Workshops on areas of student need, such as sentence structure, practice in timed writing, and research

Students must be taking at least one academic course at SJCC, enrolled in LS210 (Learning Skills Supervised Tutoring), and referred by an Instructor.

For more information, contact the Reading/ Writing Center at (408) 288-3758.

Technology Labs

A variety of technology-rich computer labs support students in technology-intensive programs such as Cisco Academy, Network Administration, Computer Programming, Multimedia/Digital Arts, and Getting Started computer classes. Labs are staffed with instructors and instructional assistants and have limited open hours in day and evening. Applied technology labs include Program Logic Control (PLC), Laser Lab, Master CAM lab, HVAC and Framing labs that support Facilities Maintenance Technology (FMT), Laser Tech, Machine Technology, Air Conditioning, and Construction Technology programs. In addition, Solar program provides hands on courtyard lab experiences for solar installations.

For more information, contact the Business and Workforce Development Division at (408) 288-3131.

For more information about the Multimedia/Digital Arts Lab, contact the Humanities and Social Science Division at (408) 288-3785.

Specialized Courses

Directed Study Courses

Directed study courses allow individuals 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. A Directed Studies contract between the student and faculty member will be developed to identify how students will demonstrate mastery of learning objectives to receive course credit.

For more information, contact the appropriate Division Office.

Work Experience Education Courses

Students who are employed for pay or as volunteers may receive college credit for hours worked during the semester. Students enroll in Work Experience in their discipline if they perform job duties related to their area of study. Career/Technical Work Experience is repeatable to a maximum of 8 units. General Work Experience and Career/Technical Work Experience may be combined for a maximum of 16 units across all disciplines. Students enroll in General Work Experience if they do not have a declared occupational major at SJCC or if their job is not related to their major.

Location: 200 Wing, Room 206.
For more information, contact the Work Experience Office at (408) 298-2181, ext.3817.
Language Arts – English & Reading

- English 1A
  - English Composition
  - 3 units

- Read 101
  - Analytical Reading
  - 4 units

- English 92
  - Essay Development
  - 4 units

- Read 301
  - Essential of Reading
  - 4 units

- Read 335
  - Basic Writing
  - 4.5 units

- Read 350
  - Practical Reading
  - 6 units

1A Required for A.A. & A.S. degrees & Transfer

Basic Skills
**Mathematics**

- **Math 62** (3 lec) Calculus for Business & Social Science
- **Math 21** (3 lec) Precalculus Algebra
- **Math 25** (5 lec) Precalculus Algebra & Trigonometry
- **Math 51** (3 lec) Mathematics for General Education
- **Math 61** (3 lec) Finite Mathematics
- **Math 63** (3 lec) Elementary Statistics
- **Math 13** (5 lec) Intermediate Algebra
- **Math 111** (5 lec) Elementary Algebra
- **Math 311** (3 lec) Pre-Algebra
- **Math 22** (5 lec) Trigonometry
- **Math 25** (5 lec) Precalculus Algebra & Trigonometry
- **Math 21** (3 lec) Pre-Calculus Algebra
- **Math 22** (3 lec) Trigonometry
- **Math 70** (3 lec) Discrete Mathematics
- **Math 72** (5 lec) Calculus II with Analytic Geometry
- **Math 73** (5 lec) Multivariable Calculus
- **Math 74** (5 lec) Linear Algebra
- **Math 78** (3 lec) Differential Equations
- **Math 79** (3 lec) Linear Algebra
- **Math 71** (5 lec) Calculus I with Analytic Geometry
- **Math 78** (3 lec) Differential Equations
- **Math 79** (3 lec) Linear Algebra

- **Math 62** (3 lec) Calculus for Business & Social Science
- **Math 21** (3 lec) Precalculus Algebra
- **Math 25** (5 lec) Precalculus Algebra & Trigonometry
- **Math 51** (3 lec) Mathematics for General Education
- **Math 61** (3 lec) Finite Mathematics
- **Math 63** (3 lec) Elementary Statistics
- **Math 13** (5 lec) Intermediate Algebra
- **Math 111** (5 lec) Elementary Algebra
- **Math 311** (3 lec) Pre-Algebra

* Math 311 & 111 are considered basic skills.
** May be taken in either order.
CHAPTER 5 —
COLLEGE AND DISTRICT POLICIES

IN THIS CHAPTER:

• STUDENTS RIGHTS & RESPONSIBILITIES, ACADEMIC FREEDOM
• ACADEMIC RENEWAL
• ACTION GATHERING
• AUDITING
• COURSE REPETITION
• DISABILITIES SUPPORT PROGRAM & SERVICES
• DRUG FREE WORK PLACE
• INFORMED CONSENT
• RELEASE OF STUDENT INFORMATION
• POLICY ON CONSENSUAL RELATIONSHIPS
• SEXUAL HARASSMENT/DISCRIMINATION
• STUDENT COMPLAINT PROCESS
• DRUG-FREE CAMPUS POLICY
• SMOKING POLICY
• STUDENT SUCCESS & SUPPORT PROGRAM STEPS TO SUCCESSFUL REGISTRATION AND ENROLLMENT
• STUDENT RECORD PRIVACY LAW
• STUDENT GRIEVANCE
• CRIME POLICY
• STUDENT ORGANIZATIONS
• STUDENT-RIGHT-TO-KNOW COMPLETION AND TRANSFER RATES
• SOLICITING FUNDS OR BUSINESS ON CAMPUS

STUDENTS RIGHTS & RESPONSIBILITIES

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. (Board Policy 4030).

STUDENTS

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. (Board Policy 4030).

Academic Freedom

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the large community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. San Jose City College has a duty to develop policies and procedures which provide and safeguard this freedom. The purpose of this statement is to enumerate the essential provisions for student freedom to learn. The policies and procedures as set forth in this statement are for institutional use but cannot be separated from the laws of the wider society; therefore, everything stated herein must be considered within the limits of the law.

Freedom of Association

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. Students are free to organize and join associations to promote their common interests.

1. The membership, policies, and actions of a student organization will be determined by vote of only those persons who are bona fide students of San Jose City College.
2. Affiliation with an extramural organization will not disqualify a student organization from institutional recognition.

3. Faculty advisors are necessary; each organization is free to choose its own faculty advisor. Faculty advisors may advise organizations in the exercise of responsibility, but they will not have the authority to control the policies or legal activities of such organizations.

4. Student organizations are required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They will be required to submit a membership list as a condition of institutional recognition.

5. Campus organizations, including those affiliated with an extramural organization, are open to all San Jose City College students without respect to race, creed or national origin.

Freedom of Inquiry and Expression
It is the policy of the District and SJCC to allow and protect reasonable and legal expressions, speeches and actions according to federal and state laws and Education Code section 76120.

1. Students and student organizations will be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the large community that in their public expressions or demonstrations, students or student organizations speak only for themselves.

2. Students have the right to exercise free expression, including the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges or other insignia. The policy excludes expression which is obscene, libelous or slanderous according to current legal standards or that incites students to create a clear and present danger or to commit unlawful acts on community college premises or damage to persons or property. Inciting students to riot, or the violation of lawful community college regulations or the substantial disruption of the orderly operation of the community college, is also prohibited. Copies of the district policies are available online at www.sjeccd.edu.

3. Students will be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of the campus facilities should not be used as a device of censorship. It should be made clear to the academic and large community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

Exercise of Rights of Citizenship
College students are both citizens and members of the academic community. As citizens, students enjoy the same freedom of speech, peaceful assembly and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials

insure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

Institutional Authority and Civil Penalties
Activities of students may, upon occasion, result in violation of law. Students who violate the law may incur penalties prescribed by civil authorities. However, institutional authority should never be used merely to duplicate the function of general laws.

The student who incidentally violated institutional regulations in the course of his/her off-campus activity, such as those relating to class attendance, is subject to no greater penalty than would normally be imposed. Institutional action is independent of community pressure.

Student Participation in Institutional Government
As constituents of the academic community, students will be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit, and the actions of the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

Student Responsibilities and Educational Goals
1. It is the student’s responsibility to verify the correctness and completeness of his/her transcript upon transferring to a four-year institution. It is the student’s responsibility to pursue any discrepancies that may occur with the acceptance or non-acceptance of his/her transcript.

2. Each student has the responsibility as to the completeness and correctness of his/her transcript to receive an

3. It is the student’s responsibility to do the assigned coursework and attend courses regularly.

4. It is the student’s responsibility to drop courses he/she does not plan to attend.

Off-Campus Activities
Throughout the semester/school year, the District may sponsor voluntary off-campus extracurricular field trips/excursions. If you choose to participate, be advised that in accordance with SJCC Board Policy 4300), “…you shall adhere to the standards of conduct applicable to conduct on campus.”

Progress Evaluation by Faculty
Any student has the right to request and obtain an informal grade evaluation by his/her instructor prior to the mandatory drop date. In order for a student to make a knowledgeable decision of retention in a class and to increase motivation for improvement, the student needs to know his/her standing in each course.
Academic Renewal
Per Board Policy 4240, previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. Please see the Office of Academic Affairs for our current procedure.

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 Student Development & Activities. 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.

Course Repetition
Certain courses may be taken more than once for credit. If the course is designated as repeatable, the course may be repeated only for the number of times allowable. In some cases, a group of courses may carry a collective limitation on the number of allowed repetitions for that entire group/cluster of courses (for example, when a similar educational activity is offered in beginning and advanced course levels.) To determine whether a course is repeatable, refer to Chapter 6: Course Descriptions, in this Catalog.

Repeating Courses Previously Passed
State Regulations do not allow students to repeat non-repeatable courses previously passed with satisfactory grades of “A,” “B,” “C,” “Credit” or “Pass.” Students with extenuating circumstances may file a Request to Repeat in the Counseling Office. Students who are allowed to repeat courses based on this provision will not earn additional units or grade points toward improving or changing the previous grade earned in the class or toward changing the overall grade point average.

Disabilities Support Program & Services

OVERVIEW
Disabilities Support Program and Services can help students with disabilities attending San Jose City College succeed by providing support services and instructional programs. A variety of services are available, including counseling (academic, personal and vocational), specialized classes, tutoring, adaptive technology, interpreting, and captioning services.

Counseling Services
DSP&S offers specialized counseling and guidance for students with disabilities which is often essential to their academic and vocational success. Services include an initial intake interview, registration assistance, authorization for accommodations based on verified disabilities and academic follow-up in the semester, and for each enrolled semester thereafter.

Deaf & Hard-of-Hearing Services
Specialized counseling services and tutoring are available for students with hearing loss. In addition, accommodations include, but are not limited to, interpreters, captioners, and assistive listening devices for classroom instruction.

Diagnostic Learning Services
For students with learning differences, DSP&S offers excellent assessment services to determine learning style, strengths and weaknesses. Small group reading and math classes, academic support for mainstream classes, and academic accommodations are available for students with verified learning disabilities.

High Tech Computer Center and Alternate Media
DSP&S offers computer-aided instruction with special equipment for students who are unable to use a computer in the traditional manner. SJCC offers a fully-equipped High Tech Computer Center where assistance in learning to use specialized equipment, as well as one-on-one tutoring, are available for students with disabilities. The alternate media specialist provides students with accommodations such as books on tape, e-Text, or material scanned for WYNN, JAWS, and Braille.

Adapted Physical Education
A variety of adapted physical education classes are offered at SJCC for individuals with disabilities to promote fitness, muscular strength, endurance, flexibility, and independence. Class offerings include weight training, fitness for life, and physical conditioning.

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.

http://www.ada.gov/
http://www2.ed.gov/about/offices/list/ocr/504faq.html
http://www.cde.ca.gov/ls/fa/sf/title5regs.asp

Voluntary participation in the services provided by DSPS.

Receiving reasonable academic adjustments, auxiliary aids, services and/or instruction to access college classes, programs, activities, services, and facilities to facilitate learning without being discriminated against.

Confidentiality and protected disclosure of all records maintained by DSPS personnel.

Modification in class or college policies unless the modification fundamentally alters the nature of services, activities, or course standards.
The ADA coordinator is also available to answer questions about the Americans with Disabilities Act.

Contact Person:  Mr. Roland Montemayor,  
              Vice President of Student Services  

Email:    roland.montemayor@sjcc.edu  
Location: Student Center, 2nd Floor, Room SC-201C  
Hours:    Monday – Friday, 8 am–5 pm

STUDENT RESPONSIBILITIES

• Comply with the student code of conduct adopted by the college;
• Be responsible in their use of DSPS services and the academic accommodations provided
• Adhere to written service provision policies adopted by DSPS.

DETERMINING NEED

Students who need academic accommodations must meet with Disabilities Support Program and Services staff members to complete an application form, determine educational limitations and services needed, and complete an academic accommodation plan.

CONTACT THE DSP&S OFFICE

The faculty and staff of the Disabilities Support Program and Services Office are available for consultation on any questions you may have related to accommodations for a disability. The highest standard of confidentiality is always maintained.

Front Desk:  408-288-3746  
Supervisor: Dr. Edina Rutland  
Email:    edina.rutland@sjcc.edu  
Location: Student Center, Room SC-106  
Hours:    Monday – Thursday, 8:30 am–5:30 pm;  
                     Friday 8:30 am–1:30 pm

TTY Phone Number  
Disabilities Support Program ......................408-294-3447  

Video Phone Numbers  
DSP&S Supervisor...............................408-831-3131  
Deaf Services.................................408-565-8640  
Student Center Lobby.........................408-899-5084

SJECCD 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 3550, Drug Free Work Place  
• Board Policy 5500 Standards of Student Conduct

SJECCD 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).

Informed Consent

San Jose City College, a non-profit California Community College, reserves the right to use photographs of students and visitors, age 18 and older, taken on our property and at college-sponsored events for marketing and promotional purposes. Objections to the use of an individual’s photograph may be made in writing to the Director of Development and Activities AT (408) 288-3160 or blake.balajadia@sjcc.edu.

Release of Student Information

All records of the college are held as confidential, and no 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 the 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 Enrollment Services, 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 A&R. A cost of $1 per page copied (exclusive of the SJCC 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 such records will be made if the student has any indebtedness to the College or District.

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**SEXUAL HARASSMENT/Discrimination**

SJECCD 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. 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.

Federal Title IX regulations ensure that colleges and universities develop policies, procedures, offer awareness and prevention activities and information as well as referrals and resources to complainants (those who file a complaint).

**WHAT IS TITLE IX?**
- Title IX - Title IX is a federal law that applies to educational institutions receiving federal financial assistance and prohibits discrimination on the basis of sex in an educational institution’s programs or activities, including employment, academic, educational, extracurricular and athletic activities (both on and off campus).
- The protections of Title IX also extend to sexual harassment and sexual assault or violence that impairs or interferes with access to equitable educational and employment opportunities. Title IX is applicable to all members of the campus community, individuals doing business with the campus, those using campus facilities, and those who engage in volunteer activities

**RELEVANT DEFINITIONS**

**Sex Discrimination:** Behavior or action that denies or limits a person’s ability to benefit from, fully participate in educational programs or activities or employment opportunities because of a person’s sex. This includes sexual misconduct, sexual harassment, sexual violence, failure to provide equal opportunity in educational programs and co-curricular programs including athletics, discrimination based on pregnancy, and employment discrimination.

**Sexual Misconduct:** Sexual misconduct is a broad term that includes but is not limited to sexual harassment, sexual violence, sexual exploitation, stalking (in-person, cell phone, social media, etc.), domestic, relationship and dating violence, and retaliation. Sexual Misconduct includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that

(a) is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an education program or to create a hostile or abusive educational environment, or
(b) affects explicitly or implicitly an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive environment.

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Sexual Exploitation: An act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose.

Sexual Exploitation: Includes, but is not limited to:

- invasion of sexual privacy (such as letting one’s friends hide in the closet to watch consensual sex);
- non-consensual video or audio-taping of sexual activity;
- engaging in voyeurism - the sexual interest in or practice of spying on people engaged in intimate behaviors, such as undressing, sexual activity, or other actions usually considered to be of a private nature;
- knowingly transmitting an Sexually Transmitted Infection (STI) to another student;
- exposing one’s genitals in non-consensual circumstances;
- prostituting another student.

Consent: to engage in sexual activity must be knowing and voluntary; it must exist from the beginning to end of each instance of sexual activity and for each form of sexual contact; conveying a clear indication of willingness to engage in mutually agreed upon sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity. Consent may not be inferred from silence, passivity or lack of resistance alone.

- Consent may be withdrawn by either party at any time.
- Consent is active, not passive.

Incapacitation: The inability, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring.

- When an individual lacks the ability to make informed, rational judgments and cannot consent to sexual activity.
- May result from the use of alcohol and/or drugs. Is a state beyond drunkenness or intoxication.

Evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects an individual’s:

- decision-making ability;
- awareness of consequences;
- ability to make informed judgments; or
- capacity to appreciate the nature and the quality of the act.

Respondent: Person or persons who are members of the campus community who allegedly discriminated against or harassed another person or persons.

- May be individuals, groups, programs, academic or administrative units, or the institution.
- Evaluating incapacitation requires an assessment of whether a respondent should have been aware of the complainant’s incapacitation based on objectively and reasonably apparent indications of impairment when viewed from the perspective of a sober, reasonable person in the respondent’s position.

Complainant: Student(s) or employee(s) of SJECCD who alleges that she or he has been subjected to discriminatory practices or sexual misconduct. Complainants may be individuals or groups of individuals who have been impacted by discrimination or sexual misconduct.

Third-party Complainant: A person who brings a complaint on behalf of another member(s) of the campus community who has allegedly been the subject of discrimination or sexual misconduct.

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)

Confidentiality: 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.

Retaliation is Prohibited: 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.

How and Where to File a Sexual Harassment or Discrimination Complaint:

Any individual may file a sexual harassment or sexual discrimination complaint with the campus Title IX officer. The individual may complete the Discrimination form alone or with the assistance of the Title IX Coordinator.

- Discrimination and Harassment Complaint Procedures (Administrative Procedure 3435) can be found on the SJECCD website using the following link: http://www.sjeccd.edu/HumanResources/Documents/Discrimination%20Sexual%20Harassment%20Procedures.pdf
- The Discrimination/Harassment Complaint form can be found on the District website at: http://www.sjeccd.edu/HumanResources/Documents/2016-04-12_Fillable_FORMal_DiscriminationComplaint_Form.pdf

KNOW AND REMEMBER YOUR TITLE IX COORDINATORS:

- District Office – Lead Coordinator: Kim Garcia, Vice Chancellor, Human Resources at 408-270-6465;
- San Jose City College: Mr. Roland Montemayor, Vice-President, Student Affairs at 408-288-3146;
- Evergreen Valley College: Ms. Adela Esquivel-Swinson, Vice-President, Student Services at 408-223-6749.

Title IX Coordinator is responsible for overseeing SJECCD’s Title IX compliance efforts and must:

- Provide alleged victims with information about policies, resources and services;
- Be available to meet with students who believe that sexual harassment or misconduct has occurred;
- Ensure that complaints are handled through consistent practices and standards;
- Upon receiving notice that potential instances of sexual harassment or misconduct has occurred, either personally investigate the incident or oversee the investigation; and
- Review all complaints to determine whether there are concerns of patterns or systemic violations of Title IX.

Students 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.

Students who experience unlawful discrimination in employment may also file a complaint of unlawful discrimination with:

- the Equal Employment Opportunity Commission, 96 North Third Street, Suite 200, San Jose, CA 95112 or
- the Department of Fair Employment and Housing, 2570 North First Street, Suite 480, San Jose, CA 95131.

**NOTE:** Violations of the Student Code of Conduct other than the sexual harassment or discrimination actions mentioned above under relevant definitions, should be filed with the Director of Student Development and Activities. The student complaint process is described in the next section below.

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 and is doing so by virtue of the information provided above and on our websites.

### Student Complaint Process

The Student Complaint Procedures are available to every San Jose City College student, offering an equitable means of seeking an appropriate remedy for a grievance related to any college-related matter (other than as defined under the unlawful discrimination section of this catalog). Complaint procedures are provided for the following: grade appeals process, complaints regarding a faculty member, complaints regarding a staff member, or complaints about a manager and sexual harassment or sexual assault complaints. Copies of the Student Complaint Procedures are available in the following locations:

- Office of Student Affairs
- Office of Student Development & Activities,
- Office of Academic Affairs,
- Welcome & Information Center, and
- Counseling Center

Information about the process and related forms are also available online at [www.sjcc.edu](http://www.sjcc.edu).

**STATE COMPLAINT PROCESS**

**State Complaint Process Notice**

Most complaints, grievances or disciplinary matters should be resolved at the campus level. This is the quickest and most successful way of resolving issues involving a California Community College (CCC). Students are encouraged to work through the campus complaint process first before escalating issues to any of the following resources. Issues that are not resolved at the campus level may be presented:

- To the Accrediting Commission for Community and Junior Colleges (ACCJC) at [http://www.accjc.org/complaint-process](http://www.accjc.org/complaint-process) if your complaint is associated with the institution’s compliance with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.

- To the CCC Chancellor’s Office by completing the complaint form does not concern CCC’s compliance with academic program quality and accrediting standards. If your complaint involves unlawful discrimination, to the Chancellor’s Office website at: [http://cccco.edu/](http://cccco.edu/) Nothing in this disclosure should be construed to limit any right that you may have to take civil or criminal legal action to resolve your complaints. The California Community Colleges Chancellor’s Office (CCCCO) has provided this disclosure to you in compliance with the requirements of the Higher Education Act of 1965, as amended, as regulated in CFR 34, Sections 600.9 (b) (3) and 668.43(b). If anything in this disclosure is out of date, please notify the CCCCCO at 1102 Q St., Suite 4550, Sacramento, CA 95811-6549.

**Student Code of Conduct & Expectations for Student Behavior**

Student conduct is governed by rules designed to preserve both individual and community freedoms. The individual student, in order to learn and grow, must enjoy freedom of expression and action. The academic community, if it is to properly serve the student, must enjoy freedom from disruption. Students enrolling in the College assume an obligation to conduct themselves in a manner compatible with the College’s function as an educational institution, and in accordance with the Student Code of Conduct.
Student Code of Conduct in compliance with SJECCD Board Policy 5500

I. INTRODUCTION

The Student Code of Conduct is a statement of the San Jose Evergreen Community College District’s expectations regarding student standards of conduct, both academic and nonacademic. Students are expected to obey all laws and District policies and regulations. Students shall be subject to discipline for violation of these laws, policies, and regulations. Student misconduct may also be subject to other regulations of the District, including but not limited to regulations regarding complaints of harassment and discrimination.

II. DEFINITIONS

For the purpose of these Rules and Regulations, the following words and terms are defined as follows:

A. “Student” shall mean all persons enrolled in any courses at the colleges in the district, regardless of where courses are taught, whether they are enrolled full-time or part-time, for credit or non-credit or not-for-credit or contract education, and whether or not s/he is planning to earn a degree, certificate of achievement or other certification. Persons who are enrolled in online or hybrid courses are also considered ‘students’. Persons who are not officially enrolled for a particular term, but who have been admitted to the college and enroll in courses from time to time, and have a continuing relationship with the college are considered ‘students’.

B. “Governing Board” shall mean the Governing Board of the San Jose Evergreen Community College District.

C. “District” shall mean the San Jose Evergreen Community College District, including but not limited to its administrative staff and each of its colleges.

D. “College” shall mean a college operated and maintained by the District.

E. “Member of the College Community” shall mean the District Trustees, the academic, support staff, and administrative personnel of the District, the students of the District and any other person while on District or college property or at a District or college function or activity.

F. “Day” shall refer to a college instructional day unless otherwise noted.

G. “Good Cause” includes, but is not limited to the following offenses:

1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.

2. Assault, battery, or any threat of force or violence upon a student or college personnel.

3. Willful misconduct which results in injury or death of a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District.

4. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.

5. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board.

6. Persistent serious misconduct where other means of correction have failed to bring about proper conduct.

7. Other behavior that has grounds for disciplinary action.

III. GROUNDS FOR DISCIPLINARY ACTION

A. Students shall conduct themselves consistent with the Student Code of Conduct while on campus or participating off campus in online or hybrid courses, or at college sponsored events or programs, including but not limited to field trips, student conferences, debate competitions, athletic contests, student organization-sponsored events, and international study programs, regardless of location. Students shall also conduct themselves consistent with the Student Code of Conduct in any matter related to college activity or attendance. Students shall be suspended or expelled only for good cause.

B. Misconduct that constitutes grounds for disciplinary action includes, but is not limited to:

1. Acts of academic dishonesty, including, but not limited to, cheating, tampering, fabrication, plagiarism, or assisting others in an act of academic dishonesty. Cheating is defined as unauthorized copying or collaboration on a test or assignment, or the use or attempted use of unauthorized materials. Tampering is defined as altering or interfering with evaluation instruments or documents. Fabrication is defined as falsifying experimental data or results, inventing research or laboratory data or results for work not done, or falsely claiming sources not used. Plagiarism is defined as representing someone else’s words, idea, artistry, or data as one’s own, including copying another person’s work (including published and unpublished material, and material from the internet) without appropriate referencing, presenting someone else’s opinions and theories as one’s own, or working jointly on a project, then submitting it as one’s own. Assisting is defined as assisting another person in an act of academic dishonesty, such as taking a test or doing an assignment for someone else, changing someone’s grades or academic records, or inappropriately distributing exams to other students.

2. Other forms of dishonesty, such as lying, knowingly furnishing false information, or reporting a false emergency to any college official, faculty or staff member or office or to the District.

3. Forgery, alteration, misappropriation or theft, misuse of any District or college document, record, key, electronic device, or identification including, but not limited to, unauthorized grade changes and forged signatures on official college forms.

4. Misrepresentation of oneself or of an organization to be an agent of the District;
5. Obstruction or disruption of teaching or of the District’s educational process, administrative process, disciplinary procedures, or other District functions and activities, on or off District property;
6. Disruptive or abusive behavior, such as verbal harassment, habitual profanity or vulgarity, physical abuse, intimidation, hazing, or stalking of any member of the college community;
7. Vandalism, graffiti, or other willful misconduct which results in cutting, defacing, or other damages to any real or personal property owned by the District or a member of the college community;
8. Assault, battery, violence or threat of violence, or any willful misconduct which results in an injury or death of a student or District personnel or behavior that threatens the health and safety of any member of the college community;
9. Theft of District property, or property in the possession of, or owned by, a member of the college community;
10. Violation of District or college policies or regulations including but not limited to those concerning the formation and registration of student organizations, the use of college facilities or the time, place, and manner of public expression or the distribution of leaflets, pamphlets, or other materials;
11. Failure to comply with the directions of the District or college officials acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so;
12. The use, sale, distribution, or possession on campus of or presence on campus under the influence of, any controlled substances, or any poison classified as such by Schedule D section 4160 of the Business and Professional Codes or other California laws on District property or at any District-sponsored event. This regulation does not apply when the person named on the prescription possesses the drugs or narcotics or when the drugs or narcotics are permitted for and are being used in research, instruction, or analysis;
13. Possession, consumption, sale, distribution or delivery of any alcoholic beverage in college buildings or on college grounds, or at college-sponsored or supervised activities, regardless of their location, unless authorized by college officials.
14. Possession or use of explosives, dangerous chemicals, or deadly weapons on District property or at a campus function, without prior authorization of the College President;
15. Engaging in lewd, indecent, or obscene behavior on District-owned or controlled property or at a District-sponsored or supervised function;
16. Rape, date rape, sexual harassment, sexual assault, or threat of an assault upon a student or member of the college community on District property, or at a college or District-sponsored or supervised function (see Know Your Rights: Title IX Compliance for more detailed definitions, Sexual Assault Victim Bill of Rights, complaint and disciplinary procedures;
17. Unauthorized use of, or misuse of District property, including, but not limited to, unauthorized possession, duplication or use of District keys and/or unauthorized entry into District property;
18. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board or College;
19. Knowingly assisting another person in the commission of a violation of the Student Code of Conduct;
20. Misuse of computers and networks which includes but is not limited to utilizing an unauthorized account, password, campus network, interfering with normal computer operations, circumventing data protection schemes or uncovering security loopholes, or violating terms of the software agreements.
21. Willful disruption of the orderly operation of the campus.
22. Leading or inciting others to disrupt scheduled and/or normal authorized activities.
23. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at college sponsored or supervised events.
24. Unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym locker room or a restroom.
25. Any other cause identified as good cause by Education Code section 76033, not identified above; or any applicable Penal Code sections, or other applicable local, state, or federal laws.
26. Any other grounds constituting good cause.

C. Violation of parking laws, regulations, or rules shall not be cause for the removal, suspension, or expulsion of a student (Ed.Code § 76036).
D. Nothing in these procedures shall preclude a student with a disability from receiving appropriate accommodations as identified by Disabilities Support Program & Services.

IV. TYPES OF DISCIPLINARY ACTION

WARNING: A warning is a written or oral notice to the student that continuation or repetition of certain conduct may be result in further disciplinary action.

RESTITUTION: Restitution is reimbursement by the student for damage to, loss of or misappropriation of property. Reimbursement may take the form of appropriate service by the student to repair property or otherwise compensate for damage.

PROJECTS AND ASSIGNMENTS: Projects and assignments may include educational projects, service to the college, and other related discretionary assignments.

DISCIPLINARY PROBATION: Probation is a status imposed for a specific period of time in which a student must demonstrate his or her conduct conforms to District standards of conduct as set forth in these regulations. Conditions may be imposed at the discretion of the President’s designee. Misconduct during the probationary period or violation of any conditions of the probation may result in more serious disciplinary action, such as loss of privileges, suspension, or expulsion.

LOSS OF PRIVILEGES: Loss of privileges is the denial of extracurricular activities or other special privileges for a designated period of time. Violation of any conditions or campus regulations
during the period of sanction may result in far more serious
disciplinary action, such as suspension or expulsion.

**REMOVAL:** Removal of a student from class by an instructor or
with the assistance of Police Services, if necessary.

**SUSPENSION:** Suspension is a separation from the District
for a designated period of time after which the student will be
eligible to return. A suspension may consist of (a) a period of
time from one or more classes for a period up to ten (10) days
of instruction; (b) from one or more classes for the remainder
of the school term; and (c) from all classes or activities of the
college for one or more terms for up to three years.

**EXPULSION:** Expulsion is the permanent termination of student
status by the Governing Board for good cause when other
means of correction fail to bring about proper conduct or when
the presence of the student causes a continuing danger to the
physical safety of the student or others. A student who is ex-
pelled is prohibited from participating in any college activities or
programs and from entering District premises.

**REVOCAION OF DEGREE OR CERTIFICATION:** A degree or
certificate awarded from the college may be revoked for fraud,
misrepresentation, or other violation of College standards in
obtaining a degree or certification, or for other serious violations
committed by a student prior to graduation.

**V. RECIPROCITY OF SANCTIONS**

During a period of suspension or expulsion, a student shall not be
enrolled in any other college within the District. Disciplinary ac-
tions or sanctions shall apply to the student at all District colleges.

**VI. CONDUCT RELATED TO COLLEGE**

After a hearing the President or the President’s designee may
impose an immediate suspension on a student when such action
is required in order to protect property, safety, and to ensure the
maintenance of order on the campus or at a campus function.
No student may be removed, suspended, or expelled unless the
conduct for which the student is disciplined is related to college
activity or college attendance.

**VII. RECORD OF DISCIPLINARY ACTION**

In accordance with Education Code section 76220, Community
College Districts shall establish, maintain and destroy student
records according to regulations adopted by the Board of Gov-
ernors of the California Community Colleges. The President’s
designee will create a record of disciplinary actions, along with
relevant supporting documents and evidence. Consistent with the
Family Educational Rights and Privacy Act (FERPA) this record
shall be maintained as a confidential student education record and may not be released unless the permission of the
student, except as permitted by law and policy. The student shall
have a right to inspect the record and to challenge the contents.
Disciplinary records shall be retained in a manner consistent with
state law, and will be destroyed following the third college year
after the college year in which it originated.

In accordance with Education Code section 76234, whenever
there is included in any student record information concerning any
disciplinary action taken by the college or District in connection
with any alleged sexual assault or physical abuse or any conduct
that threatens the health and safety of the alleged victim, the
alleged victim of the sexual assault or physical abuse shall be
informed within three (3) days of the results of any disciplinary
action by the college and the results of any appeal.

**VIII. REMOVAL BY INSTRUCTOR**

An instructor, for good cause, may remove a student from his or
her class for the day of the removal and the next class meeting.
(Ed. Code § 76032 and 76033.) Such actions may be grounds for an instructor to remove the student on the day of the incident
and the next session if warranted. “Good Cause” includes:

A. Continued disruptive behavior, continues willful disobedi-
ence, habitual profanity or vulgarity, or the open and persistent
defiance of the authority of, or persistent abuse of, college
personnel

B. Assault, battery, or any threat of force or violence upon a
student or college personnel

C. Willful misconduct which results in injury or death to a student
or college personnel or which results in cutting, defacing, or
other injury to any real or personal property owned by the
District

D. Use, sale, or possession on campus of or presence on campus
under the influence of, any controlled substance, or any poison

E. Willful or persistent smoking in any area where smoking
has been prohibited by law or governing board regulation

F. Persistent, serious misconduct where other means of cor-
rection have failed to bring about proper conduct.

Behaviors not considered “good cause” include, but are not
limited to:

- Poor hygiene
- Strange behavior
- Bad manners
- Students’ attire, unless the student is revealing him or
  herself inappropriately or in an obscene way – SJECCD
does not employ a student Dress Code
- Instructors may not at any time drop a student from their
class for “bad behavior”

Instructors may dismiss a student from class for any of the above
listed “good causes” for up to two class sessions (the day of
the incident and the next class session) without further authorization.
Instructors should complete the Disruptive Student Behavior (DSB) Report and submit to their area dean. Instructors who
have met with the student to discuss their behavior, removed
the student from two (2) class meetings/sessions, and are still
having difficulty with the student should schedule an appointment
with the Director of Student Life for an administrative meeting to
determine further actions.

Faculty and staff are encouraged to keep written notes of any
incidents, meetings, class/lab removals, and Disruptive Student
Behavior (DSB) Report for any disruption, to document the case
for disciplinary action. Forms for documentation can be found in
division offices, on the SJCC Discipline/ Code of Conduct page,
and with members of the Student Discipline Team.

Additional information about the Student Code of Conduct and
Student Due Process can be found in the SJCC Virtual Student
Handbook and on the SJCC website.
A. Procedures Before the Removal
   1. The instructor shall notify the student of the instructor’s consideration of the removal from class and the reasons for the proposed removal.
   2. The instructor may remove the student from the classroom immediately. Under normal conditions, the instructor should permit the student an opportunity to present a rebuttal to the accusation or otherwise offer relevant comment on the proposed removal. There need be no delay between the time notice is given to the student and the time of such a review.
   3. The instructor shall decide whether or not to proceed with the proposed removal after hearing the student's explanation and considering all of the information relative to the issue. There need be no delay between the time notice is given to the student and the removal.
   4. The decision may be given to the student either orally or in writing.
   5. The instructor's decision is final and may not be appealed.

B. Procedures After the Removal
   1. Immediately following the removal, the instructor must notify the College President or President's designee of the removal.
   2. The instructor may request that the student meet with the College President or President's designee, within three (3) days of removal, prior to returning to class.
   3. During the period of removal, the student shall not be returned to the class without the concurrence of the instructor.

IX. PRELIMINARY PROCEDURES FOR SUSPENSION BY PRESIDENT’S DESIGNEE
The following procedures shall be taken before suspension except in the event that an emergency/interim suspension is made as set forth in Section XIV.

A. Administration. The President’s designee shall administer these procedures and take appropriate action, subject to the approval of the College President and the Governing Board if required herein or otherwise by law.

B. Disciplinary Action Which May Be Imposed. The President’s designee may suspend or impose a lesser sanction on a student. A suspension may consist of a period of time as follows:
   1. From one or more classes for a period up to ten (10) days of instruction;
   2. From one or more classes for the remainder of the school term;
   3. From all classes and activities of the college for one or more terms.
   4. A suspension shall not exceed three (3) years.

C. Reporting Of Conduct. Alleged student misconduct shall be reported to the President’s designee. The President’s designee shall be the Vice President of Student Affairs or the Director of Student Development & Activities. Other officials may be designated as the President’s designee, whenever necessary for the efficient operation of the College.

D. Investigation. Upon receiving a report of alleged student misconduct, the President’s designee shall initiate an investigation.

E. Notice. Before imposing discipline, the President’s designee shall give or make reasonable efforts to give the student oral or written notice of the reason for the proposed disciplinary action.

F. Preliminary Hearing. Within a reasonable period of time (normally within five (5) days following the delivery to the student of the notice referred to above), the President’s designee shall offer the student an opportunity to attend a meeting (“Preliminary Hearing”) at which time the student may present a rebuttal to the accusation or otherwise offer relevant comment on the proposed discipline. There need be no delay between the time of the notice given to the student and the time of the meeting. If the student fails to arrange a preliminary hearing (or if he/she fails to appear for a preliminary hearing he/she has arranged), the decision of the President’s designee will be final and not subject to a further Appeal Hearing.

G. Determination After Preliminary Hearing. Based on the evidence presented, the President’s designee shall decide whether or not to proceed with the proposed suspension and/or to recommend expulsion after hearing the student's explanation and considering all of the information. If the decision is to suspend for up to five (5) days, the President’s designee may inform the student of the decision and send a written confirmation to the student's last known address within five (5) days. The confirmation shall include a statement that the decision to impose a suspension for five (5) days or less, or a lesser sanction, is not appealable. If the decision is to suspend for more than five (5) instructional days or to recommend expulsion, the President’s designee shall send the student a written notice via personal delivery or certified mail to the student’s last known address as set forth below.

H. Notice To the College President. The President’s designee shall report any disciplinary action imposed to the College President.

I. Notification After a Suspension Of More Than Five (5) Days. If the President's designee imposes a suspension of more than five (5) days, the President’s designee shall promptly send the student a letter of notification that is hand delivered or sent via certified mail to the student’s last known address. The notification shall include:
   1. A statement of the charges, the reason for the suspension or recommended expulsion offer, and a description of facts related to the misconduct, including the evidence against the student, the date of the incident(s), time of the incident(s), and location of the offense(s).
   3. An explanation that a student who has been suspended for more than five (5) days is entitled to appeal the decision and has a right to a further hearing (“Appeal Hearing”). The notification shall also state that a request for an Appeal Hearing shall be filed within five (5) instructional days of the service or mailing of the notification, whichever is earlier. The written request for an appeal hearing must be submitted to the President’s designee, and must cite
Chapter 5 — College and District Policies

the specific ground(s) for the appeal (from those listed below), and provides information which substantiates the ground(s) on which the appeal is being made.

4. Grounds for appeal - A student may appeal the decision of the President's designee on grounds that:
   a. Fair consideration was not provided to the student (i.e., there was evidence that some aspect of the hearing was prejudicial, arbitrary, or capricious);
   b. New and significant information, not reasonably available at the time of the initial hearing, has become available;
   c. The sanction or remedy imposed is not in due proportion to the nature and seriousness of the offense. Any evidence supporting these grounds must be included in the request for an appeal hearing.

5. A statement that the student has the right to be accompanied at an “Appeal Hearing” by an on-campus advisor of his or her choice. If the student decides to be accompanied by an advisor, the name and address of that advisor must be submitted to the President's designee at the time the appeal is filed.

6. The President's designee may note that he or she will also recommend expulsion.

7. The Notification shall include the date, time, and location of an Appeal Hearing if requested by the student.

J. Student Right to Appeal a Suspension of More Than Five (5) Days. The student may accept a suspension in excess of five (5) days without admitting the conduct charged. In such a case, the decision of the President’s designee will be final and not subject to a further Appeal Hearing. Should the student not accept a suspension in excess of five (5) days, the student has a right to appeal. A suspension appeal must be filed by the student no later than ten (10) instructional days from the date of the suspension.

K. Schedule of Hearing. The President’s designee shall schedule an Appeal Hearing no later than ten (10) instructional days from the date of the suspension.

X. HEARING AUTHORITY FOR APPEAL HEARING

A. The College President will assign either an Administrative Hearing Officer or may utilize a Student Discipline Committee (“Committee”) to conduct Appeal Hearings at the College (“Hearing Authority”).

B. An Administrative Hearing Officer shall be a college official.

C. A Committee shall include: one faculty member, one administrator or manager, and one student. The selection process for the Committee, if any, will normally occur at the beginning of each academic school year.

1. The Academic Senate will select a faculty representative and alternate(s). Vacancies will be filled by an action of the Academic Senate.
2. The Associated Student Body will select a student representative and alternate(s). Vacancies of student members shall be filled by an action of the Associated Student Body.
3. The College President will select the administrative or management representative and alternate(s). The administrative or management representative will serve as the Committee Chair.

The student or the college staff member shall notify the Committee if he or she has a conflict of interest because he or she is involved in the discipline matter and, therefore, is unable to service as a neutral party.

4. Alternate faculty, administrative, and student members shall be appointed to ensure that a standing committee can always be convened promptly.

XI. APPEAL HEARING PROCEDURES

A. The President's designee shall submit to the Hearing Authority: a description of the charges, notices, evidence, and a copy of the proposed decision. The President's designee shall present relevant evidence regarding the alleged misconduct. The accused student may then present any relevant evidence. Each party may call, examine, and cross-examine witnesses. Written statements, if any, shall be submitted under penalty of perjury. The Hearing Authority may also question witnesses. Opening and closing statements shall be limited to five (5) minutes. The President's designee shall speak first, followed by the student.

B. The Hearing Authority shall rule on all questions of procedure and admission of evidence.

C. Hearings need not be conducted in accordance with strict rules of evidence or formality of a court hearing.

D. The Hearing Authority shall consider no evidence other than that evidence received at the hearing. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence, but shall not be sufficient in itself, to support a finding.

E. A student may be accompanied by an advisor of his or her choosing, at the student's request. The role of the advisor is passive in this procedure. The advisor may be present at the hearing and may counsel the student. The advisor may not address the Hearing Authority and shall not be permitted to participate in any way during the hearing except to offer counsel to the student. If the student decides to be accompanied by an attorney, the name and address of that attorney must be submitted to the President's designee at the time the request for hearing is filed.

F. The Appeal Hearing shall be closed to protect the privacy and confidentiality of everyone involved unless the student and District agree in writing to have a public hearing at least five (5) days in advance of the hearing. A closed hearing will be closed to everyone except the following:

1. The student charged.
2. The Hearing Authority.
3. An advisor for the student charged, if so desired.
4. The President's designee.
5. A witness, while presenting evidence.
6. An on-campus advisor for a witness while presenting evidence.

G. An official audiotape recording of the hearing shall be kept. The record shall be the property of the District. The student charged may listen to the tape at a mutually agreeable location at the college. An accused student may, upon request, be provided a copy at his or her own expense.

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XII. HEARING AUTHORITY’S CONSIDERATION AND RECOMMENDATION
Following presentation of the evidence, the Hearing Authority shall privately consider the evidence with all persons excluded. The Hearing Authority shall send a written report to the College President within five (5) instructional days of the termination of the hearing. The report shall contain the following information:
A. A summary of factual findings and a determination that the accused student did or did not commit the act(s) alleged/charged.
B. A finding that the student’s act(s) did or did not constitute a violation of the Student Code of Conduct.
C. A recommendation for upholding or modifying the proposed discipline. The Hearing Authority may also recommend further investigation.

XIII. COLLEGE PRESIDENT’S DECISION
A. The College President shall reach a decision after reviewing the report submitted by the Hearing Authority. The College President may refer the matter back to the Committee or hearing officer for further clarification on details of the case, such as evidence and findings of fact. The College President may uphold the suspension, uphold the recommendation by the Hearing Authority, or adopt a lesser sanction, if appropriate. A written statement of the decision shall be sent via certified or registered mail to the student’s last known address within three (3) instructional days of the College President’s receiving the Hearing Authority’s recommendation.
B. The decision of the College President to suspend or impose a lesser sanction shall be final and not subject to further appeal.
C. The College President shall report a disciplinary suspension of any student to the Governing Board at its next regular meeting after the suspension has been imposed. A copy of the suspension determination, including the reasons for the suspension, shall be placed in the student’s permanent disciplinary record (not the transcript).
D. If the College President determines that a student should be expelled, he or she will forward that recommendation through the Chancellor to the Governing Board.
E. In the event that a College President is or will be unavailable for the making of a prompt decision, the College President may appoint an unbiased designee to act on the appeal.

XIV. EMERGENCY INTERIM SUSPENSION
A. An emergency/summary suspension is an immediate suspension imposed upon a student for good cause. (Ed. Code § 66017.)
B. Notwithstanding the foregoing, the College President or the President’s designee may impose an emergency/summary suspension. It is an extraordinary measure and shall be utilized when necessary to protect lives or property and to ensure the maintenance of order pending a hearing.
C. A preliminary hearing shall be provided within ten (10) calendar days of an emergency/summary suspension. (Ed. Code § 66017.) The procedures set forth in Sections IX and X shall apply to the preliminary hearing and any appeal hearing.
D. An emergency/summary suspension shall be reported to the Governing Board at its next regular meeting after such suspension has been imposed. A copy of the suspension may be placed in the student’s permanent record at the discretion of the College President.

XV. NOTIFICATION
The College President or President’s designee shall, upon suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the school is situated of any acts of the student which may be in violation of section 245 of the Penal Code. (Ed. Code § 76035.)

XVI. EXTENSIONS OF TIME
Calendar restraints may be extended with the agreement of both parties.

XVII. EXPULSION
The Governing Board has the sole authority to expel a student. If the College President determines that a student should be expelled, he or she shall send the recommendation through the Chancellor to the Governing Board.
A. Within 30 instructional days of the receipt of the recommendation from the College President, and with the agreement of the Chancellor, the Governing Board shall conduct an appeal hearing in closed session with the accused student and the College President (or the President’s designee).
1. The hearing shall be closed to protect the privacy and confidentiality of everyone involved, unless (a) the accused student requests an open hearing, in writing, within 48 hours of being notified of the hearing, and (b) it is determined that holding the hearing in open session would not lead to the giving out of information concerning students which would be in violation of state or federal law regarding the privacy of student records.
2. A closed hearing will be closed to everyone except the following:
   a. The student charged.
   b. An advisor/advocate for the student charged, if so desired. If the student chooses to be accompanied by an attorney, the student must notify the District in writing of his/her intent to bring an attorney at least five (5) business days prior to the hearing. Failure to notify the District will result in a waiver of the right to be accompanied by an attorney, or a one month postponement of the hearing.
   c. The College President and/or President’s Designee.
   d. The Governing Board
   e. The Chancellor and/or District Legal Advisor
   f. The student’s parent(s) or guardian, if the student is a minor.
B. The accused student shall be notified in writing of the date and time of the hearing, and shall be provided with a copy of this policy. The notice shall be mailed via certified or registered mail, or served personally, if the student is a minor.
C. The hearing shall be conducted in accordance with the following procedures:
1. The President of the Governing Board will serve as chair of the hearing, and will rule on all questions of procedure and admission of evidence.

2. Hearings need not be conducted in accordance with strict rules of evidence or formality of a court hearing.

3. Before commencement of the hearing, the Governing Board shall review a description of the charges, notices, evidence, findings, and a copy of the proposed decision from the college-level disciplinary appeal hearing. The Governing Board shall consider no evidence other than that evidence received in the hearing process.

4. The College President (or the President's Designee) shall make a brief statement to the Governing Board, referring to relevant evidence regarding the alleged misconduct.

5. The accused student may then make a brief statement to the Governing Board and present any relevant evidence.

6. The statements shall be limited to five (5) minutes.

7. Upon completion of these statements, the Governing Board will have an opportunity to ask questions of both the student and the College President (or President's Designee).

8. The Governing Board will conclude the hearing, dismiss the parties, and privately deliberate as to a decision.

9. The Governing Board shall issue a statement of decision including findings of fact and a determination that the accused student did or did not commit the act(s) charged, a finding that the student's act(s) did or did not constitute a violation of the Student Code of Conduct, and a decision as to whether the expulsion proposed by the President would be upheld or modified. The Governing Board may also recommend further investigation. Pursuant to Education Code section 72122, regardless of whether the matter is heard in open or closed session, the final action of the Governing Board shall be taken in open session, and the result of the action shall be a public record. The name of the student, however, shall not be released.

10. The Chancellor's Office will send a written statement of the Governing Board's decision via certified or registered mail to the student's last known address within three (3) working days of the hearing.

11. If the Governing Board's decision is unfavorable to the student, the student shall have a right to submit a written statement of his/her objections to the decision. This statement shall become a part of the student's records.

12. The decision of the Governing Board is final, and not subject to further appeal.

13. The hearing shall be electronically recorded. The record shall be the property of the District. The student charged may listen to the tape at a mutually agreeable location at the college. An accused student may, upon request, be provided a copy of the recording at his or her own expense.

Education Code, Sections 66017, 66300, 66301, 72122, 76030-76037, 76234

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**Drug-Free Campus Policy**

As defined by State and Federal law, it is the policy of the San Jose Evergreen Community College to maintain a campus where students, faculty, staff, and administration are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances, in accordance with Board Policy BP 3550 Drug Free Environment and Drug Prevention Program

Reference: Drug Free Schools and Communities Act, 20 U.S. Code Section 1145g; 34 C.F.R. Sections 86.1 et seq.; Drug Free Workplace Act of 1988, 41 U.S. Code Section 702

This policy applies not only to the campus, but also includes participation in field trips, athletic competition, international study programs, and any activity sponsored by the college. Any violation of this policy will be cause for disciplinary action, up to and including expulsion. For information about substance abuse treatment, students may contact a campus counselor or refer to the information binder located in the Counseling Center and Information Center.

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**Smoking Policy**

SJECCD prohibits the smoking of cigarettes, pipes, cigars and other combustible substances in all District buildings, facilities and District vehicles. At SJCC, smoking is allowed in designated areas only. Smoking marijuana on campus with or without a medical marijuana card is prohibited. It is also a violation of the Student Code of Conduct. Therefore, students caught smoking marijuana will be disciplined. Please be reminded that while a student may hold a medical marijuana card, the card only allows the holder to smoke marijuana in a certified marijuana club or in the holder's home. See Board Policy BP 3550 Drug Free Environment and Drug Prevention Program and references above.

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**Student Success & Support Program Steps to Successful Registration and Enrollment**

To register and enroll in courses at San Jose City College, follow these steps. Not only are the steps required, but they are designed to support students in having a successful academic experience.

1. Application: All students new to San Jose City College, as well as those who have missed two or more consecutive semesters, must submit a completed application online. Applications for the Summer and Fall semesters are accepted beginning in early February and for the Spring semester beginning in October.

2. Assessment: All new students are required to take the college assessment tests which will determine the appropriate English and math courses in which they may enroll. Students are also allowed to submit scores from assessment tests taken at another college within the last two years in lieu of taking the assessments at SJCC, if the assessment instrument is state-approved and correlation with SJCC
courses can be established. Additionally, under certain circumstances, students may use previous transcripts (high school or college) as well as AP test scores and EAP scores for placement. Students submitting transcripts or AP/EAP must submit these to Admissions & Records Office.

3. Orientation (New Student Orientation Workshops): All new students are required to complete an orientation to SJCC. This is completed by attending a New Student Orientation Workshop, by completing the Online Orientation, or by enrolling in the Guidance 97 Orientation class. At the workshops, students will be able to clarify their educational goals, and learn about student services and programs.

4. Educational Plan: All new students are expected to complete an initial individual educational plan with the assistance of a counselor prior to registering for classes. As part of the educational planning process, all students must state a specific educational goal no later than upon completion of 15 units of course work.

5. Registration: Registration is set up on a priority system (see Enrollment Priority) and may be completed online or in the Admissions & Records Office. Students who enroll in courses must pay appropriate fees (see FEES section). Students are considered officially enrolled when all fees have been paid in full. Those students receiving a Board of Governors Fee Waiver (BOGFW) must also pay the $19 Student Health fee and $5 Student Activity fee ($24 total) by the end of the second week of each semester. If fees are not paid, there will be a HOLD placed on student records and students will not be able to enroll in classes for the following term (fall or spring semester or summer session).

6. Counseling: All students are expected to schedule an appointment with a counselor at least once each semester or as needed, to review, update and expand their initial educational plan.

7. Attendance & Successful completion of classes: All students are expected to attend their classes regularly, complete assigned coursework on time, and complete their courses each semester. Students are also expected to maintain regular progress towards their educational goal.

Failure of a student to fulfill the responsibilities listed above may result in loss of priority registration and the suspension or termination of college services.

Student Success & Support Program Exemption Requirements

The San Jose Evergreen Community College District requires all students to fully participate in each college’s Student Success & Support Program services. A student may be exempt from the Orientation, Assessment, and/or Counseling/Advisement component of the Student Success & Support Program if one or more of the following exemption criteria are met.

New students may be exempted from the Orientation, and/or the Counseling components if they:

- Enroll in apprenticeship courses only.
- Enroll in open curriculum classes only.
- Possess an Associate, Baccalaureate, or other college degrees.

This may be used for placement purposes in lieu of the corresponding assessment test(s).

Exemptions must be approved by the dean of Student Success and Dean of Enrollment Services after student meets with a counselor and provides official transcripts. For more information please contact the SJCC Counseling Center at (408) 288-3750.

Waivers, Appeals and Complaints

Students who wish to request waivers, or file appeals or complaints on the basis of their Title 5 Matriculation Rights must follow the sequence of steps outlined below:

(Students filing other types of complaints or alleging discriminatory practices should follow the procedures listed in the college catalog under “Student Rights and Responsibilities—Grievance Process” or “Admission and Course Enrollment—Equal Opportunity Policy.”)

A. Initial Review of Waiver Appeal or Complaint

1. The student should contact the Dean of Counseling & Matriculation and complete an “Appeal or Request for Waiver” form or file a complaint regarding matriculation rights. The completed form should be turned in to the Dean of Counseling & Student Success.

2. The Dean of Counseling & Matriculation will contact the student and schedule a meeting to discuss the problem and/or inform the student of the decision.

3. In the event that the appeal or request for waiver is not granted, the student will be advised of his/her rights to further appeal and the correct procedures to follow.

B. Appeal to the Vice-President for Student Affairs

1. If the initial appeal or request for waiver is not granted and the student does not accept this decision, the student may then submit the initial form to the Vice-President of Student Affairs for further review.

2. The Vice-President for Student Affairs will review the appeal or request for waiver and will meet with the student and/or inform the student of his or her decision concerning the matter.

3. In the event the appeal or request for waiver is not granted by the Vice-President, the student will be advised of his/her further right to further appeal and the correct procedures to follow.

C. Appeal to the President

1. If the student does not accept the dean’s decision, the student may then submit the appeal or request for waiver to the College President.

2. The President will review the appeal and will meet with the student and/or inform the student of the final decision concerning the appeal or request for waiver.
A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student. Student records shall be maintained in a manner to insure the privacy of all records and shall not, except as otherwise herein authorized, permit any access to nor release of information therein. Students have the right to examine their own records and provision is made for the student to have copies of those records by written request and by payment of appropriate fees. Provision is also made for the student to challenge the accuracy of these records. In conformance with federal and state laws, San Jose City College hereby provides notice that the SJECCD Governing Board has adopted a policy, Board Policy 5040.1, regarding access to student records maintained by the College.

Release of Student Records. The Chancellor or Designee shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the district.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

No instructor, official, employee, or governing board member shall authorize access to student records to any person except under the following circumstances:

1. Student records shall be released pursuant to a student’s written consent.
2. Directory information may be released in accordance with Board Policy, unless otherwise specified by the student.

Directory information shall include:

1. Student name
2. Student participation in officially recognized activities and sports, including weight, height, and high school of graduation of athletic team members.
3. Degrees and awards received by students, including honors, scholarship awards, athletic awards, and President’s and Dean’s List recognition.

The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, telephone listings, dates and places of birth, levels of education, degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students.

Availability of Specific Information

The following specific information is on file at the Admissions & Records Office and/or is available to students upon request.

1. The types of student records and information contained therein which are directly related to students and maintained by the institution.
2. The official responsible for the maintenance of each type of record, the persons who have access to those records, and the purposes for which they have such access.
3. The policies of the district for reviewing and expunging these records.
4. The right of the student to access to his/her records.
5. The procedures for challenging the content of student records.
6. The cost which will be charged for reproducing copies of records.
7. The categories of information which the institution has designed as directory information and the parties to whom such information will be released unless the student objects.
8. Any other rights and requirements set forth in Chapter 1.5 (commencing with Section 15430) of Division 18.5 of the Education Code.

Address Changes

Students are required by law to notify the Admissions & Records Office of changes of address. Address and phone number changes should be submitted http://myweb.sjeccd.edu/. Students who are also working as employees of the college should submit address, phone and/or e-mail changes by the same procedure.

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” and/or “NP” – Consequence: Progress Probation
- Cumulative GPA of less than 2.0 in the next terms of enrollment after being placed on Probation – Consequence: Academic Dismissal
- 50% or more of units attempted recorded as “I”, “W”, “NC” and/or “NP” 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

- At the discretion of the instructor, a student may be dropped from a class if the number of times absent exceeds the number of times the class meets in a week during 16-week semester.
- Students should also be aware they may be dropped from a class if they do not attend the first class meeting.

PARKING OF VEHICLES

Any violation or violations of law, ordinance, regulation, or rule
Student Grievance

SJECCD 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.

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: The report is either sent as a direct mailing via U.S. Postal Service or the report is placed 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, 1st floor, Student Center. Access to the report is also available online at http://www.sjeccd.edu/DistrictPolice/Documents/2015 Security Report (003).pdf

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 Department of Student Development & Activities. 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 Department of Student Development & Activities.

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, or District business office or with book company representatives.
CHAPTER 6 —
DEGREES/CERTIFICATES AND COURSE DESCRIPTIONS

DEGREES AND CERTIFICATES

San José City College is authorized by the Board of Governors of the California Community Colleges to confer the Associate in Arts Degree for Transfer, Associate in Science Degree for Transfer, Associate in Arts degree, the Associate in Science degree, and the Certificate of Achievement upon students who complete the necessary requirements.

Associate Degrees for Transfer (AA-T and AS-T)
These degrees are conferred upon students who intend to complete a bachelor’s degree in a similar major at a California State University campus.

Associate in Arts Degree
The Associate in Arts (AA) degree is conferred upon students who complete the minimum of 60 degree applicable semester units with a grade point average of 2.0 or better and meet the degree graduation requirements.

Associate in Science Degree
The Associate in Science (AS) degree is conferred upon students who complete the minimum of 60 degree applicable semester units with a grade point average of 2.0 or better and meet the degree graduation requirements.

ASSOCIATE DEGREES FOR TRANSFER

GRADUATION REQUIREMENTS

Associate Degrees for Transfer (ADT)
The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is conferred upon students who complete 60 semester units with a grade point average of 2.0 or better and complete the following:
- The Intersegmental General Education Transfer Curriculum (IGETC) requirements or the California State University General Education-Breadth requirements;
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district;
- Obtain a minimum grade point average of 2.0;
- Associate Degrees for Transfer (ADTs) also require that students must earn a ‘C’ or better in all courses required for the major or area of emphasis. A ‘P’ (Pass) grade is acceptable grade for courses in the major if the course is taken on a “pass/no pass” basis;
- While a minimum of 2.0 is required for admission to a California State University, some majors may require a higher GPA. (Please consult with a counselor for more information.)

ASSOCIATE IN ARTS DEGREE

GRADUATION REQUIREMENTS

- All required major courses with a grade of ‘C’ or better in each course;
- A minimum of 39 semester units from the AA degree General Education pattern;
- SJCC graduation requirements of American History and Institutions, Cultural Pluralism/Ethnic Studies and Physical Activity;
At least 12 units within the district and at least six (6) units in residency at SJCC.

- A minimum of at least two (2) courses (at least six [6] units) must be completed in the major at the college awarding the degree. A major discipline may grant an exception to this requirement when able to verify equivalent competency to this requirement. (Please consult with a counselor for more information.)

**Certificates of Achievement**

San José City College offers Certificates of Achievement to prepare students for direct job entry. Many certificate programs can be completed in one year, while others are designed to be completed over a longer period of time. (Please consult with a counselor for more information.)

The college confers three levels of Certificates of Achievement to students who complete all required courses with a grade of ‘C’ or better.

- Certificate of Achievement Level 1 - 12-17.5 units
- Certificate of Achievement Level 2 - 18-29.5 units
- Certificate of Achievement Level 3 - 30+ units

San José City College offers Certificates of Specialization. These certificates are less than 12 units. Certificates less than 12 units are not approved by the State. A certificate will be issued by the department offering the program, but only courses will be posted on the student’s transcripts. All courses within the Certificate of Specialization must be completed with a grade of ‘C’ or better.

**Certificates of Specialization**

San José Evergreen Community College District participates in the California Articulation Region 4 Community College 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 SIECCD general education/graduation requirements including writing, reading and mathematics, cultural pluralism/ethnic studies, American Institutions and physical activity. Students must submit to the SJCC Admission and Records a General Education Reciprocity certification form (or complete an Associate degree at any one of the participating colleges.). Students will be required to complete all courses and prerequisites required for a major as well as degree applicable electives to reach 60 units.

The other eight participating colleges are: Chabot, De Anza, Foothill, Gavilan, Las Positas, Mission, Ohlone and West Valley.

**ASSOCIATE IN SCIENCE DEGREE GRADUATION REQUIREMENTS**

- All required major courses with a grade of ‘C’ or better in each course;
- A minimum of 24 semester units from the AS degree General Education pattern;
- SJCC graduation requirements of American History and Institutions, Cultural Pluralism/Ethnic Studies and Physical Activity;
- Competency in writing, reading and mathematics with a grade of ‘C’ or better in each competency course;
- At least 12 units within the district and at least six (6) units in residency at SJCC

- A minimum of at least two (2) courses (at least six [6] units) must be completed in the major at the college awarding the degree. A major discipline may grant an exception to this requirement when able to verify equivalent competency to this requirement. (Please consult with a counselor for more information.)

**GENERAL EDUCATION RECIPROCITY**

- Competency in writing, reading and mathematics with a grade of ‘C’ or better in each competency course;
- At least 12 units within the district and at least six (6) units in residency at SJCC

**KEY TO COURSE INFORMATION**

Course Scheduling

Information regarding the days, hours, instructors, and rooms in which classes will be held in each semester and summer session is contained in the Class Schedule prior to the start of each term. The information is available online at www.sjcc.edu and on MyWeb.

Registration

To receive credit, students must register in a course within the officially designated time. Auditing (attending classes without being officially registered) is not permitted. All students must be registered and all fees paid prior to attending any classes.

Semester Units

All courses in this Catalog are described in semester units.

Prerequisites and Corequisites

Many of the courses offered by the College require the completion of prerequisites courses or simultaneous enrollment in an additional course, known as a corequisite. Students are advised to consult the course descriptions found in this Catalog for the identification of the prerequisites and corequisites for a course.

Advisories

In order to ensure student success, the College provides Advisory Levels to help students understand the reading, writing, and math skills needed to be successful. While these advisories are not required as a condition of enrollment, students are strongly encouraged to adhere to them and to follow the advice of their counselors related to the advisory levels. The Advisory Levels are listed under each course in the Catalog and the Schedule of Classes. The following are the list of Advisories:

**ADVISORY READ LEVEL 1:** Having the ability to find stated and implied main ideas in simple passages; identify important details; understand 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:**

- READ 350 (6 units) or ESL 313 or ENGL 321: with a “P” 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:
- READ 301 or ESL 302 or ENGL 322: with a “P” 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:
- READ 101 or ESL 091 (6 units) or ENGL 102: with a “C” or “P” grade required in all of these courses, or placement based on assessment

ADVISORY WRITE LEVEL 2: Having the ability to develop paragraph, short multi-paragraph compositions, and written summaries; use of basic rules of Standard English.

List of courses that will provide students this skill level:
- ENGL 001A: with a “C” grade or higher

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:
- ENGL 092 or ESL 091 (6 units) or ENGL 104, with a “C” or “P” 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:
- ENGL 001A, with a “C” grade or higher

ADVISORY MATH LEVEL 1: Arithmetic skills including fractions, decimals, and percent’s.

List of courses that will provide students this skill level:
- MATH 310 or MATH 311, with a “P” grade or higher
- ACCTG 101 with a “C” or “P” grade required, or placement based on assessment

ADVISORY MATH LEVEL 2: Algebra I skills

List of courses that will provide students this skill level:
- MATH 111, with “P” grade, or placement based on assessment

ADVISORY MATH LEVEL 3: Intermediate Algebra

List of courses that will provide students this skill level:
- MATH 013 or MATH 014, with a “C” grades or higher

ADVISORY MATH LEVEL 4: Advanced Algebra and Trigonometry (sometimes called Pre-calculus)

List of courses that will provide students this skill level:
- MATH 025 or (MATH 021 and MATH 022), all with “C” grades or higher

ADVISORY MATH LEVEL 5: First semester Calculus

List of courses that will provide students this skill level:
- MATH 071, 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, 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 MATH 078 or MATH 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 no course prerequisites of any kind. However, some courses such as ESL 342, 343, 344; READ 350, 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.”
Course Notation
The courses in this Catalog have been annotated with abbreviations used on the College transcript, e.g. Administration of Justice (AJ).

Course Description Annotations
The courses in this Catalog have been annotated with codes to identify the grading options, transfer status to baccalaureate-degree institutions, and degree applicability. The following information explains how to interpret these codes.

The grading option for a course is indicated as follows:

L = Letter Grade Only
K = Mandatory Pass/No Pass
O = Optional Pass/No Pass
N = Non-Graded

Degree Applicability is indicated as follows:

A.A. = Applies to the Associate of Arts Degree
A.S. = Applies to the Associate of Science Degree
AA-T and AS-T = Associate Degrees for Transfer
NAA = Offered for credit but does not apply to the A.A., A.S. Degree, or Associate Degrees for Transfer
NC = No Credit courses
District GE = 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)

Transfer Credit is indicated as follows:

CSU = meets baccalaureate criteria for the California State University system
UC = accepted by the University of California system
### San Jose City College

#### Degrees and Certificates

#### 2016-2017

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### Associate in Science General Education (GE) Pattern

San José City College 2016-2017 (Effective Fall 2016)

**USE THE BOXES ON THE RIGHT TO RECORD YOUR PROGRESS:**  N= NEED  IP= IN PROGRESS  C= COMPLETED

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<tr>
<th>AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING</th>
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<tr>
<td>Select 1 course from EACH area below (&quot;C&quot; grade or better in each course); total 6 units required.</td>
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<tr>
<td>A1: Oral Communication (3 units)</td>
<td>COMS 010, 020, 040 or 045</td>
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<td>A2: Written Communication (3 units)</td>
<td>ENGL 001A</td>
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<tr>
<th>AREA B: PHYSICAL or BIOLOGICAL SCIENCE WITH LABORATORY</th>
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<td>1 course; minimum 3 units required</td>
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**SCIENCE WITH LAB:**

- ASTRO 010 & 10L; BIOL 004A, 004B, 020, 021, 064, 071, 072; CHEM 001A, 001B, 010, 012A, 012B, 015, 032A, 032B; ENVIR 010; GEOL 010 & 01L, GEOL 015 & 015L; PHYS 002A, 002B, 004A, 004B, 004C, 004D
- ASTRO 010L meets the lab requirement only if ASTRO 010 is successfully completed previously or concurrently
- GEOL 010L meets the lab requirement only if GEOL 010 is successfully completed previously or concurrently

**COSMETOLOGY MAJOR ONLY:** COS 010A, 010B, 105A, 105B
**DENTAL ASSISTANT MAJOR ONLY:** DENT 151
**MEDICAL ASSISTING MAJOR ONLY:** MA 004

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<thead>
<tr>
<th>AREA C: ARTS AND HUMANITIES</th>
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<tr>
<td>Select 2 courses from below; at least 1 course from C1 and 1 course from C2. total 6 units required</td>
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<td>C1: ARTS</td>
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</tr>
<tr>
<td>ART 090, 091, 092, 096; DANCE 002; HUMNT 001; MUSIC 083, 091, 095, 099; THEAT 002, 020, 040</td>
<td></td>
</tr>
<tr>
<td>C2: HUMANITIES</td>
<td></td>
</tr>
<tr>
<td>ARABC 001A, 001B; CHIN 001A, 001B; ENGL 001B, 010, 033, 065, 071A, 073, 079, 080, 081, 084A, 084B, 086A, 086B; ETH 020, 030, 031A, 037B; FREN 001A, 001B, 002A, 002B, 004A, 004B, 004C, 004D; JAPAN 001A, 001B, 002A, 002B; PHIL 010, 011, 012, 051, 065, 070, SL 001A, 001B, 002A, 002B, 004A, 004B, 004C; VIET 001A, 001B</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA D: SOCIAL SCIENCES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select OPTION 1, OPTION 2 or OPTION 3. Minimum 6 units</td>
<td></td>
</tr>
<tr>
<td>OPTION 1: HIST 017A and HIST 017B</td>
<td>OPTION 2: HIST 001 and POLSC 001</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA E: LIFELONG LEARNING AND SELF-DEVELOPMENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select one 3 unit course from below</td>
<td></td>
</tr>
<tr>
<td><strong>Veterans with DD214 honorable discharge may be able to receive a waiver for AREA E. Minimum 3 units</strong></td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>AREA I: ECE 108; FCS 019, 070; GUIDE 096, 130; HED 011; KIN 005, 010, 095; PSYCH 020, 035, 060, 092, 100</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL MINIMUM GE for AS degree:</strong> 24 UNITS</td>
<td></td>
</tr>
</tbody>
</table>

### ADDITIONAL GRADUATION REQUIREMENTS

**American Institutions**
Complete one of the three options listed under AREA D to meet the US1, US2 and US3 American Institutions Requirement.

See options in AREA D

**Cultural Pluralism/Ethnic Studies**
Select 1 course from below, if a course underlined in areas C or E has not already been taken. 0-3 units required

ANTH 063; COMS 035; ENGL 033, 080, 081; ETH 020, 026, 027, 030, 031, 037A, 037B, 041; GLOBL 007; HIST 009, 021, 024; HUMNT 003, KIN 010; PSYCH 035; SL 015

**Physical Activity**
Select 1 course from below. **Veterans with DD214 honorable discharge may be able to receive waiver for this area; 1 unit required**


**Math Competency**
1 course from below or other qualifying method as listed below; 0-5 units

Math 013 or 014 with a "C" or better grade OR equivalent math course OR higher level math course OR qualifying test score

**Major coursework:** See Major Sheet

**Residence:** Minimum of 12 A.S. applicable units at SJCC

**GPA:** Minimum cumulative 2.0 GPA from all colleges attended

**TOTAL MINIMUM A.S. DEGREE APPLICABLE UNITS REQUIRED:** 60 UNITS
Associate in Arts General Education (GE) Pattern
San José City College 2016-2017 (Effective Fall 2016)

**USE THE BOXES ON THE RIGHT TO RECORD YOUR PROGRESS:** N: NEED IP: IN PROGRESS C: COMPLETED

**CHAPTER 6 — DEGREES/CERTIFICATES AND COURSE DESCRIPTIONS**

**AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING**
Select 1 course from EACH area below ("C" grade or better in each course); total 9 units required.

- **A1:** Oral Communication (3 units)
  - COMS 010, 020, 040 or 045
- **A2:** Written Communication (3 units)
  - ENGL 001A
- **A3:** Critical Thinking (3 units)
  - COMS 040; ENGL 001C; PHIL 060

**AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING**
1 course each from areas B1, B2, B3 and B4. Area B3 may be satisfied with a B1 or B2 lab course. Lab courses are underlined.

- **B1:** PHYSICAL SCIENCE
  - *ASTRO 010; CHEM 001A, 001B, 010, 012A, 012B, 015, 037A, 037B, 061; ENVIR 010; GEOG 010; *GEOG 010, *015; METEO 010; OCEAN 010; PHYS 002A, 002B, 004A, 004B, 004C, 004D
- **B2:** LIFE SCIENCE
  - BIOL 004A, 004B, 020, 021, 061, 063, 064, 066, 071, 072, 074; ENVIR 010; PSYCH 031
- **B3:** LABORATORY ACTIVITY
  - *ASTRO 010L; BIOL 004A, 004B, 020, 021, 061, 063, 064, 071, 072, 074; CHEM 001A, 001B, 010, 012A, 012B, 015, 032A, 032B; ENVIR 010; *GEOG 010L
  - *015L; PHYS 002A, 004A, 004B, 004C
- **B4:** MATHEMATICAL/QUANTITATIVE REASONING
  - BUS 060; MATH 021, 022, 025, 051, 052, 063, 062, 063, 070, 071, 072, 073, 078, 079

**AREA C: ARTS AND HUMANITIES**
Select 3 courses from below; 1 course from C1, 1 course from C2 and a 3rd course from C1 or C2; total 9 units required

- **C1:** ARTS
  - ART 090, 091, 092, 096; DANCE 002; HUMNT 001; MUSIC 083, 091, 095, 099; THEAT 002, 020, 040
- **C2:** HUMANITIES
  - ARAB 001A, 001B; CHIN 001A, 001B; ENGL 001B, 010, 033, 065, 071A, 073, 079, 080, 081, 084A, 084B, 086A, 086B; ETH 020, 030, 037A, 037B; FREN 001A, 001B, 002A, 002B, HUMNT 002, 003; JAPAN 001A, 001B, 002A, 002B; PHIL 010, 011, 012, 051, 065, 070; SL 001A, 001B, 002A, 002B; SPAN 001A, 001B, 002A, 002B, 022A, 022B; THEAT 015; VIET 001A, 001B

**AREA D: SOCIAL SCIENCES**
Select 3 courses from below; from at least 2 disciplines. Minimum 9 units

- **ADMINISTRATION OF JUSTICE**
  - AI 010, 011, 013, 014, 016, 019, 116
- **ANTHROPOLOGY AND ARCHAEOLOGY**
  - ANTH 062, 063
- **COMMUNICATION STUDIES**
  - COMS 035
- **COMPUTER INFORMATION SYSTEMS**
  - CIS 041
- **EARLY CHILDHOOD EDUCATION**
  - ECE 107
- **ECONOMICS**
  - ECON 010A, 010B
- **ENGLISH**
  - ENGL 093; 080, 081
- **ETHNIC STUDIES**
  - ETH 020, 026, 027, 030, 031, 037A, 037B, 041
- **FAMILY AND CONSUMER STUDIES**
  - FCS 070
- **GEOGRAPHY**
  - GEOG 010, 011, 012
- **GLOBAL STUDIES**
  - GLOBL 001, 002, 007
- **HISTORY**
  - HIST 001, 009, 010A, 010B, 011A, 011B, 017A, 017B, 021, 024
- **HUMANITIES**
  - HUMNT 003
- **JOURNALISM**
  - JOURN 021
- **KINESIOLOGY**
  - KIN 010
- **LABOR STUDIES**
  - LABOR 015
- **POLITICAL SCIENCE**
  - POLS 001, 002, 004, 005
- **PSYCHOLOGY**
  - PSYCH 010, 012, 020, 022, 031, 035, 060, 092, 099, 100
- **SIGN LANGUAGE**
  - SL 015
- **SOCIOLGY**
  - SOC 010, 011

**US1, US2 and US3: AMERICAN INSTITUTIONS REQUIREMENT** (formerly AREA F)
Complete 1 of the options below. These courses may also be used to satisfy 6 units of the AREA D requirement.

- **OPTION 1:** HIST 017A and HIST 017B
- **OPTION 2:** HIST 001 and POLSC 001
- **OPTION 3:** ETH 037A and ETH 037B

**AREA E: LIFELONG LEARNING AND SELF-DEVELOPMENT**
Veterans with DD214 honorable discharge receive waiver for AREA E and 3 units toward CSU transfer. Minimum 3 units

- **AREA E1:** ECE 108; FCS 019, 070; GUIDE 096, 130; HED 011; KIN 005, 010, 095; PSYCH 020, 035, 060, 092, 100
- **AREA E2:** Activity Courses: DANCE 010, 011, 011B, 011C, 014A, 014B, 014C, 014D, 014E, 014F, 020, 021, 021B, 023B, 023C, 030, 032, 034A, 034B, 034C, 0408, 040C, 050, 051, 051B, 064, 065, 066, 067; KINA 011, 057; KINPE 008, 008B, 009, 012, 013, 019, 023, 030, 038, 039, 040, 041, 043, 044, 048, 052, 053, 055, 056, 059; APE 030E, 056E

**TOTAL MINIMUM GE for AA degree:** 39 UNITS

**ADDITIONAL GRADUATION REQUIREMENTS**

- **American Institutions:** Complete one of three options as listed above to meet US1, US2 and US3 American Institutions requirement.
- **Cultural Pluralism/Ethnic Studies:** Should be completed by taking an underlined course in either Area C or D or E1; 0-3 units required
- **Physical Activity:** Should be completed by completing a course in Area E2; 1 unit required
- **Major:** See Major Sheet
- **Residence:** Minimum of 12 A.A. applicable units at SJCC
- **GPA:** Minimum cumulative 2.0 GPA from all colleges attended

**TOTAL MINIMUM A.A. DEGREE APPLICABLE UNITS REQUIRED:** 60 UNITS

06/16 LG
## USE THE BOXES ON THE RIGHT TO RECORD YOUR PROGRESS: N= NEED  IP= IN PROGRESS  C= COMPLETED

### AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING
Select 1 course from EACH area below ("C" grade or better in each course); total 9 units required

| A1 | Orals Communication (3 units) | COMS 010, 020, 040 or 045 |
| A2 | Written Communication (3 units) | ENGL 001A |
| A3 | Critical Thinking (3 units) | COMS 040; ENGL 001C; PHIL 060 |

### AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING
1 course each from areas B1, B2, B3 and B4. Area B3 may be satisfied with a B1 or B2 lab course. Lab courses are underlined. At least 3 courses ("C" grade or better in area B4); total 9 units required

*Course fulfills lab requirement as long as companion course in area B1 is completed prior to or concurrently with lab course.

| B1 | PHYSICAL SCIENCE *ASTRO 010; CHEM 001A, 001B, 010, 012A, 012B, 015, 032A, 032B, 061; ENVIR 010; GEOG 010; GEOL *010, *015; METEO 010; OCEAN 010; PHYS 002A, 002B, 004A, 004B, 004C, 004D |
| B2 | LIFE SCIENCE BIOL 004A, 004B, 020, 021, 061, 063, 064, 066, 071, 072, 074; ENVIR 010; PSYCH 031 |
| B3 | LABORATORY ACTIVITY *ASTRO 010L; BIOL 004A, 004B, 020, 021, 061, 063, 064, 066, 071, 072, 074; CHEM 001A, 010, 012A, 012B, 015, 032A, 032B; ENVIR 010; GEOL *010L; PSYCH 015L; PHYS 002A, 004A, 004B, 004C, 004D |
| B4 | MATHEMATICAL/QUANTITATIVE REASONING BUS 060; MATH 021, 022, 025, 051, 052, 061, 062, 063, 070, 071, 072, 073, 078, 079 |

### AREA C: ARTS AND HUMANITIES
Select 3 courses from below; at least 1 course from C1, 1 course from C2 and a 3rd course from C1 or C2; total 9 units required

| C1 | ARTS ART 090, 091, 092, 096; DANCE 002; HUMNT 001; MUSIC 083, 091, 095, 099; THEAT 002, 020, 040 |
| C2 | HUMANITIES ARABC 001A, 001B; CHIN 001A, 001B; ENGL 001B, 010, 033, 065, 071A, 073, 079, 080, 081, 084A, 084B, 086A, 086B; ETH 020, 030, 037A, 037B; FREN 001A, 001B, 002A, 002B; HUMNT 002, 003; JAPAN 001A, 001B, 002A, 002B; PHIL 010, 011, 012, 051, 065, 070; SL 001A, 001B, 002A, 002B; SPAN 001A, 001B, 002A, 002B, 022A, 022B; THEAT 015; VIET 001A, 001B |

### AREA D: SOCIAL SCIENCES
Select 3 courses from below; minimum 9 units; from at least 2 disciplines

| ADMINISTRATION OF JUSTICE AJ 010, 011, 013, 014, 016, 019, 116 |
| ANTHROPOLOGY AND ARCHAEOLOGY ANTH 062, 063 |
| COMMUNICATION STUDIES COMS 035 |
| COMPUTER INFORMATION SYSTEMS CIS 041 |
| EARLY CHILDHOOD EDUCATION ECE 107 |
| ECONOMICS ECON 010A, 010B |
| ENGLISH ENGL 033, 080, 081 |
| ETHNIC STUDIES ETH 020, 026, 027, 030, 031, 037A, 037B, 041 |
| FAMILY AND CONSUMER STUDIES FCS 070 |
| GEOGRAPHY GEOG 010, 011, 012 |
| GLOBAL STUDIES GLOBL 001, 002, 007 |
| HISTORY HIST 001, 009, 010A, 010B, 011A, 011B, 017A, 017B, 021, 024 |
| HUMANITIES HUMNT 003 |
| JOURNALISM JOURN 021 |
| KINESIOLOGY KIN 010 |
| LABOR STUDIES LABOR 015 |
| POLITICAL SCIENCE POLSC 001, 002, 004, 005 |
| PSYCHOLOGY PSYCH 010, 012, 020, 022, 031, 035, 060, 092, 099, 100 |
| SIGN LANGUAGE SL 015 |
| SOCIOLOGY SOC 010, 011 |

### US1, US2 and US3: AMERICAN INSTITUTIONS REQUIREMENT (formerly AREA F)
Complete 1 of the options below. These courses may also be used to satisfy 6 units of the AREA D requirement.

| OPTION 1: HIST 017A and HIST 017B |
| OPTION 2: HIST 001 and POLSC 001 |
| OPTION 3: ETH 037A and ETH 037B |

### AREA E: LIFELONG LEARNING AND SELF-DEVELOPMENT
Select one 3 unit course from Area E1. One unit of an activity course from Area E2 may be used in combination with Area E1 to meet the requirement. Veterans with DD214 honorable discharge receive waiver for AREA E and 3 units toward CSU transfer; Minimum 3 units

| AREA E1 | ECE 108; FCS 019, 070; GUIDE 096, 130; HED 011; KIN 005, 010, 095; PSYCH 020, 035, 060, 092, 100 |
## Intersegmental General Education Transfer Curriculum (IGETC)
San José City College 2016-2017 (Effective Fall 2016)

**May be used for General Education Certification for the University of California and/or the California State University**

**A grade of "C" or better is required in each course**

<table>
<thead>
<tr>
<th>USE THE BOXES ON THE RIGHT TO RECORD YOUR PROGRESS:</th>
<th>N</th>
<th>IP</th>
<th>C</th>
</tr>
</thead>
</table>

### AREA 1: English Communication
**UC: Select 2 courses; total 6 units required; select 1 from Group A and 1 from Group B**

| 1A: English Composition (3 units) | ENGL 001A |
| 1B: Critical Thinking (3 units) | ENGL 001C |
| 1C: Oral Communication – CSU only (3 units) | COMS 010, 020, or 040 |

### AREA 2: Mathematical Concepts and Quantitative Reasoning
Select 1 course from below; minimum 3 units required

- **2A:** BUS 060; MATH 021, 025, 061, 062, 063, 071, 072, 073, 078, 079

### AREA 3: ARTS AND HUMANITIES
Select 3 courses from below; minimum 9 units; at least 1 course from ARTS, 1 course from HUMANITIES and a 3rd course from either ARTS, HUMANITIES or a different discipline

| 3A: ARTS | 3B: HUMANITIES |
| ART 090, 091, 092, 096; DANCE 002; HUMNT 001; MUSIC 083, 091, 095; THEAT 020, 040 | ENGL 001B, 010, 033, 065, 073, 080, 081, 084A, 084B, 086A, 086B; ETH 020, 030; FREN 001B, 002A, 002B; HIST 010A, 010B; HUMNT 002, 003; JAPAN 002A, 002B; PHIL 010, 011, 012, 051, 065, 070; SL 001B, 002A, 002B; SPAN 002A, 002B; THEAT 015 |

### AREA 4: Social and Behavioral Sciences
Select 3 courses from below; minimum 9 units; from at least 2 disciplines

| ADMINISTRATION OF JUSTICE | ETHNIC STUDIES | JOURNALISM |
| AJ 010, 016, 019, 116 | ETH 020, 026, 027, 030, 031, 037A, 037B, 041 | JOURN 021 |
| ANTHROPOLOGY AND ARCHAEOLOGY | FAMILY AND CONSUMER STUDIES | KINESIOLOGY |
| ANTH 062, 063 | FCS 070 | KIN 010 |
| COMUNICATION STUDIES | GEOGRAPHY | POLITICAL SCIENCE |
| COMS 035 | GEOG 010, 011, 012 | POLSC 001, 002, 004 |
| EARLY CHILDHOOD EDUCATION | GLOBAL STUDIES | PSYCHOLOGY |
| ECE 107 | GLOBL 001, 002 | PSYCH 010, 012, 022, 031, 035, 60, 092, 099, 100 |
| ECONOMICS | HISTORY | SIGN LANGUAGE |
| ECON 010A, 010B | HIST 001, 009, 011A, 011B, 017A, 017B, 021, 024 | SL 015 |
| ENGLISH | HUMANITIES | SOCIOLOGY |
| ENGL 080, 081 | HUMNT 003 | SOC 010, 011 |

### AMERICAN INSTITUTIONS REQUIREMENT - CSU GRADUATION REQUIREMENT ONLY
Complete 1 of the options below. These courses may also be used to satisfy 6 units of the IGETC Area 4 requirement.

<table>
<thead>
<tr>
<th>OPTION 1: HIST 017A and HIST 017B</th>
<th>OPTION 2: HIST 001 and POLSC 001</th>
<th>OPTION 3: ETH 037A and ETH 037B</th>
</tr>
</thead>
</table>

### AREA 5: Physical Science and Biological Science (7-9 units)
Select 1 Physical Science and 1 Biological Science course from below. 1 course must include a laboratory. Courses in **BOLD** contain a laboratory requirement.

<table>
<thead>
<tr>
<th>5A: PHYSICAL SCIENCE</th>
<th>5B: BIOLOGICAL SCIENCE</th>
<th>5C: Lab Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTRO 010*; CHEM 001A, 001B, 010, 015, 032A, 032B, 061; ENVIR 010; GEOG 010*; 015*; METEO 010; OCEAN 010</td>
<td>BIOL 004A, 004B, 020, 021, 061, 063, 064, 066, 071, 072, 074; ENVIR 010; OCEAN 010</td>
<td>ASTRO 010L*; BIOL 004A, 004B 020, 021, 064, 071, 072, 074; CHEM 001A, 001B, 010, 015, 032A, 032B; ENVIR 010; GEOG 010L*; PSYCH 011*; PHYS 002A, 002B, 004A, 004B, 004C, 004D</td>
</tr>
</tbody>
</table>

### AREA 6: LANGUAGES OTHER THAN ENGLISH – UC REQUIREMENT ONLY
Proficiency in a language other than English may be met in one of the ways listed below:

1. Complete one of the following courses with a grade of "C" or better:
   - ARABC 001A, ARABC 001B; CHIN 001A, 001B; FREN 001A, 002A, 002B; JAPAN 001A, 001B; 002A, 002B, SL 001A, 001B, 002A, 002B; SPAN 001A, 001B, 002A, 002B, 022A, 022B; VIET 001A, 001B
2. Complete two years of high school coursework in one language other than English with a grade of C or better in each course.
3. Appropriate scores on the SAT II, AP, IB, “O” level or “A” level exams may also satisfy AREA 6A. See a counselor for specific tests and appropriate scores.
4. Complete, with grades of "C" or better, two years of formal schooling at the sixth-grade level or higher in an institution where the language of instruction is not English.
5. Have competency verified by a faculty member associated with a California community college. Such verification requires that the college provide a document on letterhead asserting that the student’s proficiency in the language is equivalent to two years of high school study.
### 2016 – 2017 College Credit for Advanced Placement (AP) Tests

<table>
<thead>
<tr>
<th>Subject</th>
<th>UC Transfer</th>
<th>CSU Transfer</th>
<th>IGETC Transfer</th>
<th>UC Transfer</th>
<th>CSU Transfer</th>
<th>IGETC Transfer</th>
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<tbody>
<tr>
<td>Art History</td>
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<td>5 units</td>
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<td>5 units</td>
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<tr>
<td>Calculus AB</td>
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<td>5 units</td>
<td>5 units</td>
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<tr>
<td>Biology</td>
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<tr>
<td>Chinese Language &amp; Culture</td>
<td>3 units</td>
<td>6 units</td>
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<td>Chemistry</td>
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<tr>
<td>Economics – Microeconomics</td>
<td>3 units</td>
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<td>Economics – Macroeconomics</td>
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<tr>
<td>English – Language &amp; Composition</td>
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<td>German Language &amp; Culture</td>
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<td>Korean Language &amp; Culture</td>
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<tr>
<td>Latin</td>
<td>3 units</td>
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<td>3 units</td>
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<td>Physics</td>
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<tr>
<td>Spanish Language &amp; Culture</td>
<td>3 units</td>
<td>6 units</td>
<td>3 units</td>
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<td>AA/CSU GE Area</td>
<td>CSU - SEMESTER UNITS EARNED TOWARD TRANSFER</td>
<td>IGETC Area</td>
<td>UC Transfer Subject Area</td>
<td>UC - UNITS EARNED TOWARD TRANSFER</td>
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</tr>
<tr>
<td>Government &amp; Politics - Comparative</td>
<td>Area D 3 units</td>
<td>Area D8 3 units</td>
<td>3 units</td>
<td>Area 4</td>
<td>UC-B</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Government and Politics - U.S.³</td>
<td>Area D 3 units</td>
<td>Area D8 and US-2 3 units</td>
<td>3 units</td>
<td>Area 4 and US-2 3 units</td>
<td>UC-B</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>History - European</td>
<td>Area D or Area C2 Humanities 3 units</td>
<td>Area C2 or D6 6 units</td>
<td>6 units</td>
<td>Area 3B or 4 3 units</td>
<td>UC-B/UC-H</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>History - U.S.³</td>
<td>Area D American Institutions US-1 3 units</td>
<td>Area (C2 or D6) and US-1 6 units</td>
<td>6 units</td>
<td>Area (38 or 4) and US-1 3 units</td>
<td>UC-B/UC-H</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>History - World</td>
<td>Area D 3 units</td>
<td>Area C2 or D6 6 units</td>
<td>6 units</td>
<td>Area 3B or 4 3 units</td>
<td>UC-B/UC-H</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Human Geography</td>
<td>Area D 3 units</td>
<td>Area D5 3 units</td>
<td>3 units</td>
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<td>UC-B</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Italian Language &amp; Culture</td>
<td>Area C2 – Humanities 3 units</td>
<td>Area C2 6 units</td>
<td>6 units</td>
<td>Area 3B and 6A 3 units</td>
<td>UC-H</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Japanese Language &amp; Culture</td>
<td>Area C2 – Humanities 3 units</td>
<td>Area C2 6 units</td>
<td>6 units</td>
<td>Area 3B and 6A 3 units</td>
<td>UC-H</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Latin</td>
<td>Area C2, Humanities 3 units</td>
<td>Area C2 6 units</td>
<td>6 units</td>
<td>Area 3B and 6A 3 units</td>
<td>UC-H</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Latin - Vergil</td>
<td>Area C2, Humanities 3 units</td>
<td>Area C2 6 units</td>
<td>6 units</td>
<td>Area 3B and 6A 3 units</td>
<td>UC-H</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Latin - Literature</td>
<td>Area C2, Humanities 3 units</td>
<td>Area C2 6 units</td>
<td>6 units</td>
<td>Area 3B and 6A 3 units</td>
<td>UC-H</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Music Theory</td>
<td>Area C1 Fine Arts 3 units</td>
<td>Area C1 6 units</td>
<td>6 units</td>
<td>N/A</td>
<td>UC-H</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Physics 1</td>
<td>Area B Science with Lab 4 units</td>
<td>Area B1 and B3 6 units</td>
<td>6 units</td>
<td>Area 5A and 5C 4 units</td>
<td>UC-S</td>
<td>8 quarter/5.3 semester units²</td>
</tr>
<tr>
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<td>Area B Science with Lab 4 units</td>
<td>Area B1 and B3 6 units</td>
<td>6 units</td>
<td>Area 5A and 5C 4 units</td>
<td>UC-S</td>
<td>8 quarter/5.3 semester units²</td>
</tr>
<tr>
<td>Physics B</td>
<td>Area B Science with Lab 4 units</td>
<td>Area B1 and B3 6 units</td>
<td>6 units</td>
<td>Area 5A and 5C 4 units</td>
<td>UC-S</td>
<td>8 quarter/5.3 semester units²</td>
</tr>
<tr>
<td>Physics C – Mechanics</td>
<td>Area B Science with Lab 4 units</td>
<td>Area B1 and B3 6 units</td>
<td>6 units</td>
<td>Area 5A and 5C 4 units</td>
<td>UC-S</td>
<td>4 quarter/2.7 semester units²</td>
</tr>
<tr>
<td>Physics C – Electricity/ Magnetism</td>
<td>Area B Science with Lab 4 units</td>
<td>Area B1 and B3 6 units</td>
<td>6 units</td>
<td>Area 5A and 5C 4 units</td>
<td>UC-S</td>
<td>4 quarter/2.7 semester units²</td>
</tr>
<tr>
<td>Psychology</td>
<td>Area D 3 units</td>
<td>Area D9 3 units</td>
<td>3 units</td>
<td>Area 4 3 units</td>
<td>UC-B</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Spanish Language &amp; Culture</td>
<td>Area C2 Humanities 3 units</td>
<td>Area C2 6 units</td>
<td>6 units</td>
<td>Area 3B and 6A 3 units</td>
<td>UC-H</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Spanish Literature &amp; Culture</td>
<td>Area C2 Humanities 3 units</td>
<td>Area C2 6 units</td>
<td>6 units</td>
<td>Area 3B and 6A 3 units</td>
<td>UC-H</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Statistics</td>
<td>AS Math Competency 3 units</td>
<td>Area B4 3 units</td>
<td>3 units</td>
<td>Area 2 3 units</td>
<td>UC-M</td>
<td>4 quarter/2.7 semester units</td>
</tr>
</tbody>
</table>

1 - If a student passes more than one AP exam in calculus or computer science, only one exam may be applied to the baccalaureate
2 - Maximum credit 8 quarter/5.3 semester units for both; Maximum of one calculus exam may be used for transfer
3 - Maximum 8 quarter/5.3 semester units for both
4 - Only clears the US government portion of the CSU graduation requirement in American History and Institutions. Student will still need to complete an additional class in California State Government
5 - Maximum 4 semester units toward GE and 6 semester units toward transfer
### International Baccalaureate (IB) Exams

**2016-2017**

Students who have earned credit from an IB exam should not take a comparable college course because transfer credit will not be granted for both.

<table>
<thead>
<tr>
<th>International Baccalaureate (IB) Exam</th>
<th>CSU GE Passing Score</th>
<th>Minimum CSU Semester Units Earned</th>
<th>CSU GE Area and Semester Units Earned Toward Certification</th>
<th>IGETC Passing Score</th>
<th>Minimum UC Semester Units Earned</th>
<th>IGETC Area and Semester Units Earned toward Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>IB Biology HL</td>
<td>5</td>
<td>6</td>
<td>B2</td>
<td>3</td>
<td>5 or 6 or 7</td>
<td>5B (no lab)</td>
</tr>
<tr>
<td>IB Chemistry HL</td>
<td>5</td>
<td>6</td>
<td>B1</td>
<td>3</td>
<td>5 or 6 or 7</td>
<td>5A (no lab)</td>
</tr>
<tr>
<td>IB Economics HL</td>
<td>5</td>
<td>6</td>
<td>D2</td>
<td>3</td>
<td>5 or 6 or 7</td>
<td>4</td>
</tr>
<tr>
<td>IB Geography HL</td>
<td>5</td>
<td>6</td>
<td>D5</td>
<td>3</td>
<td>5 or 6 or 7</td>
<td>4</td>
</tr>
<tr>
<td>IB History (any region) HL</td>
<td>5</td>
<td>6</td>
<td>C2 or D6</td>
<td>3</td>
<td>5 or 6 or 7</td>
<td>3B or 4</td>
</tr>
<tr>
<td>IB Language A: Literature (any language except English) HL</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>5 or 6 or 7</td>
<td>3B and 6A</td>
</tr>
<tr>
<td>IB Language A: Language and Literature (any language except English) HL</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>5 or 6 or 7</td>
<td>3B and 6A</td>
</tr>
<tr>
<td>IB Language A1: (any language) HL</td>
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<td>6</td>
<td>C2</td>
<td>3</td>
<td>5 or 6 or 7</td>
<td>3B</td>
</tr>
<tr>
<td>IB Language A2: (any language) HL</td>
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<td>C2</td>
<td>3</td>
<td>5 or 6 or 7</td>
<td>3B</td>
</tr>
<tr>
<td>IB Language B (any language) HL7</td>
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<td>6</td>
<td>n/a</td>
<td>0</td>
<td>5 or 6 or 7</td>
<td>6A</td>
</tr>
<tr>
<td>IB Mathematics HL</td>
<td>4</td>
<td>6</td>
<td>B4</td>
<td>3</td>
<td>5 or 6 or 7</td>
<td>2A</td>
</tr>
<tr>
<td>IB Physics HL</td>
<td>5</td>
<td>6</td>
<td>B1</td>
<td>3</td>
<td>5 or 6 or 7</td>
<td>5A (no lab)</td>
</tr>
<tr>
<td>IB Psychology HL</td>
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<td>D9</td>
<td>3</td>
<td>5 or 6 or 7</td>
<td>4I</td>
</tr>
<tr>
<td>IB Theatre HL</td>
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<td>6</td>
<td>C1</td>
<td>3</td>
<td>5 or 6 or 7</td>
<td>3A</td>
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## 2016 -2017 College Level Examination Program (CLEP)

Students who have earned credit from a CLEP exam should not take a comparable college course because transfer credit will not be granted for both.

<table>
<thead>
<tr>
<th>CLEP EXAM</th>
<th>Passing Score</th>
<th>Minimum Semester Credit Earned</th>
<th>Semester Units toward CSU GE Breadth Certification</th>
<th>CSU GE Breadth Area and/or American Institutions</th>
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<tbody>
<tr>
<td>CLEP American Government</td>
<td>50</td>
<td>3</td>
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<tr>
<td>CLEP American Literature</td>
<td>50</td>
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</tr>
<tr>
<td>CLEP Analyzing and Interpreting Literature</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>C2</td>
</tr>
<tr>
<td>CLEP Biology</td>
<td>50</td>
<td>3</td>
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<td>B2</td>
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<td>3</td>
<td>3</td>
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<td>3</td>
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<tr>
<td>CLEP College Algebra</td>
<td>50</td>
<td>3</td>
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<tr>
<td>CLEP College Algebra - Trigonometry</td>
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<td>3</td>
<td>3</td>
<td>B4</td>
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<td>0</td>
<td>n/a</td>
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<td>C2</td>
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<tr>
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<tr>
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<td>12</td>
<td>3</td>
<td>C2</td>
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<tr>
<td>CLEP French* Level II (if taken Fall 2015 or after)</td>
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<td>C2</td>
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<td>3</td>
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<tr>
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<tr>
<td>CLEP History, United States I</td>
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<tr>
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<td>3</td>
<td>D6 + US-1</td>
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<td>CLEP Humanities</td>
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<td>C2</td>
</tr>
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<td>CLEP Information Systems and Computer Applications</td>
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</tr>
<tr>
<td>CLEP Introduction to Educational Psychology</td>
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<td>0</td>
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<tr>
<td>CLEP Introductory Business Law</td>
<td>50</td>
<td>3</td>
<td>0</td>
<td>n/a</td>
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<tr>
<td>CLEP Introductory Psychology</td>
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<td>3</td>
<td>3</td>
<td>D9</td>
</tr>
<tr>
<td>CLEP Introductory Sociology</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>D0</td>
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<td>CLEP Natural Sciences</td>
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<td>3</td>
<td>3</td>
<td>B1 or B2</td>
</tr>
<tr>
<td>CLEP Pre-calculus</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>B4</td>
</tr>
<tr>
<td>CLEP Principles of Accounting</td>
<td>50</td>
<td>3</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>CLEP Principles of Macroeconomics</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>D2</td>
</tr>
<tr>
<td>CLEP Principles of Management</td>
<td>50</td>
<td>3</td>
<td>0</td>
<td>n/a</td>
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<tr>
<td>CLEP Principles of Marketing</td>
<td>50</td>
<td>3</td>
<td>0</td>
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</tr>
<tr>
<td>CLEP Principles of Microeconomics</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>D2</td>
</tr>
<tr>
<td>CLEP Social Science and History</td>
<td>50</td>
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<td>n/a</td>
</tr>
<tr>
<td>CLEP Spanish* Level I</td>
<td>50</td>
<td>6</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>CLEP Spanish* Level II (if taken prior to Fall 2015)</td>
<td>63</td>
<td>12</td>
<td>3</td>
<td>C2</td>
</tr>
<tr>
<td>CLEP Spanish* Level II (if taken Fall 2015 or after)</td>
<td>63</td>
<td>9</td>
<td>3</td>
<td>C2</td>
</tr>
<tr>
<td>CLEP Trigonometry (if taken prior to Fall 2006)</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>B4</td>
</tr>
<tr>
<td>CLEP Western Civilization I</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>C2 or D6</td>
</tr>
<tr>
<td>CLEP Western Civilization I</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>D6</td>
</tr>
</tbody>
</table>

*If a student passes more than one CLEP in the same language other than English (e.g. two exams in French), then only one examination may be applied to the baccalaureate. For each test in a language other than English, a passing score of 50 is considered “Level I” and earns six units of baccalaureate credit; the higher score listed for each test is considered “Level II” and earns additional units of credit and placement in Area C2 of GE Breadth, as noted.

**CLEP exams qualify for AA general education as assigned for CSU GE Breadth. Students should see a counselor for AS degree general education placement.
The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California Community Colleges. For example, the SJCC course ACCTG 020 is listed as comparable to C-ID course ACCTG 110. This means students at SJCC can be assured that ACCTG 020 will be accepted in lieu of a course bearing the C-ID ACCTG 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org for what will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

The following is a list of San Jose City College courses with C-ID approval as of July, 2016. For a regularly updated list, please go to www.assist.org, select San Jose City College and click on the “C-ID Designators at San Jose City College” link. This list will be updated regularly as courses receive approval for C-ID designation.

<table>
<thead>
<tr>
<th>SJCC Course Number</th>
<th>C-ID Number</th>
<th>SJCC Course Number</th>
<th>C-ID Number</th>
<th>SJCC Course Number</th>
<th>C-ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 020</td>
<td>ACCTG 110</td>
<td>BUS 071</td>
<td>BUS 120</td>
<td>ENGL 001B</td>
<td>ENGL 120</td>
</tr>
<tr>
<td>ACCTG 021</td>
<td>ACCTG 120</td>
<td>BUS 082</td>
<td>BUS 110</td>
<td>ENGL 001C</td>
<td>ENGL 105</td>
</tr>
<tr>
<td>AJ 010</td>
<td>AJ 110</td>
<td>CHEM 001A</td>
<td>CHEM 110</td>
<td>ENGL 071A</td>
<td>ENGL 105</td>
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<td>AJ 011</td>
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ACCOUNTING

About the Program
San José City College offers a Certificate of Achievement and an Associate in Science (AS) degree in Accounting. 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. Students may achieve an employment skill through this one-year program. An advanced course in the certificate must be taken at San José City College. A “C” grade or better is required in all required major and certificate courses including the approved program elective courses.

Upon completion of program students will be able to:

- Compute, classify, record, and verify numerical data to develop and maintain financial records and statements.
- Demonstrate the ability to identify key issues, research relevant data, and think critically and analytically about possible solutions for financial problems.
- Receive and process written and oral financial information and interpret financial information including financial statements for management, investors, clients and other interested users.
- Record and prepare financial records and statements using accounting software.
- Demonstrate the ability to work and interact effectively in teams consisting of individuals with differing interests, gender, global backgrounds and professions.
- Ability to understand and implement the ethical responsibility of the accountant to society.

Career Options:
- Accounts Receivable Specialist
- Payroll Specialist
- Accounts Payable Specialist

Certificates/Degrees:
- Certificate of Achievement – Level 2
- A.S. Degree

ACCOUNTING

CERTIFICATE OF ACHIEVEMENT

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<td>BUS 007A</td>
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APPROVED ELECTIVES:
- ACCTG 098 Directed Study 1-3
- ACCTG 138 Work Experience 1-4
- BUS 008 Business English and Writing 3
- BUS 025 Introduction to Investments 3
- BUS 071 Legal Environment of Business 3
- CA 050D Microsoft Excel Specialist 1
- CA 055D Microsoft Excel Expert 1
- ECON 010A Principles of Macroeconomic Theory 3

ACCOUNTING

ASSOCIATE IN SCIENCE

MAJOR REQUIREMENTS:

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GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS: 24

PHYSICAL ACTIVITY: 1

TOTAL REQUIRED UNITS: 60

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

Linda Ferrell, linda.ferrell@sjcc.edu  408-298-2181 x3231
Business and Workforce Development Division  408-288-3131

ADMINISTRATION OF JUSTICE – JUDICIAL ADMINISTRATION OPTION

About the Program
San José City College offers both an Associate in Arts (AA), Associate in Science (AS) and certificates in Administration of Justice – Judicial Administration. Students planning to transfer should follow the Associate in Arts. The Judicial Administration option expands the existing Administration of Justice program focus beyond primarily law enforcement to include judicial branch careers. The program offers students educational opportunities which prepare them for entry into judicial branch careers. Additionally, the curriculum addresses the educational and professional development needs of the existing judicial branch workforce and prepares students for advancement in their careers working in the courts. The program goals address the increasing need for well-prepared applicants for court positions at all levels from entry to managerial.

Students considering transferring to the California State University system and are interested in continuing their studies in the following areas: Administration of Justice, Law Enforcement, Correctional Administration, Social Science, and Pre-Law should also review the major sheet for an Associate in Science in Administration of Justice for Transfer (AS-T).

All major and certificate courses including approved major electives must be completed with a grade “C” or better.
Upon completion of this program, students will have learned all aspects of court functions, including:

- The operations of the various divisions of the court such as criminal, civil, family law, probate, juvenile delinquency, and dependency
- The role of the clerk of court in functions such as legal processing, calendaring, and maintaining the court record
- The courtroom support functions such as making the official record, jury services, and court security
- Administrative business functions such as finance, human resources, facilities management, and information technology

**Career Options:**

- Judicial Branch administration
- Court Operations
- Court Lead/Supervision

**Certificates/Degrees:**

- Certificate of Achievement – Level 1
- Certificate of Achievement – Level 2
- A.A. Degree
- A.S. Degree

**ADMINISTRATION OF JUSTICE – JUDICIAL ADMINISTRATION**

**CERTIFICATES OF ACHIEVEMENT**

**CERTIFICATE OF ACHIEVEMENT in Court System Basics - Level 1**

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<td>AJ 128 Public Trust and Confidence in the Judicial Branch</td>
<td>3</td>
</tr>
<tr>
<td>AJ 132 Introduction to Judicial Administration</td>
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Choice of one of the fundamental courses below:

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**TOTAL REQUIRED UNITS**

12

**CERTIFICATE OF ACHIEVEMENT in Court Operations – Level 1**

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**TOTAL REQUIRED UNITS**

12

**CERTIFICATE OF ACHIEVEMENT in Supervision/Lead – Level 1**

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<td>AJ 128 Public Trust and Confidence in the Judicial Branch</td>
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<td>AJ 131 Judicial Branch Workplace: Relationships and Communications</td>
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**TOTAL REQUIRED UNITS**

12

**CERTIFICATE OF ACHIEVEMENT in Court Management – Level 2**

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<td>AJ 132 Introduction to Judicial Administration</td>
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<tr>
<td>AJ 133 Career Readiness in the Judicial/Justice System</td>
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**TOTAL REQUIRED UNITS**

18

**CERTIFICATE OF ACHIEVEMENT in Judicial Administration – Level 2**

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**TOTAL REQUIRED UNITS**

27

**ADMINISTRATION OF JUSTICE – JUDICIAL ADMINISTRATION**

**ASSOCIATE IN ARTS**

**MAJOR REQUIREMENTS:**

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**TOTAL REQUIRED UNITS**

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**A.A. DEGREE REQUIREMENTS:**

**MAJOR REQUIREMENTS**

27

**GENERAL EDUCATION/GRADUATION REQUIREMENTS**

39

**PHYSICAL ACTIVITY**

1

**TOTAL REQUIRED UNITS**

67

**ADMINISTRATION OF JUSTICE – JUDICIAL ADMINISTRATION**

**ASSOCIATE IN SCIENCE**

**MAJOR REQUIREMENTS:**

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**TOTAL REQUIRED UNITS**

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**A.S. DEGREE REQUIREMENTS:**

**MAJOR REQUIREMENTS**

27

**APPROVED MAJOR ELECTIVES**

9

**GENERAL EDUCATION/GRADUATION REQUIREMENTS**

24

**PHYSICAL ACTIVITY**

1

**TOTAL REQUIRED UNITS**

61
APPROVED MAJOR ELECTIVES:
AJ classes not used in the core sequence above

AJ 011 Criminal Law 3
AJ 111 Juvenile Law & Procedures 3
AJ 113 Violent Crime in America 3
S0C 010 Introduction to Sociology 3
S0C 011 Social Problems 3

FOR ADDITIONAL INFORMATION, SEE A COUNSELOR, VISIT THE CAREER/TRANSFER CENTER, OR CONTACT THE FOLLOWING:
Ken Torre, kenneth.torre@sjcc.edu
Humanities and Social Sciences Division 408-288-3785

ADMINISTRATION OF JUSTICE – TRADITIONAL OPTION

About the Program
San José City College offers an Associate in Arts (AA), Associate in Science (AS) and an Associate in Science for Transfer (AS-T) degree in Administration of Justice. Administration of Justice is the study of the causes, consequences and control of crime. Although the program’s curriculum allows for the development of in-depth knowledge in one of the subject’s substantive subsystems (i.e. law enforcement, juvenile, courts or corrections, judicial administration), our objective is to expose the student to a series of courses within the major intended to develop social and cultural sensitivity, effective communication skills, ethical awareness, and the concepts of law necessary to be successful in one of the many 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.

Students considering transferring to the California State University system and are interested in continuing their studies in the following areas: Administration of Justice, Law Enforcement, Correctional Administration, Social Science, and Pre-Law should also review the major sheet for an Associate in Science in Administration of Justice for Transfer (AS-T).

Upon completion of program students will be able to:
• Define and use criminal justice system key terms, concepts and theories.
• Identify how the U.S. Constitution applies to the actions and conduct of peace officers.
• Demonstrate an ability to effectively communicate orally and in writing the results of analysis and understanding.
• Develop a plan to achieve a career in their desired area of the criminal justice system.
• Recognize elements, classifications and definitions involving crimes against persons and crimes against property.
• Reflect critically on developments in the criminal justice policy and the relationship of these policies to the wider political and social environment.

Career Options:
• County Deputy Sheriff
• Highway Patrol Officer
• Municipal or Special
• Probation Officer*
• Parole Agent*
• Forensic Specialist*

District Police Officer
* Denotes a four-year degree requirement for that position

Degrees:
• A.A. Degree
• A.S. Degree
• AS-T Degree

ADMINISTRATION OF JUSTICE – TRADITIONAL ASSOCIATE IN ARTS

MAJOR REQUIREMENTS:
AJ 010 Introduction to Administration of Justice 3
AJ 011 Criminal Law 3
AJ 013 Criminal Procedures 3
AJ 014 Contemporary Police Issues 3
AJ 015 Introduction to Investigation 3
TOTAL 15

A.A. DEGREE REQUIREMENTS:
MAJOR REQUIREMENTS 15
A.A. APPROVED MAJOR ELECTIVE COURSES 6
GENERAL EDUCATION/GRADUATION REQUIREMENT COURSES 39
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 61

A.A. APPROVED MAJOR ELECTIVES:
(AJ classes not used in the core sequence above)
AJ 016 Street Law 3
AJ 019 Law Enforcement in Multicultural Communities 3
AJ 104 Report Writing 3
AJ 110 Narcotics and Drug Use 3
AJ 111 Juvenile Law and Procedures 3
AJ 112 Introduction to Evidence 3
AJ 113 Violent Crime in America 3
AJ 114 Terrorism 3
AJ 115 Introduction to Forensic Science 3
AJ 116 Introduction to Corrections 3
AJ 139 Introduction to Public Safety Community Service Officer 3

ADMINISTRATION OF JUSTICE – TRADITIONAL ASSOCIATE IN SCIENCE

MAJOR REQUIREMENTS:
AJ 010 Introduction to Administration of Justice 3
AJ 011 Criminal Law 3
AJ 013 Criminal Procedures 3
AJ 014 Contemporary Police Issues 3
AJ 015 Introduction to Investigation 3
TOTAL 15

A.S. DEGREE REQUIREMENTS:
MAJOR REQUIREMENTS 15
A.S. APPROVED MAJOR ELECTIVE COURSES 12
GENERAL EDUCATION/GRADUATION REQUIREMENT COURSES 24
GENERAL ELECTIVES 8
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 60
## A.S. APPROVED MAJOR ELECTIVES:

(*AJ classes not used in the core sequence above*)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 016 Street Law</td>
<td>3</td>
</tr>
<tr>
<td>AJ 019 Law Enforcement in Multicultural Communities</td>
<td>3</td>
</tr>
<tr>
<td>AJ 104 Report Writing</td>
<td>3</td>
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<tr>
<td>AJ 110 Narcotics and Drug Use</td>
<td>3</td>
</tr>
<tr>
<td>AJ 111 Juvenile Law and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AJ 112 Introduction to Evidence</td>
<td>3</td>
</tr>
<tr>
<td>AJ 113 Violent Crime in America</td>
<td>3</td>
</tr>
<tr>
<td>AJ 114 Terrorism</td>
<td>3</td>
</tr>
<tr>
<td>AJ 115 Introduction to Forensic Science</td>
<td>3</td>
</tr>
<tr>
<td>AJ 116 Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>AJ 139 Introduction to Public Safety Community Service Officer</td>
<td>3</td>
</tr>
<tr>
<td>ETH 020 African American Culture</td>
<td>3</td>
</tr>
<tr>
<td>ETH 026 Vietnamese Women in the U.S.</td>
<td>3</td>
</tr>
<tr>
<td>ETH 027 Introduction to Race &amp; Ethnicity in American History</td>
<td>3</td>
</tr>
<tr>
<td>ETH 030 Chicana/o Culture</td>
<td>3</td>
</tr>
<tr>
<td>ETH 031 Contemporary Issues in Mexican American Communities</td>
<td>3</td>
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<tr>
<td>ETH 041 Vietnamese American Culture</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 022 Beginning Photography</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 012 Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 060 Personal Growth and Adjustment</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 099 Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 010 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 011 Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 091A Conversational Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 091B Conversational Spanish</td>
<td>3</td>
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</tbody>
</table>

## Administration of Justice

**Associate in Science for Transfer**

Administration of Justice is the study of the causes, consequences and control of crime. Although the program’s curriculum allows for the development of in-depth knowledge in one of the subject’s substantive subsystems (i.e. law enforcement, juvenile, courts or corrections, judicial administration), our objective is to expose the student to a series of courses within the major intended to develop social and cultural sensitivity, effective communication skills, ethical awareness, and the concepts of law necessary to be successful in one of the many 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.

Students completing the Associate in Science in Administration of Justice for Transfer degree will be eligible to transfer to the California State University system and be prepared to study in the following areas: Administration of Justice, Law Enforcement, Correctional Administration, Social Science, and Pre-Law. The Associate in Science in Administration of Justice for Transfer (AS-T) will prepare students to work in a variety of fields, including: public law enforcement agencies such as municipal police, probation officers, county deputy sheriffs, correctional officers, game wardens, state parks, and private security.

Upon completion of program students will be able to:

- Define and use criminal justice system key terms, concepts and theories.
- Identify how the U.S. Constitution applies to the actions and conduct of peace officers.
- Demonstrate an ability to effectively communicate orally and in writing the results of analysis and understanding.
- Develop a plan to achieve a career in their desired area of the criminal justice system.
- Recognize elements, classifications and definitions involving crimes against persons and crimes against property.
- Reflect critically on developments in the criminal justice policy and the relationship of these policies to the wider political and social environment.

## A.S.-T Administration of Justice

To be awarded the Associate in Arts in Administration of Justice for Transfer Degree, students must:

1. Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University (CSU) system, including both of the following:
   - The Interssegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
   - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Obtain a minimum grade point average of 2.0.

While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.

Associate Degrees for Transfer (ADTs) also require that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is acceptable grade for courses in the major if the course is taken on a "pass/no pass" basis.

## Major Requirements (Core, List A and List B):

### Required Core – 2 courses (6 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 010 Introduction to Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>AJ 011 Criminal Law</td>
<td>3</td>
</tr>
</tbody>
</table>

### List A – Select 2 courses (6 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 013 Criminal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AJ 015 Introduction to Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>AJ 019 Law Enforcement in Multicultural Communities</td>
<td>3</td>
</tr>
<tr>
<td>AJ 111 Juvenile Law and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AJ 112 Introduction to Evidence</td>
<td>3</td>
</tr>
<tr>
<td>AJ 115 Introduction to Forensic Science</td>
<td>3</td>
</tr>
<tr>
<td>AJ 116 Introduction to Corrections</td>
<td>3</td>
</tr>
</tbody>
</table>

### List B – Select 2 courses (6 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>AJ 014 Contemporary Police Issues</td>
<td>3</td>
</tr>
<tr>
<td>MATH 063 Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 010 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 010 Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units for Core, List A and List B: 18

### A.S.-T. Degree Requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Requirements</td>
<td>18</td>
</tr>
<tr>
<td>CSU GE or IGETC</td>
<td>37 or 39</td>
</tr>
<tr>
<td>Transferable Electives (as needed to reach 60)</td>
<td>3 or 5</td>
</tr>
<tr>
<td>Total Required Units</td>
<td>60</td>
</tr>
</tbody>
</table>

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

Karen Aten
Humanities and Social Sciences Division 408-288-3785
AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

About the Program
San José City College offers two certificates and an Associate in Science (A.S.) in Air Conditioning/Refrigeration Technology. 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. A grade of “C” or better is required in each course in the major and approved major electives for each certificate and degree.

Upon completion of program students will be able to:
- Recognize the components that constitute Residential and Commercial Air Conditioning and Refrigeration systems. Perform Maintenance and Repair on complex Air Conditioning and Refrigeration systems.
- Competence in analyzing, maintaining, servicing and commissioning Air Conditioning and Refrigeration systems. Problem-solve and troubleshoot complex Air Conditioning and Refrigeration systems using analytical and methodical practices.
- Ability to interpret and process Wiring Diagrams and Pipe Diagrams. Demonstrate proficiency in writing service reports in both hard and soft copy.
- Competence and skill in maintaining energy efficient Air Conditioning and Refrigeration equipment. Recognize and be capable of implementing modern technologies so as to maintain proper and efficient functionality of Air Conditioning and Refrigeration systems
- Demonstrate the ability to work as an individual and in groups of all social and economic backgrounds. Demonstrate awareness of Global Warming, Green House Gases Effect and Ozone Depletion as related to use of common Refrigerants.
- Demonstrate honesty and integrity when dealing with customers and employers. Exercise professional courtesy in the workplace.
- Recognize proper attire and etiquettes expected of Professional Air Conditioning and Refrigeration Technicians and Engineers. Perform Mechanical and Electrical installations of Air Conditioning and Refrigeration systems that are both safe and aesthetically pleasing.

Career Options:
- Refrigeration Technician
- Air Conditioning Technician
- Facilities Technician
- Estimator
- Counter Sales
- Stationery Engineer
- Sheet Metal Technician
- Plumber and Pipe Fitter
- Electrician
- Facilities Maintenance Technician

Certificates/Degrees:
- Certificate of Achievement – Level 2
- Certificate of Achievement – Level 3
- A.S. Degree

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY
CERTIFICATES OF ACHIEVEMENT

CERTIFICATE OF ACHIEVEMENT – LEVEL 2: UNITS
This certificate can be completed in two semesters by taking the Day Time Accelerated Program
AIRC 121 Air Conditioning Principles 4
AIRC 122 Refrigeration Principles 4
AIRC 131 Intermediate Air Conditioning 4.5
AIRC 132 Refrigeration Service 4.5
FMT 100 Introduction to Facilities Maintenance 3.5
TOTAL REQUIRED UNITS 20.5

CERTIFICATE OF ACHIEVEMENT – LEVEL 3:
AIRC 121 Air Conditioning Principles 4
AIRC 122 Refrigeration Principles 4
AIRC 131 Intermediate Air Conditioning 4.5
AIRC 132 Refrigeration Service 4.5
FMT 100 Introduction to Facilities Maintenance 3.5
AIRC 141 Hydronics and Air Distribution 3
AIRC 142 Air Conditioning Control Systems 4
Plus one of the following courses:
AIRC 145 Sheet Metal Principles OR - 2
FMT 105 Introduction to Industrial Electronics and Controls OR - 2.5
FMT 130 Management of People in Technical and Building Services Industries 2
APPROVED MAJOR ELECTIVES (AS NEEDED TO REACH 30) 0 - .5
TOTAL REQUIRED UNITS 30

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY
ASSOCIATE IN SCIENCE

MAJOR REQUIREMENTS: UNITS
AIRC 121 Air Conditioning Principles 4
AIRC 122 Refrigeration Principles 4
AIRC 131 Intermediate Air Conditioning 4.5
AIRC 132 Refrigeration Service 4.5
AIRC 141 Hydronics and Air Distribution 3
AIRC 142 Air Conditioning Control Systems 4
FMT 100 Introduction to Facilities Maintenance 3.5
Plus one of the following courses:
AIRC 145 Sheet Metal Principles OR - 2
FMT 105 Introduction to Industrial Electronics and Controls OR - 2.5
FMT 130 Management of People in Technical and Building Services Industries 2
APPROVED MAJOR ELECTIVES (AS NEEDED TO REACH 30) 5 - 5.5
TOTAL 30

A.S. DEGREE REQUIREMENTS:
MAJOR REQUIREMENTS 30
GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS 24
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 60

APPROVED MAJOR ELECTIVES:
AIRC 138 Work Experience 1-2
CIS 041 Introduction to Computer Information Systems 3
Chapter 6 — Degrees/Certificates and Course Descriptions

Adolescent and Youth Criminal Justice Treatment Counselors in a Social Counselors in Pre-Clinical Academic Program

Chemical Dependency Recovery/Relapse counseling

Credits: 44

CNSTR 102A Residential Plumbing Systems 3
CNSTR 102B Residential/Commercial Wiring 4
FMT 104 Electrical Concepts for Facilities Maintenance Technicians 2.5
FMT 120 Low and High Pressure Boilers 3
FMT 122 Introduction to Programmable Logic Controllers 4
FMT 123 Intermediate Programmable Logic Controllers 4

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

Business and Workforce Development Division 408-288-3131

Alcohol and Drug Studies

About the Program
San José City College offers both an Associate in Arts (AA) and an Associate in Science (AS) degree in Alcohol and Drug Studies. Students planning to transfer should follow the AA degree. The San José City College Chemical Dependency Certificate is a certified CCAPP program and is designed to meet the California Consortium of Addiction Professionals and Programs (CCAPP) requirement of 315 hours of approved Alcohol and Drug training education; and 255 hours of Supervised Practicum. In addition the ADS program meets the requirements of the California Association of Alcohol and Drug Counselors (CAADE) with the General Psychology, Abnormal Psychology, and Social Programs certificate requirements.

Completion of the above requirements prepares students to sit for the written examination given by CCAPP, which is the first step toward certification. Following completion of the written examination, CCAPP 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 CADC I or CADCII status. When both the written and oral examinations have been successfully completed, the California Consortium of Addiction Professionals and Programs (CCAPP) will award the following certification: Certified Alcohol and Drug Counselor I (CADC I) - 4,000 hour supervised work; Certified Alcohol and Drug Counselor II (CADCII) - 2 years full time or 6,000 hour of supervised work. The entry-level certificate program is designed to provide beginning Chemical Dependency information to prepare students to apply for positions in Chemical Dependency Treatment. 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. Entry level positions include: Night Monitor, Counselor Assistants, Detoxification Staff, Program Managers, and On-Call Counselors.

The AA degree is especially important for those students who desire future employment in a treatment facility. This degree may not transfer to all universities, and students need to inquire of the universities if they have bachelor's degree for their upper division course work.

A minimum of 3 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.

Note: ADS 070, 071, 073, 074, 075 are required prior to taking ADS 077A & 077B Supervised Practicum

Upon completion of program students will be able to:
- Utilize the Twelve Core Functions and Global Criteria in the classroom and Supervised Practicum placements.
- Analyze and describe the physiological and pharmacological aspects of substance abuse and dependence. This includes how drugs affect different body system, cause side effects, and impacts the community as a whole.
- Follow a client from the point of program entry to discharge, and complete all treatment planning and case management connected to that case.
- Classify themselves as professional counselors, committed to the CCAPP Ethical standards as evidenced by completion of the Ethics and Professional Developmental course, and the signed Ethics Code submitted in the Supervised Practicum A and B course.

Career Options:
- Counselors in a Social Model county residential program
- Counselors in Pre-treatment, Inpatient, Outpatient, and After Care programs in hospital-based
- Adolescent and Youth Programs
- Chemical Dependency Marketing
- Chemical Dependency Community Prevention and Education
- Recovery/Relapse counseling in the private sector upon completion of the CAADAC Certification process
- Criminal Justice Treatment Programs
- DUI Education

Certificates/Degrees:
- Certificate of Achievement – Level 2
- A.A. Degree
- A.S. Degree
- Certificate of Specialization – Addiction and Criminal Justice
- Certificate of Specialization – LAADC

Alcohol and Drug Studies Certificate of Achievement

<table>
<thead>
<tr>
<th>CERTIFICATE OF ACHIEVEMENT – LEVEL 2</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>ADS 070 Introduction to Chemical Dependency</td>
<td>3</td>
</tr>
<tr>
<td>ADS 071 Pharmacology/Physiology of Addiction</td>
<td>3</td>
</tr>
<tr>
<td>ADS 072 Codependency &amp; Family Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>ADS 073 Case Management</td>
<td>3</td>
</tr>
<tr>
<td>ADS 074 Ethics, and Personal and Professional Growth</td>
<td>3</td>
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<td>ADS 075 Individual, Family, Group Counseling</td>
<td>3</td>
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<td>ADS 076 Law and Prevention: Community Response</td>
<td>3</td>
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<tr>
<td>ADS 077A Supervised Practicum A</td>
<td>3</td>
</tr>
<tr>
<td>ADS 077B Supervised Practicum B</td>
<td>3</td>
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<td>ADS 138 Work Experience</td>
<td>2</td>
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<td>TOTAL REQUIRED UNITS</td>
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Alcohol and Drug Studies Associate in Arts

<table>
<thead>
<tr>
<th>MAJOR REQUIREMENTS</th>
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<tbody>
<tr>
<td>ADS 070 Introduction to Chemical Dependency</td>
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<tr>
<td>ADS 071 Pharmacology/Physiology of Addiction</td>
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<tr>
<td>ADS 072 Codependency &amp; Family Dynamics</td>
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<td>ADS 073 Case Management</td>
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<td>ADS 074 Ethics, and Personal and Professional Growth</td>
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### ALCOHOL AND DRUG STUDIES
#### ASSOCIATE IN SCIENCE

<table>
<thead>
<tr>
<th>Major Requirement</th>
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<tbody>
<tr>
<td>ADS 070 Introduction to Chemical Dependency</td>
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<tr>
<td>ADS 071 Pharmacology/Physiology of Addiction</td>
<td>3</td>
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<tr>
<td>ADS 072 Codependency &amp; Family Dynamics</td>
<td>3</td>
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<td>ADS 073 Case Management</td>
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<tr>
<td>ADS 074 Ethics, and Personal and Professional Growth</td>
<td>3</td>
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<tr>
<td>ADS 075 Individual, Family, Group Counseling</td>
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<tr>
<td>ADS 076 Law and Prevention: Community Response</td>
<td>3</td>
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<tr>
<td>ADS 077A Supervised Practicum A</td>
<td>3</td>
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<tr>
<td>ADS 077B Supervised Practicum B</td>
<td>3</td>
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<tr>
<td>ADS 138 Work Experience</td>
<td>2</td>
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<tr>
<td><strong>TOTAL REQUIRED UNITS</strong></td>
<td><strong>38</strong></td>
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</table>

### A.A. DEGREE REQUIREMENTS:

- **Major Requirements**: 29 units
- **General Education/Graduation Requirements**: 39 units
- **Physical Activity**: 1 unit
- **Total Required Units**: 69 units

### A.S. DEGREE REQUIREMENTS:

- **Major Requirements**: 38 units
- **General Education Pattern/Graduation Requirements**: 24 units
- **Physical Activity**: 1 unit
- **Total Required Units**: 63 units

### ALCOHOL AND DRUG STUDIES: ADDICTION AND CRIMINAL JUSTICE
#### Certificate of Specialization

**About the Program**

The Department of Alcohol and Drug Studies at San José City College offers courses for probation, parole, and alcohol and drug counseling professionals who are monitoring addicted offenders. As a result of state prison overcrowding, increased funding has been made available to offer community addiction treatment for those under correctional supervision. In response, there has been a change in addiction treatment culture in Santa Clara County. Substance abuse and probation/parole professionals providing the supervision require cross-training. With changing laws regarding sentencing and release, reduced sentencing guidelines, and the Affordable Care Act further utilization of addiction treatment will be necessary to meet the needs of the criminal justice system.

The Addiction and Criminal Justice Certificate of Specialization provides insight into the criminal justice and recovery cultures, explains the overlap of addiction and criminality, explores the impact of co-occurring disorders, and outlines the criminal justice system and options for effective interventions with this challenging population.

All courses in the certificate must be completed at San José City College. A grade of "C" or better is required in each course. Completed courses will appear on student’s transcripts. However, the Certificate of Specialization will only appear on documents obtained directly through the Alcohol and Drug Studies Department.

Upon completion of program students will be able to:

- Apply theories of criminal justice and addiction treatment in the development of effective supervision and treatment interventions.
- Identify resources to address the needs of offenders with co-occurring disorders.
- Evaluate the criminal justice process and sentencing alternatives as they apply to the offender in addiction treatment settings.

#### Certificate of Specialization: Units

<table>
<thead>
<tr>
<th>Required course in Substance Abuse</th>
<th>Units</th>
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<tbody>
<tr>
<td>ADS 080 Addiction in the Criminal Justice Population - or-</td>
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<td>AJ 080 Addiction in the Criminal Justice Population</td>
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<table>
<thead>
<tr>
<th>Required course in Criminal Justice</th>
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</thead>
<tbody>
<tr>
<td>ADS 081 Criminal Justice Process for the Addicted Offender - or-</td>
<td>2</td>
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<tr>
<td>AJ 081 Criminal Justice Process for the Addicted Offender</td>
<td></td>
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<table>
<thead>
<tr>
<th>Required course in Co-Occurring Disorders</th>
<th>Units</th>
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<tbody>
<tr>
<td>ADS 082 Co-occurring Disorders in the Addicted Offender - or-</td>
<td>2</td>
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<tr>
<td>AJ 082 Co-occurring Disorders in the Addicted Offender Population</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Required course in Treatment Issues</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS 083 Treatment and Interventions for the Addicted - or-</td>
<td>2</td>
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<tr>
<td>Offender</td>
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</tr>
<tr>
<td>AJ 083 Treatment and Interventions for the Addicted Offender</td>
<td></td>
</tr>
</tbody>
</table>

| TOTAL REQUIRED UNITS | 8 |

### LAADC
#### Certificate of Specialization

**About the Program**

The department of Alcohol and Drug Studies at San José City College offers courses for working students possessing master’s degrees who are interested in pursuing their Reciprocal Licensed Advanced Alcohol and Drug (LAADC-R) certification through CAADC. This local certificate...
is designed to assist clinicians currently working with a dual diagnosis population who require cross-training, or clinicians who would like to develop an addiction specialty. San José City College is offering 180 hours of alcohol/drug specific education and 300 practicum hours (practicum hours are not included in this certificate).

A minimum of 4 courses in the certificate must be taken at San José City College. A grade of “C” or better is required in each course. Completed courses will appear on student’s transcripts. However, the Certificate of Specialization will only appear on documents obtained directly through the Alcohol and Drug Studies department.

CAADAC/CCAPP requirements to sit for the LAADC-R exam include:

- Official copy of Master of Arts Degree (specific to behavioral sciences with a clinical application from a regionally accredited college or university within or outside of the United States).
- Proof of completion of 180 hours of alcohol/drug counseling specific education. 6 hours must be specific to counselor ethics (transcripts/certificate of completion, hours and topics must be listed on documentation for verification purposes).

At the completion of program student will be able to:

- Identify and evaluate the ethical standards as defined by LAADC.
- Analyze and describe the physiological and pharmacological aspects of substance abuse and dependence, including how drugs affect different body system, cause side effects, and impacts the community as a whole.
- Conduct an assessment and follow a client from the point of program entry to discharge, and complete all treatment planning and case management connected to that case.

**CERTIFICATE OF SPECIALIZATION:**

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS 170</td>
<td>LAADC Introduction to Chemical Dependency</td>
<td>1.5</td>
</tr>
<tr>
<td>ADS 171</td>
<td>LAADC Pharmacology and Physiology of Addiction</td>
<td>1.5</td>
</tr>
<tr>
<td>ADS 172</td>
<td>LAADC Codependency and Family Dynamics</td>
<td>1.5</td>
</tr>
<tr>
<td>ADS 173</td>
<td>LAADC Case Management</td>
<td>1.5</td>
</tr>
<tr>
<td>ADS 174</td>
<td>LAADC Ethics, Personal and Professional Growth</td>
<td>1.5</td>
</tr>
<tr>
<td>ADS 176</td>
<td>LAADC Law and Prevention</td>
<td>1.5</td>
</tr>
<tr>
<td><strong>TOTAL REQUIRED UNITS</strong></td>
<td></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

Note: ADS 170, 171, 172, 173, 174, and 176 are required prior to taking Supervised Practicum.

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

Mary Crocker Cook, mary.cook@sjcc.edu 408-448-0333  
CAADAC 916-368-9412  
Humanities and Social Sciences Division 408-288-3785

**ART DEGREES**

**ASSOCIATE IN ARTS**

Upon completion of program students will be able to:

- Utilize the broader vocabulary of art and design as well as discipline-specific terminology in the objective and subjective analysis of artworks.
- Build competency in technical skills and concepts.
- Establish a creative practice which includes problem solving skills.
- Recognize major artists and historical/cultural trends and styles.
- Demonstrate engagement, participation, and civility in the classroom/studio setting.

**MAJOR REQUIREMENTS:**

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 012</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 013</td>
<td>Three-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 014</td>
<td>Color Theory</td>
<td>3</td>
</tr>
<tr>
<td>ART 024</td>
<td>Beginning Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 091</td>
<td>Survey of Art History: Prehistoric through Gothic</td>
<td>3</td>
</tr>
<tr>
<td>ART 092</td>
<td>Survey of Art History: Renaissance to the Present</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

**GENERAL EDUCATION/GRADUATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYSICAL ACTIVITY</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL REQUIRED UNITS</strong></td>
<td><strong>61</strong></td>
</tr>
</tbody>
</table>

**ASSOCIATE IN SCIENCE**

Upon completion of this program the students will be able to:

- Create artworks that demonstrate an understanding of the formal elements and principles of design.
- Communicate an idea through an artwork by skillfully using materials and techniques to achieve the desired effect.
- Practice an aesthetic process to develop concepts which enrich...
the appreciation of making and viewing visual art.
- Recognize and list major artists and historical art trends and styles, and place art in a contemporary context.
- Analyze the objective and subjective qualities of an artwork in order to evaluate and assess its worthiness and discuss those conclusions.

**MAJOR REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 012 Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 013 Three-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 014 Color Theory</td>
<td>3</td>
</tr>
<tr>
<td>ART 024 Beginning Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 091 Survey of Art History: Prehistoric through Gothic</td>
<td>3</td>
</tr>
<tr>
<td>ART 092 Survey of Art History: Renaissance to the Present</td>
<td>3</td>
</tr>
<tr>
<td>Plus one of the following unduplicated courses:</td>
<td></td>
</tr>
<tr>
<td>ART 025 Expressive Drawing - OR -</td>
<td>3</td>
</tr>
<tr>
<td>ART 026 Intermediate Drawing</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

**AREA OF EMPHASIS** - Select one of the following areas of emphasis:
Coursework may not be duplicated

**Drawing and Painting**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 055A Life Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 055B Life Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 060 Beginning Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 061 Beginning Painting II</td>
<td>3</td>
</tr>
<tr>
<td>Plus one of the following unduplicated courses:</td>
<td></td>
</tr>
<tr>
<td>ART 025 Expressive Drawing - OR -</td>
<td>3</td>
</tr>
<tr>
<td>ART 026 Intermediate Drawing</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
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</tbody>
</table>

**Photography**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHOTO 022 Beginning Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 062 Intermediate Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 076 Photoshop I</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 079 Beginning Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 098 Directed Study</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**A.S. DEGREE REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAJOR REQUIREMENTS AND AREA OF EMPHASIS</td>
<td>36</td>
</tr>
<tr>
<td>GENERAL EDUCATION/GRADUATION REQUIREMENTS</td>
<td>24</td>
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<tr>
<td>PHYSICAL ACTIVITY</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL REQUIRED UNITS</strong></td>
<td><strong>61</strong></td>
</tr>
</tbody>
</table>

**BUSINESS ADMINISTRATION**

**ASSOCIATE IN ARTS**

Upon completion of the AA in Business Administration, students will be able to:

- Identify the purpose of business and its functional objectives.
- Explain fundamental business structure and basic organizational responsibilities.
- Apply an understanding and working knowledge of basic business terminologies.
- Demonstrate familiarity with basic elements of managing a small business or its components.
- Describe various business functions in order to prepare for employment in business or to prepare for advancement into upper division coursework.
- Interpret and communicate findings of financial information for management, investors, clients, stakeholders, and other interested users.
- Demonstrate the basic applications of presentation, advertising, and promotion which emphasize integrated marketing communication to a diverse audience.
- Practice effective written and oral skills in explaining solutions to practical business problems.
- Provide an intelligent interpretation of and show a proper use of business statements.
- Explain how legal concepts are sustained by the various laws and regulations affecting business, managers, employees, investors, customers, and suppliers.
- Identify key issues, research relevant data, and show evidence of analytical thinking about possible solution for business opportunities and problems.
- Demonstrate the ability to work and interact effectively with individuals of differing interests, genders, orientations, backgrounds, professions and laws in a global environment.
- Examine the impacts of solutions to economic, ethical, and legal dilemmas presented with working in the international marketplace.

- Collect, classify, and record data used to create intelligent information for business decision making.

**About the Program**

San José City College offers an Associate in Arts (AA) and an Associate in Science for Transfer (AS-T) degree in Business Administration. The Associate in Arts, Business Administration Major meets the lower division course requirements necessary for San José State University’s BS-Business Administration with concentration in Accounting, Accounting and Management Information Systems (a formal dual concentration), Finance, Human Resources Management, International Business, Manufacturing Management, Marketing. A grade of “C” or better is required for all coursework in the major.

**Career Options:**

- Accounting
- Human Resources
- Public Administration
- Finance
- International Business
- Manufacturing Management

**Degrees:**

- A.A. Degree
- A.S.-T Degree
show familiarity with applications of technology in the communication and marketing of business products or services.

- Create and produce documentable solutions to business problems and challenges.

- Prepare reports and papers consistent with the goals and objectives of marketing communication in a proper format.

### A.A. MAJOR REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 020 Financial Accounting</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 021 Managerial Accounting</td>
<td>5</td>
</tr>
<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>CIS 041 Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ECON 010A Principles of Macroeconomics Theory</td>
<td>3</td>
</tr>
<tr>
<td>ECON 010B Introduction to Microeconomics Theory</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 001B English Composition</td>
<td>3</td>
</tr>
</tbody>
</table>

* Consult with a counselor to determine which courses are applicable within the major at the CSU you are planning to transfer to.

### A.A. DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Requirement Type</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAJOR REQUIREMENTS</td>
<td>34</td>
</tr>
<tr>
<td>GENERAL EDUCATION/GRADUATION REQUIREMENTS</td>
<td>39</td>
</tr>
<tr>
<td>PHYSICAL ACTIVITY</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL REQUIRED UNITS</td>
<td>74</td>
</tr>
</tbody>
</table>

The SJCC Business Department faculty recommends students include the types of courses described below in their Educational Plans:

1. Public Speaking or Theatre
2. Philosophy of various cultures or beliefs
3. Psychology of human behavior
4. ENGL 001A and (ENGL 001B or ENGL 001C)

### BUSINESS ADMINISTRATION

#### ASSOCIATE IN SCIENCE FOR TRANSFER

The Associate in Science for Transfer (AS-T) degree in Business Administration meets the lower division course requirements necessary for the California State University (CSU) system. It is a blend of disciplines including accounting, business law, business theory, economics, and mathematics. This degree is ideally suited for students wanting to pursue careers in any size business, whether profit or non-profit. The courses offer a strong foundation for concentrating in business areas such as Accounting, Finance, Human Resources, International Business, Management, Management Information Systems, and Marketing.

Upon completion of the AS-T in Business Administration, students will be able to:

- Identify the purpose of Business and its functional objectives by explaining its structure, responsibilities, terminology, and management elements – (General Theory and Practice)

- Practice effective written and oral skills in explaining solutions to practical business problems which can be communicated to various stakeholders – (Communication Skills)

- Identify key issues, research relevant data, and show evidence of analytical thinking about possible solutions for business situations, opportunities and/or problems when examining business documents, information, reports, applicable laws and regulations – (Critical Thinking)

- Demonstrate the ability to work with and explain how to interact effectively with individuals of differing interests, genders, orientations, backgrounds, professions and laws in a global environment by examining the impacts of solutions to economic, ethical, and legal dilemmas presented in the domestic and/or international workplace (Global Awareness and Social Justice)

- Explain or demonstrate the need for high ethical standards in contacts with stakeholders, business associates, employees, and others who are involved in the legal, ethical, social, or philanthropic efforts of a business unit – (Personal Responsibility, Ethics, and Civility)

- Show familiarity with applications of technology in the collection, classification, recording of data needed for communications, marketing, and decision making by a business unit – (Technology)

- Create and produce documentable solutions to business problems and challenges which can be communicated to various functions of a typical business organization – (Aesthetics and Creativity)

#### A.S.-T MAJOR REQUIREMENTS (CORE, List A and List B):

To be awarded the Associate in Science in Business Administration for Transfer degree, students must:

1. Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University, including both of the following:

   A (IGETC) or the CSU General Education – Breadth Requirements.

   B A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtain a minimum grade point average of 2.0.

While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.

Associate Degrees for Transfer (ADTs) also require that students must earn a “C” or better in all courses required for the major or area of emphasis. A ‘P’ (Pass) grade is acceptable grade for courses in the major if the course is taken on a “pass/no pass” basis.

#### MAJOR REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 020 Financial Accounting</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 021 Managerial Accounting</td>
<td>5</td>
</tr>
<tr>
<td>ECON 010A Introduction to Macroeconomic Theory</td>
<td>3</td>
</tr>
<tr>
<td>ECON 010B Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 071 Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>Total Core</td>
<td>19</td>
</tr>
</tbody>
</table>
LIST A - SELECT ONE COURSE (3 units)
MATH 061 Finite Mathematics 3
MATH 062 Calculus for Business and Social Science 3
MATH 063 Elementary Statistics 3

LIST B - 2 courses (6 units)
CIS 041 Introduction to Computer Information Systems 3
BUS 082 Introduction to Business 3
Total units for CORE, List A and List B 28

AS-T DEGREE REQUIREMENTS:
MAJOR REQUIREMENTS (CORE, LIST A AND LIST B) 28
CSU GE OR IGETC PATTERN 37-39
TRANSFERABLE ELECTIVES 5 - 7
TOTAL UNITS REQUIRED 60

NOTE: Some general education courses may be double counted within the major and will reduce the number of required total number of units to 60.

FOR ADDITIONAL INFORMATION, SEE A COUNSELOR, VISIT THE CAREER/TRANSFER CENTER, OR CONTACT THE FOLLOWING:
Momoh Lahai, Momoh.lahai@sjcc.edu, 408-298-2181 x3636
Business and Workforce Development Division, 408-288-3131

BUSINESS

About the Program
The Business Department offers Associate in Science degrees and certificate programs in three major areas: Entrepreneurship, Management, and Marketing. The degree programs 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 three areas of concentration. The certificate programs can be completed without the requirements of General Education. A “C” grade or better is required in all degree and certificate major and major elective courses.

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

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, marketing, advertising, human relations, leadership, and international business.

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 marketing and sales in a variety of domestic and international businesses including hi-tech, retail, advertising, and consumer or industrial products.

Upon completion of program students will be able to:

• Identify the purpose of business and its functional objectives.
• Explain fundamental business structure and basic organizational responsibilities.
• Apply an understanding and working knowledge of basic business terminologies.
• Demonstrate familiarity with basic elements of managing a small business or its components.
• Describe various business functions in order to prepare for employment in business or to prepare for advancement into upper division course work.
• Interpret and communicate findings of financial information for management, investors, clients, stakeholders, and other interested users.
• Demonstrate the basic applications of presentation, advertising, and promotion which emphasize integrated marketing communication to a diverse audience.
• Practice effective written and oral skills in explaining solutions to practical business problems.
• Provide an intelligent interpretation of and show a proper use of business statements.
• Explain how legal concepts are sustained by the various laws and regulations affecting business, managers, employees, investors, customers, and suppliers.
• Identify key issues, research relevant data, and show evidence of analytical thinking about possible solution for business opportunities and problems.
• Demonstrate the ability to work and interact effectively with individuals of differing interests, genders, orientations, backgrounds, professions and laws in a global environment.
• Examine the impacts of solutions to economic, ethical, and legal dilemmas presented with working in the international marketplace.
• Explain the importance of the practice high ethical standards in all contacts with various stakeholders by all members of the business community.
• Demonstrate how to develop, recognize, and practice high ethical standards in all contacts with various stakeholders which maintain equity and implement fair business practices.
• Analyze the inter-relationship of legal, ethical, social, and philanthropic efforts of a business as it relates to the business products, services and activities.
• Collect, classify, and record data used to create intelligent information for business decision making.
• Show familiarity with applications of technology in the communication and marketing of business products or services.
• Create and produce documentable solutions to business problems and challenges.
• Prepare reports and papers consistent with the goals and objectives of marketing communication in a proper format.
Career Options:

- Small/Medium Size Business Owner
- Start-up Business Owner
- Assistant Product Researcher
- Entry-Level Supervisor
- Marketing Assistant
- Retail Sales

Certificates/Degrees:

- Certificate of Achievement – Level 2
- Certificate of Achievement – Level 3
- A.S. Degree

**BUSINESS – ENTREPRENEURSHIP**

**CERTIFICATES OF ACHIEVEMENT**

**CERTIFICATE OF ACHIEVEMENT - LEVEL 2:**

**ENTREPRENEURSHIP**

Choose one of the following:

- ACCTG 020 Financial Accounting - OR - ACCTG 101 Bookkeeping for Small Business

Plus all of the following:

- BUS 068 Small Business Management
- BUS 071 Legal Environment of Business
- BUS 082 Introduction to Business
- BUS 120 Marketing Principles
- BUS 126 Retail Management

**TOTAL** 18-20

**CERTIFICATE OF ACHIEVEMENT - LEVEL 3:**

COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 2 18-20

Choose 12-14 units from the following:

- ACCTG 021 Managerial Accounting
- BUS 068 Small Business Management
- BUS 112 Advertising, Promotion, and Sales
- BUS 120 Marketing Principles
- BUS 124 International Marketing
- BUS 126 Retail Management

**TOTAL** 30-34

**ASSOCIATE IN SCIENCE**

COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 3 30-34

Choose 6 units of non-duplicated courses from Certificate of Achievement – Level 3

- OR - 6 units from the following:

- BUS 060 Fundamentals of Business Statistics
- MATH 063 Elementary Statistics
- ECON 010A Principles of Macroeconomics Theory
- ECON 010B Introduction to Microeconomics Theory
- ENGL 001B English Composition
- MATH 061 Finite Mathematics

GENERAL EDUCATION/GRADUATION REQUIREMENTS 24

PHYSICAL ACTIVITY 1

**TOTAL REQUIRED UNITS** 61-65

**BUSINESS – MANAGEMENT**

**CERTIFICATES OF ACHIEVEMENT**

**CERTIFICATE OF ACHIEVEMENT - LEVEL 2:**

Choose one of the following:

- ACCTG 020 Financial Accounting - OR - ACCTG 101 Bookkeeping for Small Business

**TOTAL** 3-5

**CERTIFICATE OF ACHIEVEMENT - LEVEL 3:**

COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 2 18-20

Choose 12-14 units from the following:

- ACCTG 021 Managerial Accounting
- BUS 068 Small Business Management

**TOTAL** 30-34

**ASSOCIATE IN SCIENCE**

COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 3 30-34

Choose 12-14 units from the following:

- ACCTG 021 Managerial Accounting
- BUS 068 Small Business Management

**TOTAL** 30-34

**BUSINESS – MARKETING**

**CERTIFICATES OF ACHIEVEMENT**

**CERTIFICATE OF ACHIEVEMENT - LEVEL 2:**

Choose one of the following:

- ACCTG 020 Financial Accounting - OR - ACCTG 101 Accounting for Small Business

**TOTAL** 3-5

**CERTIFICATE OF ACHIEVEMENT - LEVEL 3:**

COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 2 18-20

Choose 12-14 units from the following:

- ACCTG 021 Managerial Accounting
- BUS 068 Small Business Management

**TOTAL** 30-34

**GENERAL EDUCATION/GRADUATION REQUIREMENTS** 24

PHYSICAL ACTIVITY 1

**TOTAL REQUIRED UNITS** 61-65
BUS 113 Principles of Management 3
BUS 124 International Marketing 3
BUS 126 Retail Management 3
BUS 135 Human Relations and Leadership 3
TOTAL REQUIRED UNITS 30-34

BUSINESS – MARKETING
ASSOCIATE IN SCIENCE

COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 3 30-34
6 units of non-duplicated courses from Certificate of Achievement – Level 3
- OR - 6 units from the following:
BUS 060 Fundamentals of Business Statistics - OR - 3
MATH 063 Elementary Statistics
ECON 010A Principles of Macroeconomics Theory 3
ECON 010B Introduction to Microeconomic Theory 3
ENGL 001B English Composition 3
MATH 061 Finite Mathematics 3
GENERAL EDUCATION/GRADUATION REQUIREMENTS 24
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 61-65

FOR ADDITIONAL INFORMATION, SEE A COUNSELOR, VISIT THE CAREER/TRANSFER CENTER, OR CONTACT THE FOLLOWING:
Momoh Lahai, momoh.lahai@sjcc.edu, 408-298-2181 ext. 3636
Business and Workforce Development Division, 408-288-3131

CHEMISTRY

About the Program
Chemistry is the study of the properties, composition and chemical transformations of all material substances. It is often referred to as the “central science” since it draws from mathematics and physics and forms a necessary background to the understanding of earth science and all the biological disciplines, including the various medical professions. The Chemistry program at SJCC offers courses that satisfy general education requirements, allied-health science, engineers, and chemistry, biology and physics majors.

Majoring in chemistry offers a diverse array of career opportunities in areas ranging from forensic science, genetic engineering, materials science, chemical education, environmental chemistry, to chemical engineering. As well, many students become eligible for opportunities for research internships, scholarships and presenting at local and national conferences. Chemistry majors will gain skills in communication, computer technology and mathematics. The chemistry transfer program is also considered an excellent preparation for pharmacy and medical schools. For more information about careers in chemistry, go to the American Chemical Society website at www.acs.org.

As scientists, chemists seek to understand the ever changing and more complex world we live in. Chemists continue to discover more chemicals every year either by synthetic design or isolating them from living organisms, with many of these compounds having complex structural arrangements of their atoms. The employment opportunities afforded to chemists, includes the research and development of thousands of products which truly affects our daily lives----the foods we eat, all of the chemicals and fuels we use, the air we breathe, the public policies we adopt, and even the clothes we wear. Thus, chemistry is a profoundly experimental science and much of the student’s time will be spent in the laboratory.

The chemistry major usually transfers to a four-year institution to earn Bachelor’s, Master’s or Ph.D. degrees, with advanced degrees commensurate with more rewarding careers and higher salaries. SJCC’s chemistry program is articulated with those of the UC and CSU systems and includes the standard courses needed to complete the first two years of the major. Information on course equivalencies for major requirements at UC and CSU is available at www.assist.org. A “C” grade or better is required in all major requirement courses.

Upon completion of program students will be able to:
• Apply increasingly challenging deductive and inductive reasoning to further develop critical thinking, problem solving, and abstract reasoning skills as they progress through their sequence.
• Employ both written and oral skills to effectively communicate scientific information.
• Evaluate and represent laboratory data using simple statistical analyses in terms of accuracy and precision
• Utilize developed practical laboratory skills involving safe operation of laboratory equipment and materials. We also require each student take and pass (80% correct answers) a standardized safety quiz administered at the beginning of each semester.

Career Options*
• Research Chemist
• Pharmacist
• Lab Technician
• Toxicologist
• Physician
• Veterinarian
• Engineering
• Technical Sales and Service

* Some career options may require a two-year, four-year or higher degree.

Degrees:
• A.A. Degree

CHEMISTRY
ASSOCIATE IN ARTS

MAJOR REQUIREMENTS:
CHEM 001A General Chemistry 5
CHEM 001B General Chemistry 5
CHEM 012A Organic Chemistry 5
CHEM 012B Organic Chemistry 5
MATH 071 Calculus I with Analytic Geometry 5
MATH 072 Calculus II with Analytic Geometry 5
TOTAL 30

A.A. DEGREE REQUIREMENTS:
MAJOR REQUIREMENTS 30
GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS 39
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 70 *

NOTE: If both CHEM 001A and MATH 071 are applied to General Education, the total required units would be 64. Students are strongly advised to meet with a Counselor to review applicable math courses.
Chapter 6 — Degrees/Certificates and Course Descriptions

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

John Song, john.song@sjcc.edu
Mathematics and Sciences Division 408-288-3716

COMMUNICATION STUDIES

About the Program

San José City College offers an Associate in Arts for Transfer (AA-T) degree and a Certificate of Achievement in Communication Studies. Communication Studies is the study of human communication. It includes public speaking, argumentation and persuasion, and interpersonal, intercultural, and small group communication. The importance of communication awareness, training, and skills are essential for successful and fulfilling personal, professional, and academic relationships and activities. Communication skills, theory, and practice are useful in any career including: education, business management, communication management, journalism, law enforcement, mass media and media arts, political science, public policy and administration, social work, public relations, advertising, broadcasting, technology, and finance.

Upon completion of program students will be able to:

- Express and convey message clearly for effective oral communication
- Demonstrate effective listening skills to comprehend spoken messages, analyze information critically, and consider multiple perspectives
- Participate in the civic life of their communities through public address and civic engagement, and advocate for positive change
- Articulate the importance of diversity, differing belief and value systems, as well as individual opinions
- Apply interpersonal skills to create and maintain successful and beneficial social and civic relationships
- Describe communication technology and its impact on human communication practices

Certificates/Degrees:

- Certificate of Achievement – Level 1
- A.A.-T Degree

COMMUNICATION STUDIES
CERTIFICATE OF ACHIEVEMENT

CERTIFICATE OF ACHIEVEMENT – LEVEL 1:
The Certificate of Achievement in Communication Studies focuses on employment and professional growth for incumbent workers, as well as individuals looking for personal growth and employability. Additionally, the Certificate of Achievement in Communication Studies fulfills one of the most desired skills required by employers. This includes public speaking, cultural understanding and diversity, listening skills, conflict management, effective group communication and persuasion.

Students must satisfactorily complete all certificate courses with a grade of “C” or better and at least 3 courses in the certificate must be completed at San José City College.

Required Courses (6 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMS 020</td>
<td>Oral Communication</td>
</tr>
<tr>
<td>COMS 035</td>
<td>Intercultural Communication</td>
</tr>
</tbody>
</table>

Choose ONE (3 units) oral communication course:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMS 018</td>
<td>Introduction to Communication Studies</td>
</tr>
<tr>
<td>COMS 040</td>
<td>Introduction to Argumentation</td>
</tr>
</tbody>
</table>

Choose ONE (3 units) communication theory course:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMS 010</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>COMS 045</td>
<td>Small Group Communication</td>
</tr>
</tbody>
</table>

Choose ONE course (1-3 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 070D</td>
<td>Microsoft PowerPoint Specialist</td>
</tr>
<tr>
<td>CA 075D</td>
<td>Microsoft PowerPoint Expert</td>
</tr>
<tr>
<td>JOURN 022</td>
<td>News Writing and Reporting for the Media</td>
</tr>
</tbody>
</table>

TOTAL REQUIRED UNITS 13 - 15

COMMUNICATION STUDIES
ASSOCIATE IN ARTS FOR TRANSFER

To be awarded the Associate in Arts in Communication Studies for Transfer degree, students must:

1. Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University, including both of the following:
   - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the CSU General Education – Breadth Requirements.
   - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Obtain a minimum grade point average of 2.0.

While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.

Associate Degrees for Transfer (ADTs) also require that students must earn a “C” or better in all courses required for the major or area of emphasis. A ‘P’ (Pass) grade is acceptable grade for courses in the major if the course is taken on a “pass/no pass” basis.

MAJOR REQUIREMENTS (CORE, List A, List B and List C):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMS 020</td>
<td>Oral Communication</td>
</tr>
</tbody>
</table>

LIST A – Select 2 courses (6 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMS 010</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>COMS 040</td>
<td>Introduction to Argumentation</td>
</tr>
<tr>
<td>COMS 045</td>
<td>Small Group Communication</td>
</tr>
</tbody>
</table>

LIST B – Select 2 courses from the following (minimum 6 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMS 018</td>
<td>Introduction to Communication Studies</td>
</tr>
<tr>
<td>COMS 035</td>
<td>Intercultural Communication</td>
</tr>
<tr>
<td>JOURN 021</td>
<td>Mass Media and Society</td>
</tr>
</tbody>
</table>

LIST C – Select 1 course from the following (minimum 3 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 063</td>
<td>Introduction to Social and Cultural Anthropology</td>
</tr>
<tr>
<td>ENGL 001C</td>
<td>Critical Thinking/Composition</td>
</tr>
<tr>
<td>JOURN 022</td>
<td>News Writing and Reporting for the Media</td>
</tr>
<tr>
<td>PSYCH 010</td>
<td>General Psychology</td>
</tr>
<tr>
<td>SOC 010</td>
<td>Introduction to Sociology</td>
</tr>
</tbody>
</table>

Total Units for CORE, List A, List B and List C 18
For Additional Information, see a Counselor, Visit the Career/Transfer Center, or Contact the Following:

Leslyn McCallum, leslyn.mccallum@sjcc.edu

Communication Studies Department 408-288-3719

A.A.-T Degree Requirements:

Major Requirements 18
CSU GE or IGETC Pattern 37 or 39
Transferable Electives 6 - 18
Total Required Units 60

For additional information, see a counselor, visit the career/transfer center, or contact the following:

Leslyn McCallum, leslyn.mccallum@sjcc.edu

Communication Studies Department 408-288-3719

Computer Applications

About the Program

San José City College offers an Associate in Science (AS) degree and two levels of certificates: Certificate of Achievement - Level 2 and Certificate of Achievement - Level 3 in Computer Applications.

Microsoft Office Specialist Certification, the premier in Microsoft desktop certification, is a globally recognized standard for demonstrating desktop skills which helps to meet the demand for qualified and knowledgeable people in the modern workplace. Our courses and certificates will prepare students to take the Microsoft Office Specialist and Expert Level (MOS) Exams. Certified individuals report increased competence and productivity as well as increased credibility with their employers, co-workers, and clients. Employers around the world know that it is a smart decision to hire certified candidates and, certification can be an employee's ticket to better career opportunities.

After successful completion of the series of tests for MOS, students will receive certification authenticating their skills from the certificating agency. There is a registration fee that must be paid before students can take the desired tests.

Upon receiving an Associate in Science degree, graduates should be able to demonstrate use of following skills: touch keyboarding, document composition/word processing, mail merge, using e-mail, scheduling appointments, using the internet to locate information, file and folder management, oral and written communication skills, preparing presentations, resume writing, creating a portfolio of business documents, and organization skills.

A grade of “C” or better is required for all major and certificate courses.

Upon completion of program students will be able to:

- Recognize the components that constitute a computer information system. Identify various hardware, software, data, computer number systems, and procedures.
- Demonstrate understanding of the impact and application of computers in business, government, and social organizations. Students solve common business problems with computer applications and the internet.
- Receive and process written and oral technology related information. Students interpret technology communication concepts including wired and wireless networks, servers and clients, users interfaces, operating systems, applications, utilities, and programming languages.
- Recognize the influence of the Internet on business and terms relating to the World Wide Web. Students perform the fundamental functions that operating systems and applications software provides. Students demonstrate skills in word processing, spreadsheets, presentation graphics, and use of Internet. Students will recognize a programming language and demonstrate steps involved in developing an application.
- Demonstrate the ability to work and interact effectively in teams consisting of individuals with differing interests, gender, global backgrounds and professions.
- Student demonstrates ability to exercise professional, ethical responsibility in the use of technology in society.

Career Options:

- Administrative Assistant
- Clerical/Office/Receptionist
- Database Manager
- Office and Administrative Support
- Office Manager

Certificates/Degrees:

- Certificate of Achievement – Level 2
- Certificate of Achievement – Level 3
- A.S. Degree

Computer Applications

Certificates of Achievement

<table>
<thead>
<tr>
<th>Certificate of Achievement - Level 2:</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 010A Computer Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>CA 011 Speed and Accuracy</td>
<td>1</td>
</tr>
<tr>
<td>CA 015A Business Documents</td>
<td>2</td>
</tr>
<tr>
<td>CA 020D Microsoft Windows</td>
<td>1</td>
</tr>
<tr>
<td>CA 030A Internet for Beginners</td>
<td>1</td>
</tr>
<tr>
<td>CA 040D Microsoft Word Specialist</td>
<td>1</td>
</tr>
<tr>
<td>CA 045D Microsoft Word Expert</td>
<td>1</td>
</tr>
<tr>
<td>CA 050D Microsoft Excel Specialist</td>
<td>1</td>
</tr>
<tr>
<td>CA 055D Microsoft Excel Expert</td>
<td>1</td>
</tr>
<tr>
<td>CA 065D Microsoft Access Expert</td>
<td>1</td>
</tr>
<tr>
<td>CA 070D Microsoft PowerPoint Specialist</td>
<td>1</td>
</tr>
<tr>
<td>CA 075D Microsoft PowerPoint Expert</td>
<td>1</td>
</tr>
<tr>
<td>CA 080D Microsoft Outlook</td>
<td>1</td>
</tr>
<tr>
<td>CA 100D Microsoft Office</td>
<td>3</td>
</tr>
<tr>
<td>BUS 007A Business Language Skills</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL REQUIRED UNITS</td>
<td>20</td>
</tr>
</tbody>
</table>

Certificate of Achievement - Level 3:

Certificate of Achievement – Level 2

<table>
<thead>
<tr>
<th>Completion of Certificate of Achievement – Level 2</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 008 Business English and Writing</td>
<td>3</td>
</tr>
<tr>
<td>CA 060D Microsoft Access Specialist</td>
<td>1</td>
</tr>
<tr>
<td>Plus one of the following ACCTG courses:</td>
<td></td>
</tr>
<tr>
<td>ACCTG 020 Financial Accounting - OR -</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 101 Bookkeeping for Small Business</td>
<td>3</td>
</tr>
<tr>
<td>Plus choose an additional 8 units from the following course list:</td>
<td></td>
</tr>
<tr>
<td>ACCTG 030 QuickBooks</td>
<td>3</td>
</tr>
<tr>
<td>ART 071 Introduction to Media Arts</td>
<td>3</td>
</tr>
<tr>
<td>BUS 113 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 135 Human Relations and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>CIS 062A Intro to PC Hardware and Diagnostics</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL REQUIRED UNITS</td>
<td>35-37</td>
</tr>
</tbody>
</table>

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Chapter 6 — Degrees/Certificates and Course Descriptions

**Computer Applications**

**Associate in Science**

**Major Requirements:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 010A</td>
<td>Computer Keyboarding</td>
<td>1</td>
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<td>Speed and Accuracy</td>
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<tr>
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<td>1</td>
</tr>
<tr>
<td>CA 080D</td>
<td>Microsoft Outlook</td>
<td>1</td>
</tr>
<tr>
<td>CA 100D</td>
<td>Microsoft Office</td>
<td>3</td>
</tr>
<tr>
<td>BUS 007A</td>
<td>Business Language Skills</td>
<td>3</td>
</tr>
<tr>
<td>BUS 008</td>
<td>Business English and Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

Plus one of the following ACCTG courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 020</td>
<td>Financial Accounting - OR -</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 101</td>
<td>Bookkeeping for Small Business</td>
<td>3</td>
</tr>
</tbody>
</table>

Plus choose an additional 8 units from the following course list:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 030</td>
<td>QuickBooks</td>
<td>3</td>
</tr>
<tr>
<td>ART 071</td>
<td>Introduction to Media Arts</td>
<td>3</td>
</tr>
<tr>
<td>BUS 113</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 135</td>
<td>Human Relations and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>CIS 062A</td>
<td>Intro to PC Hardware and Diagnostics</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total** 35-37

**A.S. Degree Requirements:**

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>35-37</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Pattern/Graduation Requirements</td>
<td>24</td>
</tr>
<tr>
<td>Physical Activity</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Required Units** 60-62

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

Business and Workforce Development Division 408-288-3131

**Computer Information Systems**

**About the Program**

The department of Computer Information Systems (CIS) offers an Associate in Science degrees and certificates in three major areas:

- Network Administration
- Computer Programming
- Web Developer

The Network Administration certificate and degree program is designed to provide students with the necessary skills to gain employment as a network administrator. Most business computers 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. Five certificates and three Associate in Science Degrees specializing in General Networking, MCSE Windows, CISCO-CCNA, and UNIX are offered.

The CIS Programming certificate and degree 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 and two levels of certificates are offered.

The Web Developer certificate and degree 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.

There are six essential program dimensions which are accomplished through the following program learning outcomes:

- Recognize the components that constitute a computer information system. Identify various hardware, software, data, computer number systems, and procedures.
- Demonstrate understanding of the impact and application of computers in business, government, and social organizations. Students solve common business problems with computer applications and the internet.
- Receive and process written and oral technology related information. Students interpret technology communication concepts including wired and wireless networks, servers and clients, users interfaces, operating systems, applications, utilities, and programming languages.
- Recognize the influence of the Internet on business and terms relating to the World Wide Web. Students perform the fundamental functions that operating systems and applications software provides. Students demonstrate skills in word processing, spreadsheets, presentation graphics, and use of Internet. Students will recognize a programming language and demonstrate steps involved in developing an application.
- Demonstrate the ability to work and interact effectively in teams consisting of individuals with differing interests, gender, global backgrounds and professions.
- Demonstrate ability to exercise professional, ethical responsibility in the use of technology in society.

**Career Options:**

- Computer Programmer
- Network Administrator
- Web Developer

**Certificates/Degrees:**

- Certificate of Achievement – Level 1: CIS General Networking or CIS UNIX Networks
- Certificate of Achievement – Level 2: MCSE, MCSA, CCNA, CIS Computer Programming or CIS Web Developer
- Certificate of Achievement – Level 3: Computer Programming or Web Developer
- A.S. Degree: CIS General Networking, CIS Microsoft Networks – MCSE, CIS UNIX Networks, Computer Programming, or Web Developer
Chapter 6 — Degrees/Certificates and Course Descriptions

Computer Information Systems

Certificate of Achievement - Level 1:  Units
CIS General Networking
CIS 017A Windows 3
CIS 017B Windows Server 3
CIS 157 Introduction to UNIX/LINUX 3
CIS 014A Internet Principles and Protocols 3
CIS 018A CISCO Network Fundamentals 3
Total Required Units 15

A.S. Degree: CIS General Networking
Completion of the Certificate of Achievement - Level 1: CIS General Networking 15
Non-duplicated units from approved major electives 20
General Education Pattern/Graduation Requirements 24
Physical Activity 1
Total Required Units 60

Certificate of Achievement - Level 1: CIS UNIX Networks
CIS 014A Internet Principles and Protocols 3
CIS 062A Introduction to PC Hardware and Diagnostics 2
CIS 157 Introduction to UNIX/LINUX 3
CIS 158 UNIX System Administration 3
Non-duplicated units from approved major electives 3
Total Required Units 14

A.S. Degree: CIS UNIX Networks
Completion of the Certificate of Achievement - Level 1: CIS UNIX Networks 14
Non-duplicated units from approved major electives 21
General Education Pattern/Graduation Requirements 24
Physical Activity 1
Total Required Units 60

Certificate of Achievement - Level 2:  Units
CIS Microsoft Networks – MCSE
CIS 017A Windows 3
CIS 017B Windows Server 3
CIS 017D Microsoft Windows Server Network Infrastructure 3
Select one of the following:
CIS 017E Microsoft Exchange Server 3
CIS 068 Administering Microsoft SQL Server 3
Choose 6 units from the following:
CIS 014A Internet Principles and Protocols 3
CIS 041 Introduction to Computer Information Systems 3
CIS 062A Introduction to PC Hardware and Diagnostics 2
CIS 062B A+ Core PC Hardware Technology 2
CIS 062C A+ Core PC Operating Systems Technology 2
CIS 073 Visual Basic Programming 3
Total Required Units 21

A.S. Degree: CIS Microsoft Networks – MCSE
Completion of the Certificate of Achievement – Level 2: CIS Microsoft Networks - MCSE 21
Non-duplicated units from approved major electives 14
General Education Pattern/Graduation Requirements 24
Physical Activity 1
Total Required Units 60

Certificate of Achievement - Level 2:  Units
CIS CISCO Networks – CCNA
CIS 018A CCNA R&S: Introduction to Networks 3
CIS 018B CCNR R&S: Routing and Switching Essentials 3
CIS 018C CCNA R&S: Scaling Networks 3
CIS 018D CCNA R&S: Connecting Networks 3
Non-duplicated units from approved major electives 6
Total Required Units 18

APPROVED MAJOR ELECTIVES:
(CIS classes not used in the sequence above)

Certificate of Achievement - Level 2:
CIS Computer Programming
CIS 041 Introduction to Computer Information Systems 3
CIS 054 C/C++ Programming 3
CIS 055 Data Structures 3
CIS 059 Object Orientated Programming 3
CIS 073 Visual Basic Programming 3
CIS 084 JAVA Programming 3
Total Required Units 18

A.S. Degree: CIS Computer Programming
Completion of the Certificate of Achievement – Level 3: CIS Computer Programming – 21
Non-duplicated units from approved major electives 9
General Education Pattern/Graduation Requirements 24
Physical Activity 1
Total Required Units 60

Certificate of Achievement - Level 3:
CIS Computer Programming
CIS 157 Introduction to UNIX/LINUX 3
Non-duplicated units from approved major electives 9
Total Required Units 30

A.S. Degree: CIS Computer Programming
Completion of the Certificate of Achievement – Level 3: CIS Computer Programming – 21
Non-duplicated units from approved major electives 6
General Education Pattern/Graduation Requirements 24
Physical Activity 1
Total Required Units 61
**APPROVED MAJOR ELECTIVES:**
(CIS classes not used in the sequence above)


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**COMPUTER INFORMATION SYSTEMS**

**WEB DEVELOPER**

<table>
<thead>
<tr>
<th>CERTIFICATE OF ACHIEVEMENT - Level 2:</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS Web Developer</td>
<td></td>
</tr>
<tr>
<td>CIS 020 XML Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CIS 022 Database Technology</td>
<td>3</td>
</tr>
<tr>
<td>CIS 023 JavaScript Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 041 Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
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<td>CIS 060 Systems Analysis and Design</td>
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<td>CIS 084 JAVA Programming</td>
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</tr>
<tr>
<td><strong>TOTAL REQUIRED UNITS</strong></td>
<td><strong>18</strong></td>
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</table>

**COMPLETION OF THE CERTIFICATE OF ACHIEVEMENT – LEVEL 2: CIS WEB DEVELOPER**

<table>
<thead>
<tr>
<th>LEVEL 2: CIS WEB DEVELOPER</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 014A Internet Principles and Protocols</td>
<td>3</td>
</tr>
<tr>
<td>CIS 020A Advanced XML</td>
<td>3</td>
</tr>
<tr>
<td>CIS 023A Advanced JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>CIS 024B PHP Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 047 Apache, PHP, MySQL</td>
<td>3</td>
</tr>
<tr>
<td>CIS 024A Perl Programming - OR -</td>
<td></td>
</tr>
<tr>
<td>CIS 024C Python Programming</td>
<td>3</td>
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<td><strong>TOTAL REQUIRED UNITS</strong></td>
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**A.S. DEGREE: CIS Web Developer**

<table>
<thead>
<tr>
<th>CERTIFICATE OF ACHIEVEMENT - LEVEL 3: CIS Web Developer</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESIDENTIAL CARPENTRY TECHNOLOGY</td>
<td></td>
</tr>
<tr>
<td>CNSTR 101A Construction Tools, Materials, and Processes</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 101B Residential Construction Framing</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 103 Roof Framing Systems</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 104 Interior/Exterior Finish</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 117 OSHA Construction Safety Standards</td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>17</strong></td>
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**RESIDENTIAL MAINTENANCE**

<table>
<thead>
<tr>
<th>CERTIFICATE OF ACHIEVEMENT - LEVEL 2: Residential Maintenance</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNSTR 101A Construction Tools, Materials, and Processes</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 102A Residential Plumbing Systems</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 102B Residential/Commercial Wiring</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 104 Interior/Exterior Finish</td>
<td>4</td>
</tr>
<tr>
<td>Complete 3 non-duplicated units from the approved electives</td>
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**RESIDENTIAL MAINTENANCE**

<table>
<thead>
<tr>
<th>CERTIFICATE OF ACHIEVEMENT - LEVEL 3:</th>
<th>UNITS</th>
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</thead>
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<tr>
<td>CONSTRUCTION TECHNOLOGY</td>
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<tr>
<td>CNSTR 101A Construction Tools, Materials, and Processes</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 101B Residential Construction Framing</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 102A Residential Plumbing Systems</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 102B Residential/Commercial Wiring</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 105 Concrete Construction</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 115 Blueprint Reading</td>
<td>2</td>
</tr>
<tr>
<td>CNSTR 116 Estimating</td>
<td>2</td>
</tr>
<tr>
<td>CNSTR 117 OSHA Construction Safety Standards</td>
<td>1</td>
</tr>
<tr>
<td>CNSTR 118 Project Management for Construction</td>
<td>1</td>
</tr>
<tr>
<td>CNSTR 120 Building Code for the Construction Industry</td>
<td>2</td>
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<tr>
<td>CNSTR 125 Green Construction</td>
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<td>Complete 3 non-duplicated units from approved electives</td>
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<td><strong>TOTAL</strong></td>
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---

**CONSTRUCTION TECHNOLOGY**

**About the Program**

Successful completion of the Construction Technology program prepares students for entry into the construction trades, which require a technical skill and understanding of construction processes. Highlights: Program designed for immediate employment, upgrading of job skills, and potential opportunities for career self-employment. A grade of “C” or better is required in all major, certificate and major elective courses.

Upon completion of program students will be able to:

- Demonstrate appropriate use of construction tools, methods and materials, follow safety practices and procedures used in the industry.
- Demonstrate understanding of construction terms, concepts, and hands-on applications.
- Read and interpret building codes, blueprints, manuals, specifications, shop drawings.
- Apply effective use of emerging technologies in the construction trades including green application and energy efficiency.

**Certificates/Degrees:**

- Certificate of Achievement - Level 1
- Certificate of Achievement - Level 2
- Certificate of Achievement - Level 3
- A.S. Degree

**Career Options:**

- Air Conditioning and Refrigeration
- Building Inspector
- Cabinet Maker
- Carpenter
- Ceramic Tile Installer
- Concrete Form Setter or Mason
- Construction Worker
- Construction Management
- Contractor
- Drywall Hanger, Taper, and Texturing
- Electrician
- Estimator
- Furniture Making
- Home Improvement
- Material Retail Sales
- Insulation Installer
- Millwrights
- Painter
- Plasterer
- Plumber
- Residential Maintenance
- Roofer
## APPROVED ELECTIVES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNSTR 103</td>
<td>Roof Framing Systems</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 104</td>
<td>Interior/Exterior Finish</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 105</td>
<td>Concrete Construction</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 107</td>
<td>Principles of Contracting</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 109A</td>
<td>Basic Cabinet/Furniture Making</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 110</td>
<td>Architectural Drawing and Home Planning</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 115</td>
<td>Blueprint Reading</td>
<td>2</td>
</tr>
<tr>
<td>CNSTR 116</td>
<td>Estimating</td>
<td>2</td>
</tr>
<tr>
<td>CNSTR 117</td>
<td>OSHA Construction Safety Standards</td>
<td>1</td>
</tr>
<tr>
<td>CNSTR 118</td>
<td>Project Management for Construction</td>
<td>1</td>
</tr>
<tr>
<td>CNSTR 120</td>
<td>Building Code for the Construction Industry</td>
<td>2</td>
</tr>
<tr>
<td>CNSTR 125</td>
<td>Green Construction</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 128</td>
<td>National Electrical Code &amp; Calculations</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 130</td>
<td>House Building Practicum</td>
<td>4.5</td>
</tr>
<tr>
<td>*CNSTR 138</td>
<td>Work Experience</td>
<td>1-4</td>
</tr>
<tr>
<td>FMT 100</td>
<td>Introduction to Facilities Maintenance</td>
<td>3.5</td>
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<tr>
<td>SOLAR 102</td>
<td>Introduction to Photovoltaic Installation</td>
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**TOTAL**: 36

## MAJOR REQUIREMENTS:

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Units</th>
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<tbody>
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<td>CNSTR 101A</td>
<td>Construction Tools, Materials, and Processes</td>
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<tr>
<td>CNSTR 101B</td>
<td>Residential Construction Framing</td>
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<td>CNSTR 102A</td>
<td>Residential Plumbing Systems</td>
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<td>CNSTR 102B</td>
<td>Residential/Commercial Wiring</td>
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</tr>
<tr>
<td>CNSTR 105</td>
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</tr>
<tr>
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<td>Blueprint Reading</td>
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<td>CNSTR 116</td>
<td>Estimating</td>
<td>2</td>
</tr>
<tr>
<td>CNSTR 117</td>
<td>OSHA Construction Safety Standards</td>
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</tr>
<tr>
<td>CNSTR 118</td>
<td>Project Management for Construction</td>
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<tr>
<td>CNSTR 120</td>
<td>Building Code for the Construction Industry</td>
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<tr>
<td>CNSTR 125</td>
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<tr>
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</tr>
<tr>
<td>SOLAR 102</td>
<td>Introduction to Photovoltaic Installation</td>
<td>3.5</td>
</tr>
</tbody>
</table>

**TOTAL**: 36

## A.S. DEGREE REQUIREMENTS:

**MAJOR REQUIREMENTS**: 36

**GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS**: 24

**PHYSICAL ACTIVITY**: 1

**TOTAL REQUIRED UNITS**: 61

## APPROVED ELECTIVES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNSTR 103</td>
<td>Roof Framing Systems</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 104</td>
<td>Interior/Exterior Finish</td>
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<tr>
<td>CNSTR 105</td>
<td>Concrete Construction</td>
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<tr>
<td>CNSTR 107</td>
<td>Principles of Contracting</td>
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</tr>
<tr>
<td>CNSTR 109A</td>
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<td>3</td>
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<td>CNSTR 110</td>
<td>Architectural Drawing and Home Planning</td>
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<tr>
<td>CNSTR 115</td>
<td>Blueprint Reading</td>
<td>2</td>
</tr>
<tr>
<td>CNSTR 116</td>
<td>Estimating</td>
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</tr>
<tr>
<td>CNSTR 117</td>
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<td>CNSTR 118</td>
<td>Project Management for Construction</td>
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</tr>
<tr>
<td>CNSTR 120</td>
<td>Building Code for the Construction Industry</td>
<td>2</td>
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<tr>
<td>CNSTR 125</td>
<td>Green Construction</td>
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<tr>
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<td>FMT 100</td>
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<td>3.5</td>
</tr>
<tr>
<td>SOLAR 102</td>
<td>Introduction to Photovoltaic Installation</td>
<td>3.5</td>
</tr>
</tbody>
</table>

## COSMETOLOGY

**About the Program**

The Cosmetology Program is designed to provide those persons interested in becoming a licensed cosmetologist with instruction in technical and theoretical knowledge relating to the basic skills in all phases of cosmetology including current salon techniques and trends. Emphasis is placed on application of skills in hair coloring, permanent waving, chemical relaxing, hair styling, hair cutting, manicuring, skin care, facials and makeup. Instruction in professionalism, salon management, chemistry, anatomy, physiology, sanitation, Cosmetology Act, rules and regulations are included.

The Cosmetology Program is composed of 1600 hours of instruction, to satisfy the requirements of the California State Board of Cosmetology. Once a student is admitted to the Cosmetology Program the student must enroll on a full-time basis (40 hours a week). The program offers a Certificate of Achievement as well as an Associate of Science Degree. Upon completion of the certificate program, students are eligible to take the State Board Examination for licensing. The program is intended to prepare students for Cosmetology entry positions i.e., hairstylist, facialist, and manicurist.

Candidates for the Cosmetology Program must file a supplementary application. Applications are available in the Cosmetology Department C101A. Orientation meeting attendance is required prior to enrollment. A grade of “C” or better is required in each major and certificate theory and lab course. Candidates who successfully complete the applicable degree requirements may be granted an Associate in Science Degree in Cosmetology.

Upon completion of program students will be able to:

- Demonstrate firm understanding and working knowledge of safety, sanitation and client protect rules and regulations
- Be prepared to become Board-Certified Licensed Cosmetologist in the State of California
- Use developed analytical skills to make informed decisions about hair color formulations, design decisions, chemical texturizing, skin care, and nail care
- Recognize hair and skin types to customize appropriate treatments to client’s hair and skin type
- Multi-task when working the front desk by maintaining the client appointment sheet, directing clients to their operator, and practicing professional phone etiquette
- Select proper professional products, to support client’s style, after leaving clinic
- Read and comprehend manufacturer’s direction to successfully and accurately perform client hair, skin, and nail services
- Communicate with clients through a client consultation to ensure a high level of client satisfaction
- Practice high ethical standards in all contact with faculty, staff, clients, peers, and the general campus community
- Demonstrate the ability to act with integrity and honesty to choose the most ethical course of action when working with faculty, staff, clients, peers, and the general campus community
- Demonstrate the ability to relate and interact effectively in trams consisting of individuals with diverse backgrounds, genders, ethnicities, professions and interests.
- Be socially aware of the needs of the community in which they live and work by volunteering their time and professional skills

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

Certificates/Degrees:
- Certificate of Achievement – Level 3
- A.S. Degree

**Cosmetology**

**CERTIFICATE OF ACHIEVEMENT**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>COS 010A</td>
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<tr>
<td>COS 010B</td>
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<tr>
<td>COS 105A</td>
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<tr>
<td>COS 105B</td>
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**ASSOCIATE IN SCIENCE**

**MAJOR REQUIREMENTS:**

<table>
<thead>
<tr>
<th>COURSE</th>
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<tbody>
<tr>
<td>COS 002</td>
<td>3</td>
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<tr>
<td>COS 030</td>
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<tr>
<td>MUSIC 091</td>
<td>3</td>
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<tr>
<td>THEAT 033</td>
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<tr>
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**A.S. DEGREE REQUIREMENTS:**

<table>
<thead>
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<th>REQUIREMENTS</th>
<th>UNITS</th>
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<td>GENERAL</td>
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<td>PHYSICAL</td>
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<td>TOTAL REQUIRED</td>
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</tbody>
</table>

* Course meets the A.S. degree lab science general education requirement for the Cosmetology major only and may not be used to meet lab science general education requirements for any other major.

For additional information, see a counselor, visit the career/transfer center, or contact the following:

Sandra Honesto, sandra.honesto@sjcc.edu
Cosmetology Department 408-288-3710
Business and Workforce Development Division 408-288-3131

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**Dance**

**About the Program**

San José City College offers an Associate in Arts in Dance and a Certificate of Achievement – Level 1 in Dance Teaching. The Associate in Arts in Dance degree will prepare students for transfer into a four-year dance major, minor or performing arts program. It can also prepare students for further study in other dance-related fields including performing, dance teaching, choreography, dance science, dance therapy, dance history or dance criticism. Upon completion of the degree students should be proficient in three or more dance technique styles at the intermediate level, have a firm understanding of dance appreciation and music theory, and be competent in creating and performing dance.

The Associate in Arts in Dance degree course of study requires a sound foundation of ballet, jazz and modern dance technique. Students must pass or test out of DANCE 010, DANCE 020 and DANCE 050 prior to beginning the required coursework for this degree.

Upon completion of program students will be able to:

- Demonstrate proficiency in creating lesson plans, teaching dance or creative movement, and using assessment tools.
- Apply proper posture, alignment, body organizations, vocabulary, and performance quality to a variety of dance techniques.
- Discuss the aesthetics and composition of dance as an expression of self and culture.
- Critically compare various dance genres on the basis of movement and historical context.
- Create dance choreography using the principles of composition for in class demonstration or live public performance.

**Career Options:**

- Dance Teacher
- Choreographer
- Dance Performer

**Certificates/Degrees:**

- Certificate of Achievement: Dance Teaching – Level 1
- A.A. Degree

**Certificate/degree requirements:**

A minimum of 3 courses in the dance 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.

**Dance**

**Associate in Arts**

**A.A. MAJOR REQUIREMENTS:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>DANCE 002</td>
<td>Dance Appreciation 3</td>
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<tr>
<td>DANCE 030</td>
<td>Dance Improvisation 1.5</td>
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<tr>
<td>MUSIC 091</td>
<td>Music Appreciation: Western Civilization 3</td>
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<tr>
<td>THEAT 033</td>
<td>Technical Theater in Production 3</td>
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**REQUIRED TECHNIQUE COURSES (7 units):**

<table>
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<tr>
<th>COURSE</th>
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<tbody>
<tr>
<td>DANCE 011</td>
<td>Ballet, Intermediate 1</td>
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<tr>
<td>DANCE 011B</td>
<td>Ballet, High-Intermediate 1</td>
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<tr>
<td>DANCE 011C</td>
<td>Ballet, Advanced 1</td>
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<tr>
<td>DANCE 021</td>
<td>Jazz Dance, Intermediate 1</td>
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<tr>
<td>DANCE 021B</td>
<td>Jazz Dance, High-Intermediate 1</td>
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</table>
### DANCE 051 Modern Dance, Intermediate 1

### DANCE 051B Modern Dance, High-Intermediate 1

### APPROVED MAJOR ELECTIVE TECHNIQUE COURSES (1.5 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>DANCE 023B</td>
<td>Hip-Hop Dance, Beginning</td>
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</tr>
<tr>
<td>DANCE 023C</td>
<td>Hip-hop Dance, Intermediate</td>
<td>1</td>
</tr>
<tr>
<td>DANCE 040B</td>
<td>Tap Dance, Beginning</td>
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</tr>
<tr>
<td>DANCE 040C</td>
<td>Tap Dance, Intermediate</td>
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</tr>
<tr>
<td>DANCE 064</td>
<td>Ballroom Dance, Beginning</td>
<td>.5</td>
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<tr>
<td>DANCE 065</td>
<td>Ballroom Dance, Intermediate</td>
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<tr>
<td>DANCE 066</td>
<td>Intermediate Ballroom, Latin</td>
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</tr>
<tr>
<td>DANCE 067</td>
<td>Intermediate Ballroom, Swing</td>
<td>1</td>
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</table>

### ADDITIONAL APPROVED MAJOR ELECTIVES (4 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td>DANCE 004</td>
<td>Dance Pedagogy: Teaching Children Dance</td>
<td>3</td>
</tr>
<tr>
<td>DANCE 013A</td>
<td>Dancers' Workshop, Student - Large Group</td>
<td>.5-1.0</td>
</tr>
<tr>
<td>DANCE 013B</td>
<td>Dancers' Workshop, Student - Small Group</td>
<td>.5-1.0</td>
</tr>
<tr>
<td>DANCE 014A</td>
<td>Rehearsal &amp; Performance - Modern Dance</td>
<td>.5-1.5</td>
</tr>
<tr>
<td>DANCE 014B</td>
<td>Rehearsal &amp; Performance - Jazz Dance</td>
<td>.5-1.5</td>
</tr>
<tr>
<td>DANCE 014C</td>
<td>Rehearsal &amp; Performance - Hip-hop Dance</td>
<td>.5-1.5</td>
</tr>
<tr>
<td>DANCE 014D</td>
<td>Rehearsal &amp; Performance - Tap Dance</td>
<td>.5-1.5</td>
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<tr>
<td>DANCE 014E</td>
<td>Rehearsal &amp; Performance – Ballroom</td>
<td>.5-1.5</td>
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<tr>
<td>DANCE 014F</td>
<td>Rehearsal &amp; Performance – Ballet</td>
<td>.5-1.5</td>
</tr>
<tr>
<td>DANCE 032</td>
<td>Dance Choreography</td>
<td>1.5</td>
</tr>
<tr>
<td>DANCE 034A</td>
<td>Choreography Workshop - Large Group</td>
<td>.5</td>
</tr>
<tr>
<td>DANCE 034B</td>
<td>Choreography Workshop - Small Group</td>
<td>.5</td>
</tr>
<tr>
<td>DANCE 034C</td>
<td>Choreography Workshop - Solo/Duet</td>
<td>.5</td>
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### TOTAL 23

### A.A. DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Category</th>
<th>Units</th>
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<tbody>
<tr>
<td>MAJOR REQUIREMENTS</td>
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<td>TOTAL REQUIRED UNITS</td>
<td>63</td>
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</table>

### Dance Teaching Certificate of Achievement

The Dance Teaching Certificate of Achievement – Level 1 will prepare students for teaching dance at private dance studios or community programs. Upon completion of the certificate students will be proficient in three or more dance technique styles at the intermediate level, have a firm understanding of dance pedagogy, dance appreciation and music theory, and be competent crafting movement classes and dance choreography.

The Dance Teaching Certificate of Achievement course of study recommends a sound foundation of ballet, jazz and modern dance technique. Students should pass or test out of DANCE 010, DANCE 020 and DANCE 050 prior to beginning the required coursework for this certificate.

A minimum of 3 courses in the dance 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.

### Career Options:

- Dance Teacher
- Choreographer
- Dance Performer

### Certificate:

- Certificate of Achievement – Level 1

A minimum of 3 courses in the dance 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.

### CERTIFICATE REQUIREMENTS: UNITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANCE 002</td>
<td>Dance Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>DANCE 004</td>
<td>Dance Pedagogy: Teaching Children Dance</td>
<td>3</td>
</tr>
<tr>
<td>DANCE 030</td>
<td>Dance Improvisation - or -</td>
<td>1.5</td>
</tr>
<tr>
<td>DANCE 032</td>
<td>Dance Choreography</td>
<td></td>
</tr>
<tr>
<td>MUSIC 099</td>
<td>Introduction to Music</td>
<td>3</td>
</tr>
<tr>
<td>THEAT 033</td>
<td>Technical Theater in Production</td>
<td>1</td>
</tr>
<tr>
<td>Approved Major Electives</td>
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### APPROVED MAJOR ELECTIVE TECHNIQUE COURSES (6 units required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>DANCE 011</td>
<td>Ballet, Intermediate</td>
<td>1</td>
</tr>
<tr>
<td>DANCE 011B</td>
<td>Ballet, High-Intermediate</td>
<td>1</td>
</tr>
<tr>
<td>DANCE 021</td>
<td>Jazz Dance, Intermediate</td>
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<tr>
<td>DANCE 021B</td>
<td>Jazz Dance, High-Intermediate</td>
<td>1</td>
</tr>
<tr>
<td>DANCE 023B</td>
<td>Hip-Hop Dance, Beginning</td>
<td>1</td>
</tr>
<tr>
<td>DANCE 023C</td>
<td>Hip-hop Dance, Intermediate</td>
<td>1</td>
</tr>
<tr>
<td>DANCE 040B</td>
<td>Tap Da APPROVED MAJOR ELECTIVE TECHNIQUE COURSES (6 units required)</td>
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</tr>
<tr>
<td>DANCE 051</td>
<td>Modern Dance, Intermediate</td>
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</tr>
<tr>
<td>DANCE 051B</td>
<td>Modern Dance, High-Intermediate</td>
<td>1</td>
</tr>
</tbody>
</table>

### TOTAL REQUIRED UNITS 17.5

### DENTAL ASSISTING

### About the Program

Registered Dental Assisting Programs are designed to instruct women and men with the knowledge and skills necessary to perform as dental health care paraprofessionals. Students are taught to assist in all phases of general dentistry and dental specialties including prosthodontics, oral surgery, periodontics, endodontics, orthodontics, and pediatric dentistry. Through the Registered Dental Assisting Program students will be taught to perform in expanded functions, trained and licensed in taking dental x-rays, certified in coronal polishing and pit and fissure sealants. The preventive, restorative, business, and employment aspects of dental assisting are also included.

### Certificate:

- Certificate of Achievement – Level 1

A minimum of 3 courses in the dance 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.

### CERTIFICATE REQUIREMENTS: UNITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANCE 002</td>
<td>Dance Appreciation</td>
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<td>Dance Pedagogy: Teaching Children Dance</td>
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<td>DANCE 030</td>
<td>Dance Improvisation - or -</td>
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<tr>
<td>DANCE 032</td>
<td>Dance Choreography</td>
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<tr>
<td>MUSIC 099</td>
<td>Introduction to Music</td>
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</tr>
<tr>
<td>THEAT 033</td>
<td>Technical Theater in Production</td>
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<tr>
<td>Approved Major Electives</td>
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### APPROVED MAJOR ELECTIVE TECHNIQUE COURSES (6 units required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
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<tr>
<td>DANCE 021</td>
<td>Jazz Dance, Intermediate</td>
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<tr>
<td>DANCE 021B</td>
<td>Jazz Dance, High-Intermediate</td>
<td>1</td>
</tr>
<tr>
<td>DANCE 023B</td>
<td>Hip-Hop Dance, Beginning</td>
<td>1</td>
</tr>
<tr>
<td>DANCE 023C</td>
<td>Hip-hop Dance, Intermediate</td>
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<tr>
<td>DANCE 040B</td>
<td>Tap Dance, Beginning</td>
<td>.5</td>
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<tr>
<td>DANCE 040C</td>
<td>Tap Dance, Intermediate</td>
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<tr>
<td>DANCE 051</td>
<td>Modern Dance, Intermediate</td>
<td>1</td>
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<tr>
<td>DANCE 051B</td>
<td>Modern Dance, High-Intermediate</td>
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</tr>
</tbody>
</table>

### TOTAL REQUIRED UNITS 17.5

### For Additional Information, See a Counselor, Visit the Career/Transfer Center, or Contact the Following:

Amber McCall, amber.mccall@sjcc.edu

Humanities Division 408-288-3785

### Dental Assisting

### About the Program

Registered Dental Assisting Programs are designed to instruct women and men with the knowledge and skills necessary to perform as dental health care paraprofessionals. Students are taught to assist in all phases of general dentistry and dental specialties including prosthodontics, oral surgery, periodontics, endodontics, orthodontics, and pediatric dentistry. Through the Registered Dental Assisting Program students will be taught to perform in expanded functions, trained and licensed in taking dental x-rays, certified in coronal polishing and pit and fissure sealants. The preventive, restorative, business, and employment aspects of dental assisting are also included.

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 Dental Assisting National Board Certification (C.D.A.).

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 Dental Board of California.

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, 153, 154, 155 and 156 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 $1,000-$1,500 for the 11 months of the program. Costs are spread out over the 11 months. Approximately $600 is needed at the start 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 are required to work 120 hours full time during the Summer Internship rotation. Students should have current certification in C.P.R., provide proof of a Negative TB Test as well as current vaccinations Hepatitis B before entering the second semester.

Upon completion of program students will be able to:

- Be prepared as an entry level dental assistant to be successful in the field of dentistry with the knowledge and skill required to assist the dentist during patient care while preparing for state and national licensure examinations.
- Demonstrate competence of the knowledge and skills required to perform a variety of chair side skills during comprehensive patient care and treatment.
- Analyze and follow mandated and prudent techniques in the prevention of the transmission of diseases through accurate detailed execution of infection control procedures, blood-borne pathogen standards, standard precautions, standard operating procedures, engineering controls and safe work practices.
- Communicate effectively including reading, writing, speaking and listening.
- Demonstrate patient management during patient care, by phone or computer interaction with patients.
- Practice communication to establish professional working relationships, team work and better dental office working environment.
- Analyze problems using evidence and sound reasoning to make decisions.
- Discriminate, organize and execute assisting the dentist and/or hygienist during different dental procedures.
- Develop systems to standardize dental care, infection control procedures, equipment and instrument maintenance while complying with all agencies’ recommendation, laws and regulations.
- Demonstrate an awareness of social, economic, ecological, historical and cultural differences and their implications.
- Display and deliver patient care to diverse, socio-economic backgrounds, disabilities, cultures, religions, sexual orientations, ethnicities, nationalities and differences as it pertains to working as a dental health paraprofessional, patient advocate, and employee in the dental office setting.
- Demonstrate ability to exercise professional and ethical responsibility as a member of the dental profession.
- Demonstrate working within the laws outlined in the state Dental Practice Act and understand the legal and ethical consequences of performing illegal duties.
- Demonstrate ethics by reporting all illegal duties to the Dental Board of California or OSHA, if appropriate.
- Utilize technology effectively for informational, academic, personal and professional needs. Demonstrate knowledge and skills in the area of business management, charting, treatment planning/ recording, filing, billing, and digital radiography with the use of computer systems, Software and digital sensors/scanners.
- Demonstrate basic computer skills.
- Participate in Community Health Projects where they are able to demonstrate creativity and artistic ability in the construction of presentation costumes, visual aids and patient education materials.

Career Options:

- Registered Dental Assistant Extended Functions (R.D.A.E.F.)
- Registered Dental Hygienist (RDH)
- Registered Dental Hygienist Alternative Practice (RDHAP)
- Dental Laboratory Technician
- Dental X-Ray Technicia
- Dental Assisting Instructor
- Dental Officer Manager
- Dental Sedation Assist. (DSA)
- Orthodontic Assistant

Certificates/Degrees:

- Certificate of Achievement – Level 3
- A.S. Degree

Certificate/Degree requirements:

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. A grade of “C” or better is required in all major, certificate and major elective courses. An advanced course in the major must be taken at San José City College.

**DENTAL ASSISTING**

<table>
<thead>
<tr>
<th>CERTIFICATE OF ACHIEVEMENT - LEVEL 3:</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>DENT 151 Beginning Dental Assisting 1*</td>
<td>3.0</td>
</tr>
<tr>
<td>DENT 152 Beginning Dental Assisting 2</td>
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<td>DENT 153 Beginning Dental Assisting 3</td>
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<tr>
<td>DENT 154 Fundamental Dental Assisting 1</td>
<td>3.0</td>
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<td>DENT 156 Fundamental Dental Assisting 3</td>
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<tr>
<td>DENT 161 Intermediate Dental Assisting 1</td>
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<td>DENT 162 Intermediate Dental Assisting 2</td>
<td>2.0</td>
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<tr>
<td>DENT 163 Expanded Dental Assisting 1</td>
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<tr>
<td>DENT 164 Expanded Dental Assisting 2</td>
<td>0.5</td>
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<tr>
<td>DENT 165 Advanced Dental Assisting 1</td>
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<tr>
<td>DENT 171 Clinical Dental Assisting 1</td>
<td>2.5</td>
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<tr>
<td>DENT 172 Clinical Dental Assisting 2</td>
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<td>DENT 173 Clinical Dental Assisting 3</td>
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<td><strong>TOTAL</strong></td>
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DEPARTMENTAL REQUIREMENTS:

Dental Assisting
Associate in Science

MAJOR REQUIREMENTS:

- DENT 151 Beginning Dental Assisting 1* 3.0
- DENT 152 Beginning Dental Assisting 2 3.0
- DENT 153 Beginning Dental Assisting 3 1.5
- DENT 154 Fundamental Dental Assisting 1 3.0
- DENT 155 Fundamental Dental Assisting 2 3.0
- DENT 156 Fundamental Dental Assisting 3 1.5
- DENT 161 Intermediate Dental Assisting 1 3.0
- DENT 162 Intermediate Dental Assisting 2 2.0
- DENT 163 Expanded Dental Assisting 1 3.0
- DENT 164 Expanded Dental Assisting 2 0.5
- DENT 165 Advanced Dental Assisting 1 0.5
- DENT 171 Clinical Dental Assisting 1 2.5
- DENT 172 Clinical Dental Assisting 2 2.5
- DENT 173 Clinical Dental Assisting 3 2.5

TOTAL REQUIRED UNITS 31.5

A.S. DEGREE REQUIREMENTS:

MAJOR REQUIREMENTS 31.5
GENERAL ELECTIVES (AS NEEDED TO REACH 60) 3.5
GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS 24
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 60

* Course meets the A.S. degree lab science general education requirement for the Dental Assisting major only and cannot be used to meet the lab science general education requirement for any other major.

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

Dental Assisting Department 408-288-3133
Business and Workforce Development Division 408-288-3131

EARLY CHILDHOOD EDUCATION

Certificate of Achievement

The three teacher focused certificates are aligned with the Child Development Permit (CDP) Matrix created by the California Department of Education. Per California Department of Education and Department of Justice, students will need to have TB clearance and fingerprinting to complete Certificate of Achievement – Level 2 and Level 3. Students planning to transfer to a 4-year university should follow the AS-T degree.

Students interested in pursuing the Child Development Program Director permit should meet with SJCC’s ECE Program Coordinator for more information regarding requirements.

Career Options *

- Child Care Assistant
- Child Care Associate Teacher
- Child Care Teacher
- Child Care Master Teacher
- Infant-Toddler Specialist
- Children’s Center Teacher
- Family Child Care Provider
- Early Care Setting Program Director/Administrator

* Some career options may require a two or four year degree.

Certificates/Degrees:

- Certificate of Achievement: Associate Teacher – Level 1
- Certificate of Achievement: Teacher – Level 2
- Certificate of Achievement: Master Teacher – Level 3
- Certificate of Achievement: Inclusion Specialist – Level 2
- A.S. Degree
- A.S.-T Degree

EARLY CHILDHOOD EDUCATION

Child Development Permit Track

Certificates of Achievement

The Associate Teacher - Certificate of Achievement – Level 1 (12 units), aligns with the Child Development Permit (CDP) for Associate Teacher. This is an entry level certificate, which allows students to provide service in the care, development, and instruction of children in a child care and development program, and supervise a CDP Assistant, and an aide. The courses included in this certificate can also be applied to Community Care Licensing requirements.

Upon completion of program students will be able to:

- Describe important milestones of a child’s physical, intellectual, emotional, and social growth and development.
- Plan and implement developmentally appropriate curriculum.
- Explain the effects of family–staff relationships, family members, and the community on physical, cognitive, social, and emotional development of the child.
- Explain the major learning theories and curriculum models and evaluate their application in early childhood education programs.
Chapter 6 — Degrees/Certificates and Course Descriptions

CERTIFICATE OF ACHIEVEMENT - LEVEL 1:  

**Teacher Certificate of Achievement**

The Teacher - Certificate of Achievement – Level 2 (24 units) fulfills the ECE requirements for the Child Development Teacher permit. To qualify for the Child Development Teacher permit issued by the California Department of Education, students will also need an additional *16 units from approved General Education (GE) courses in order to meet the California Department of Education requirements. The Child Development Teacher permit authorizes the holder to provide service in the care, development, and instruction of children in a child care and development program, and supervise a CDP Associate Teacher, a CDP Assistant, and an aide.

* One course in each of four general education categories, which are degree applicable: English/Language Arts; Math or Science; Social Sciences; Humanities and/or Fine Arts.

Upon completion of program students will be able to:

- Describe important milestones of a child’s physical, intellectual, emotional, and social growth and development.
- Explain the effects of family–staff relationships, family members, and the community on physical, cognitive, social, and emotional development of the child.
- Plan and assess developmentally appropriate learning environments that support children’s health, safety, and holistic development.
- Reflect on and critically assess one’s own teaching experiences in the classroom to inform practice and improve skills in working with children.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>FCS 070</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 101</td>
<td>Introduction to Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>ECE 102</td>
<td>Principles &amp; Practices of Teaching Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 107</td>
<td>Child, Family and Community</td>
<td>3</td>
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<tr>
<td>TOTAL REQUIRED UNITS</td>
<td><strong>12</strong></td>
<td></td>
</tr>
</tbody>
</table>

CERTIFICATE OF ACHIEVEMENT - LEVEL 2:  

**Master Teacher Certificate of Achievement**

The Master Teacher Certificate of Achievement – Level 3 (32 units) fulfills the ECE requirements for the Child Development Master Teacher permit. To qualify for the Master Teacher permit issued by the California Department of Education, students will also need an additional *16 units from approved GE courses in order to meet the California Department of Education requirements. The Child Development Master Teacher permit authorizes the holder to provide service in the care, development and instruction of children in a child care and development program, and supervise teachers, teacher associates, assistants and aides. The permit also authorizes the holder to serve as a coordinator of curriculum and staff development.

* One course in each of four general education categories, which are degree applicable: English/Language Arts; Math or Science; Social Sciences; Humanities and/or Fine Arts.

Upon completion of program students will be able to:

- Observe and assess children’s development from birth through adolescence using different tools.
- Reflect on and critically assess one’s own teaching experiences in the classroom to inform practice and improve skills in working with children.
- Plan, prepare, carry out, and assess early childhood settings, curriculum, and teaching strategies utilizing indicators of quality early childhood practice that support all children, and their families, including those with diverse characteristics.
- Describe the role of a mentor teacher in leadership and advocacy in the field of early childhood education.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 146</td>
<td>Child Guidance and Discipline</td>
<td>2</td>
</tr>
<tr>
<td>ECE 147</td>
<td>Teaching Young Children in a Diverse Society</td>
<td>3</td>
</tr>
<tr>
<td>ECE 191</td>
<td>Infant Toddler Development</td>
<td>3</td>
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</tbody>
</table>

CERTIFICATE OF ACHIEVEMENT - LEVEL 3:  

**Master Teacher Certificate of Achievement**

The Master Teacher Certificate of Achievement – Level 3 (32 units) fulfills the ECE requirements for the Child Development Master Teacher permit. To qualify for the Master Teacher permit issued by the California Department of Education, students will also need an additional *16 units from approved GE courses in order to meet the California Department of Education requirements. The Child Development Master Teacher permit authorizes the holder to provide service in the care, development and instruction of children in a child care and development program, and supervise teachers, teacher associates, assistants and aides. The permit also authorizes the holder to serve as a coordinator of curriculum and staff development.

* One course in each of four general education categories, which are degree applicable: English/Language Arts; Math or Science; Social Sciences; Humanities and/or Fine Arts.

Upon completion of program students will be able to:

- Observe and assess children’s development from birth through adolescence using different tools.
- Reflect on and critically assess one’s own teaching experiences in the classroom to inform practice and improve skills in working with children.
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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>ECE 010</td>
<td>Art and Creativity for Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 011</td>
<td>Language Development for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 014</td>
<td>Music, Movement and Rhythm Activities for</td>
<td>3</td>
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<tr>
<td>TOTAL REQUIRED UNITS</td>
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**Specialization 1: Bilingual/ bi-cultural development**

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<th>Course Title</th>
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<tbody>
<tr>
<td>ECE 105</td>
<td>Language Development for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 147</td>
<td>Teaching Young Children in a Diverse Society</td>
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**Specialization 2: Curriculum**

<table>
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<tr>
<td>ECE 018</td>
<td>Art and Creativity for Children</td>
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<tr>
<td>ECE 109</td>
<td>Music, Movement and Rhythm Activities for</td>
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**Specialization 3: Inclusion**

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ECE 104</td>
<td>The Child with Special Needs</td>
<td>3</td>
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<tr>
<td>ECE 109</td>
<td>Music, Movement and Rhythm Activities for</td>
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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ECE 018</td>
<td>Language Development for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 147</td>
<td>Teaching Young Children in a Diverse Society</td>
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**Specialization 2: Curriculum**

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 018</td>
<td>Art and Creativity for Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 109</td>
<td>Music, Movement and Rhythm Activities for</td>
<td>3</td>
</tr>
</tbody>
</table>

**Specialization 3: Inclusion**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 104</td>
<td>The Child with Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>ECE 109</td>
<td>Music, Movement and Rhythm Activities for</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 018</td>
<td>Language Development for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 147</td>
<td>Teaching Young Children in a Diverse Society</td>
<td>3</td>
</tr>
</tbody>
</table>

**Specialization 3: Inclusion**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 104</td>
<td>The Child with Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>ECE 109</td>
<td>Music, Movement and Rhythm Activities for</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 018</td>
<td>Language Development for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 147</td>
<td>Teaching Young Children in a Diverse Society</td>
<td>3</td>
</tr>
</tbody>
</table>
**EARLY CHILDHOOD EDUCATION**

**ASSOCIATE IN SCIENCE DEGREE**

Upon completion of the Associate in Science in Early Childhood Education, students will be able to:

- Analyze current requirements and standards for early childhood educators and early care and education programs.
- Design daily schedules and classroom interactions with children consistent with current knowledge of child development.
- Document and assess the needs of individual children in early care and education settings.
- Plan and implement classroom based activities consistent with a developmentally appropriate curriculum.
- Communicate effectively with children, parents and coworkers verbally and in writing.
- Demonstrate knowledge of professional and ethical standards required to function successfully in early care and education programs.

**A.S. MAJOR REQUIREMENTS:***

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 101</td>
<td>Introduction to Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>*ECE 101B</td>
<td>Practicum in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 102</td>
<td>Principles &amp; Practices of Teaching Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 104</td>
<td>Art and Creativity for Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 105</td>
<td>Language Development for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 107</td>
<td>Child, Family, and Community</td>
<td>3</td>
</tr>
<tr>
<td>ECE 108</td>
<td>Health, Safety and Nutrition in Child Care</td>
<td>3</td>
</tr>
<tr>
<td>ECE 109</td>
<td>Music, Movement and Rhythm Activities for Children</td>
<td>3</td>
</tr>
<tr>
<td>FCS 070</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 092</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>*</td>
<td><strong>TOTAL</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

*ECE 101B must be taken at San José City College.

**A.S. DEGREE REQUIREMENTS:**

**A.S. MAJOR REQUIREMENTS**

- 30

**APPROVED MAJOR ELECTIVES**

- 6

**GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS**

- 24

**PHYSICAL ACTIVITY**

- 1

**TOTAL REQUIRED UNITS**

- 61

**APPROVED A.S. MAJOR ELECTIVES:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 016</td>
<td>Storytelling for Children</td>
<td>2</td>
</tr>
<tr>
<td>ECE 017</td>
<td>Literacy Development in Children</td>
<td>2</td>
</tr>
<tr>
<td>ECE 018</td>
<td>Children’s Literature</td>
<td>2</td>
</tr>
<tr>
<td>ECE 020</td>
<td>Observation of Assessment Methods in ECE</td>
<td>3</td>
</tr>
<tr>
<td>ECE 106</td>
<td>Administration and Supervision of Early Childhood Programs I</td>
<td>3</td>
</tr>
<tr>
<td>ECE 110</td>
<td>Administration and Supervision of Early Childhood Programs II</td>
<td>3</td>
</tr>
<tr>
<td>ECE 145</td>
<td>The Child with Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>ECE 146</td>
<td>Child Guidance and Discipline</td>
<td>2</td>
</tr>
<tr>
<td>ECE 147</td>
<td>Teaching Young Children in a Diverse Society</td>
<td>3</td>
</tr>
<tr>
<td>ECE 191</td>
<td>Infant Toddler Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 195</td>
<td>The School Age Child: Development, Behavior, Curriculum Activities</td>
<td>3</td>
</tr>
<tr>
<td>FCS 019</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 010</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**EARLY CHILDHOOD EDUCATION**

**CERTIFICATE OF ACHIEVEMENT**

The Inclusion Specialist - Certificate of Achievement - Level 2 prepares students to work in the field of special education. Students will learn to integrate developmentally appropriate practices in promoting intellectual, social, emotional, physical, and creative growth in children with special needs. Throughout this program students work on developing skills for professional communication and interaction with children with special needs, and their parents who come from diverse backgrounds. Students learn to collaborate with professionals such as therapists and counselors who work with children with special needs. They will also learn about the legal requirements and laws regarding children with special needs. Graduates of the program qualify through academic preparation and field experience for work in child centers, pre-schools, day care facilities, infant and toddler centers, and other programs serving young children with special needs.

Upon completion of program students will be able to:

- Describe atypical development among children associated with various physical, intellectual, and emotional disabilities.
- Design healthy, safe, respectful, supportive, and challenging learning environments to support the inclusion of children with special needs and their families coming from diverse backgrounds.
- Describe Federal, State, and local regulations that impact children with special needs and their families.

**CERTIFICATE OF ACHIEVEMENT - LEVEL 2:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 020</td>
<td>Observation of Assessment Methods in ECE</td>
<td>3</td>
</tr>
<tr>
<td>ECE 102</td>
<td>Principles &amp; Practices of Teaching Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 107</td>
<td>Child, Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>ECE 108</td>
<td>Health, Safety and Nutrition in Child Care</td>
<td>3</td>
</tr>
<tr>
<td>ECE 145</td>
<td>The Child with Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>ECE 149</td>
<td>Inclusion of Children with Special Needs in Early Childhood Program</td>
<td>3</td>
</tr>
<tr>
<td>ECE 150</td>
<td>Practicum Experience in an Inclusive Classroom</td>
<td>3</td>
</tr>
<tr>
<td>FCS 070</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL REQUIRED UNITS</td>
<td></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>
Chapter 6 — Degrees/Certificates and Course Descriptions

**EARLY CHILDHOOD EDUCATION**

**ASSOCIATE IN SCIENCE FOR TRANSFER DEGREE**

Upon completion of the AS-T in Early Childhood Education, students will be able to:

- Integrate an understanding of children’s developmental stages and theories from birth to age eight, teaching philosophies, and multiple influences that support optimal development of children’s cognitive, physical, social, emotional, and creative skills.
- Design developmentally appropriate curriculum and learning environments that are inclusive of individual differences and culturally diverse practices.
- Apply the skills of observation and assessment in planning, implementing and evaluating developmentally appropriate curriculum, learning environments, and teacher/child interactions.
- Identify strategies to promote communication and partnerships with programs, teachers, families and communities, applying ethical standards and culturally sensitive professional behavior.
- Analyze and explain current requirements and standards for early childhood educators and early care and education programs.

**A.S.-T MAJOR REQUIREMENTS:**

**REQUIRED CORE COURSES (24 units):**

- ECE 020 Observation and Assessment Methods in ECE 3
- ECE 101 Introduction to Curriculum 3
- ECE 1018 Practicum in Early Childhood Education 3
- ECE 102 Principles & Practices of Teaching Young Children 3
- ECE 107 Child, Family and Community 3
- ECE 108 Health, Safety and Nutrition in Child Care 3
- ECE 147 Teaching Young Children in a Diverse Society 3
- ECE 070 Child Development 3

**Total Units for CORE 24**

**AS-T DEGREE REQUIREMENTS:**

**MAJOR REQUIREMENTS**

- CSU GE or IGETC PATTERN 37 or 39
- TRANSFERABLE ELECTIVES 5 - 6

**TOTAL UNITS REQUIRED 60**

To be awarded the Associate in Science in Early Childhood Education for Transfer degree, students must:

1. Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University, including both of the following:
   - The Intersegmental General Education Transfer Curriculum (IGETC) or the CSU General Education — Breadth Requirements.
   - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtain a minimum grade point average of 2.0.

While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.

Associate Degrees for Transfer (ADTs) also require that students must earn a “C” or better in all courses required for the major or area of emphasis. A “P” (Pass) grade is acceptable grade for courses in the major if the course is taken on a “pass/no pass” basis.

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

Monette Reyes, monette.reyes@sjcc.edu

Humanities and Social Sciences Division 408-288-3785

**ECONOMICS**

**About the Program**

The Associate in Arts in Economics for Transfer (AA-T) degree meets the lower division course requirements necessary for the California State University (CSU) system. Economics is the study of how people choose to use scarce resources to produce goods and services and how they make allocation decisions to satisfy their wants. In pursuing the Associate in Arts in Economics for Transfer degree, students acquire skills in analyzing problems using sound reasoning to make decisions. Students majoring in economics develop critical thinking, problem solving, and written and verbal communication skills. As economic majors, students have learning opportunities that are relevant to many types of careers, including public policy, government agencies and government related organizations (for example, the Federal Reserve System and the Bureau of Labor Statistics), business, data analysis, accounting and education.

Upon completion of program students will be able to:

- Apply macroeconomic models to describe the economy based on the laws of supply and demand.
- Explain the concepts of economic resources, scarcity, opportunity cost, rational behavior and elasticity.
- Describe our mixed capitalist system and the national output (GDP) of the United States.
- Analyze how monetary and fiscal policy impacts the economy.
- Explain how markets function and the role of the government into the economy.
- Describe how consumers try to maximize utilities and firms attempt to maximize profit within the context of the market structure in the United States.

**Degree:**

- A.A.-T Degree

**A.A.-T MAJOR REQUIREMENTS (CORE, List A and List B):**

**REQUIRED CORE COURSES (12 - 14 units):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 010A</td>
<td>Principles of Macroeconomic Theory *</td>
</tr>
<tr>
<td>ECON 010B</td>
<td>Introduction of Microeconomic Theory *</td>
</tr>
<tr>
<td>MATH 063</td>
<td>Elementary Statistics *</td>
</tr>
<tr>
<td>MATH 062</td>
<td>Calculus for Business and Social Science * - OR -</td>
</tr>
<tr>
<td>MATH 071</td>
<td>Calculus I with Analytic Geometry *</td>
</tr>
</tbody>
</table>

**LIST A – Select 1 course (3 - 5 units):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 020</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>ACCTG 021</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems *</td>
</tr>
<tr>
<td>MATH 061</td>
<td>Finite Mathematics *</td>
</tr>
<tr>
<td>MATH 072</td>
<td>Calculus II with Analytic Geometry *</td>
</tr>
</tbody>
</table>
LIST B
Select any course from LIST A not already taken – or – one course from the following (3 - 5 units):
MATH 073 Multivariable Calculus * 5
MATH 079 Linear Algebra * 3
Total Units for CORE, List A and List B 18 - 24
* Consult with a counselor to determine if course may also be applied towards CSU GE or IGETC pattern.

A.A.-T DEGREE REQUIREMENTS:
MAJOR REQUIREMENTS 18 - 24
CSU GE OR IGETC PATTERN 37 or 39
TRANSFERABLE ELECTIVES 6 - 15
TOTAL UNITS REQUIRED 60

To be awarded the Associate in Arts in Economics for Transfer degree, students must:

(1) Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University (CSU) system, including both of the following:
   (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
   (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtain a minimum grade point average of 2.0.

While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.

Associate Degrees for Transfer (ADTs) also require that students must earn a C or better in all courses required for the major or area of emphasis.

FOR ADDITIONAL INFORMATION, SEE A COUNSELOR, VISIT THE CAREER/TRANSFER CENTER, OR CONTACT THE FOLLOWING:
Hung Trieu, hung.trieu@sjcc.edu
Humanities and Social Sciences Division 408-288-3785

ELEMENTARY TEACHER EDUCATION

About the Program
The Associate in Arts in Elementary Teacher Education for Transfer (AA-T) degree meets the lower division course requirements necessary for the California State University (CSU) system. The Elementary Teacher Education program includes courses focused on the subject matter knowledge and competence needed to teach in the classroom. In pursuing the AA-T in Elementary Teacher Education, students acquire skills through early field work experience in community-based elementary schools. Students majoring in elementary teacher education develop critical thinking, problem solving, and written and verbal communication skills. As elementary teacher education majors, students have learning opportunities that are relevant to many types of careers working with children and parents including special education, elementary education, and social work.

Upon completion of the program students will be able to:

- Analyze the role and responsibilities of elementary school teachers
- Describe the structure and functions of the education system in the United States and the state of California
- Conduct field-based observations in elementary classrooms using established protocols
- Compare several pedagogical approaches used in elementary school classrooms
- Utilize subject matter knowledge to analyze classroom-based elementary school lesson plans

To be awarded the Associate in Arts in Elementary Teacher Education for Transfer degree, students must:

(1) Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University, including both of the following:
   (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the CSU General Education – Breadth Requirements.
   (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtain a minimum grade point average of 2.0.

While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.

Associate Degrees for Transfer (ADTs) also require that students must earn a “C” or better in all courses required for the major or area of emphasis. A ‘P’ (Pass) grade is acceptable grade for courses in the major if the course is taken on a “pass/no pass” basis.

Degrees:
- A.A.-T Degree

MAJOR REQUIREMENTS (CORE, List A and List B):

REQUIRED CORE COURSES (46 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>COMS 020</td>
<td>3</td>
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<tr>
<td>EDUC 010</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 001A</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 001B</td>
<td>3</td>
</tr>
<tr>
<td>FCS 070</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 012</td>
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<tr>
<td>GEOG 015</td>
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<td>HIST 011A</td>
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<td>HIST 017A</td>
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<tr>
<td>MATH 052</td>
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<tr>
<td>POLSC 001</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 002A</td>
<td>4</td>
</tr>
<tr>
<td>Select one BIOL course from the following:</td>
<td></td>
</tr>
<tr>
<td>* BIOL 020</td>
<td>3</td>
</tr>
<tr>
<td>* BIOL 021</td>
<td>4</td>
</tr>
<tr>
<td>Select one CHEM course from the following:</td>
<td></td>
</tr>
<tr>
<td>* CHEM 032A</td>
<td>4</td>
</tr>
<tr>
<td>* CHEM 015</td>
<td>4</td>
</tr>
</tbody>
</table>

LIST A – Select 1 course (3 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMS 040</td>
<td>3</td>
</tr>
</tbody>
</table>
ENGL 001C Critical Thinking/Composition 3
PHIL 060 Logic and Critical Thinking 3

LIST B – Select 1 course (3 units):
ART 090 Art Appreciation 3
MUSIC 091 Music Appreciation: Western Civilization 3
THEAT 020 Introduction to Theatre 3
Total Units from CORE, List A and List B 52

* Consult with a counselor to determine which courses are applicable within the major at the CSU you are planning to transfer to.

AA-T DEGREE REQUIREMENTS:
MAJOR REQUIREMENTS 52
CSU GE PATTERN 39
TRANSFERABLE ELECTIVES 2 - 5
TOTAL UNITS REQUIRED 60

FOR ADDITIONAL INFORMATION, SEE A COUNSELOR, VISIT THE CAREER/TRANSFER CENTER, OR CONTACT THE FOLLOWING:
Mary Conroy, mary.conroy@sjcc.edu
Humanities and Social Sciences Division 408-288-3785

ENGLISH

The Associate in Arts in English for Transfer degree (AA-T) meets the lower division course requirements necessary for the California State University (CSU) system. It is a blend of academic, professional and creative writing disciplines. This degree is ideally suited for students wanting to pursue careers in, but not limited to, law, teaching, writing, journalism, grant writing and development. The courses offer a strong foundation for concentrating in literary analysis, critical thinking, and writing production across multiple disciplines, such as, law, teaching, journalism, and communications, including any other fields in which writing is a predominant skill.

Upon completion of program students will be able to:

• Rhetorical Competence
• Critical and Analytical Reasoning
• Ability to Use MLA Style
• Ability to Use Technology
• Appreciation of Diverse Forms of Literature

To be awarded the Associate in Arts in Elementary Teacher Education for Transfer degree, students must:

(1) Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University, including both of the following:
   (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the CSU General Education – Breadth Requirements.
   (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtain a minimum grade point average of 2.0.

While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.

Associate Degrees for Transfer (ADTs) also require that students must earn a “C” or better in all courses required for the major or area of emphasis. A ‘P’ (Pass) grade is acceptable grade for courses in the major if the course is taken on a “pass/no pass” basis.

Degree:
• A.A.-T Degree

MAJOR REQUIREMENTS (CORE, List A, List B and List C):

REQUIRED CORE COURSES – 2 courses (6 units):
ENGL 001C Critical Thinking/Composition 3
ENGL 001B English Composition 3
Total CORE 6

LIST A – Select 2 courses (6 units):
ENGL 084A Survey of American Literature I 3
ENGL 084B Survey of American Literature II 3
ENGL 086A Survey of British Literature I 3
ENGL 086B Survey of British Literature II 3
HUMNT 002 Introduction to World Literature 3
Total LIST A 6

LIST B – (minimum 3 units):
Any course from LIST A not already taken – or –
* ENGL 071A Fundamentals of Creative Writing/Poetry - AND - 3
* ENGL 071B Fundamentals of Creative Writing/Fiction 3
- OR -
ENGL 073 Introduction to Shakespeare 3
Total LIST B 3 – 6

* BOTH ENGL 071A AND 071B MUST BE COMPLETED TO SATISFY LIST B REQUIREMENT.

LIST C – (minimum 3 units):
Select 1 course from LIST A or B not already taken - or -
ENGL 010 Great Works of Literature 3
ENGL 033 Women in Literature 3
ENGL 079 Memoir Writing 3
ENGL 080 Mexican-American Literature 3
HUMNT 001 Introduction to Visual and Performing Arts 3
JOURN 022 News Writing and Reporting for the Media 3
PHIL 012 Introduction to Existentialism: The Meaning of Life 3
THEAT 020 Introduction to Theater 3
- OR -
FOREIGN LANGUAGE COURSE(S) – 3 – 5.5
Please consult with a counselor to select possible language courses that fulfill CSU GE Area C or IGETC Area 3B.
Total Units from CORE, List A, List B and List C 18 – 23.5

Consult with a counselor to determine which courses are applicable within the major at the CSU you are planning to transfer to.

AA-T DEGREE REQUIREMENTS:
MAJOR REQUIREMENTS 18 - 23
CSU GE OR IGETC PATTERN 37 or 39
TRANSFERABLE ELECTIVES 3 – 15.5
TOTAL UNITS REQUIRED 60

FOR ADDITIONAL INFORMATION, SEE A COUNSELOR, VISIT THE CAREER/TRANSFER CENTER, OR CONTACT THE FOLLOWING:
Scott Inguito, scott.inguito@sjcc.edu
Language Arts Division 408-288-3719
ESTHETICS

About the Program
The Esthetics Program is composed of 600 hours of instruction to satisfy the requirements of the California State Board of Cosmetology. Students can earn Certificate of Achievement - Level 2 by completing two semesters of course work with classes being held in the evenings and Saturdays. Upon completion of the program students are eligible to take the State Board Esthetics examination. The program is intended to prepare students for entry level positions i.e., esthetician, makeup artist, reconstructive makeup artist, cosmetic sales. A grade of “C” or better is required for each course in the certificate.

To be considered for admission to the Esthetics program, students must apply to the Esthetics department first, followed by a general SJCC application for admission. The Esthetician application form is available online: http://www.sjcc.edu/academics/departments-divisions/esthetics-services. Applications are also available through the Esthetics department in the Cosmetology Department V-11 or by mail. The general SJCC application for admission can be completed by following the steps listed under “Apply and Register” on the SJCC Web Page. Orientation meeting attendance is required prior to enrollment.

Upon completion of program students will be able to:
• Apply all technical and practical skills for preparation and passing the California State Board licensing exam.
• Learn established guidelines and regulations outlined by the California Department of Consumer Affairs.
• Demonstrate a firm understanding and working knowledge of safety, sanitation and client protection rules.
• Discuss skin evaluation results, share analysis, and recommend treatments.
• Compare and explain methods, equipment and products used.
• Apply theories, principles and concepts to learn additional skills needed as an esthetician.
• Demonstrate the ability to act and work with integrity and honesty.
• Develop the ability to interact with individuals of different gender, ethnicity, background and culture.
• Seek new environmentally conscious ways to practice esthetics.

Career Options:
• Esthetician
• Nail Technician
• Makeup Artist
• Salon Owner/Manager
• Manufacturer Representative
• Platform Stylist

Certificates:
• Certificate of Achievement – Level 2

CERTIFICATE OF ACHIEVEMENT - LEVEL 2: Esthetician

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 130A Esthetics I</td>
<td>11</td>
</tr>
<tr>
<td>COS 130B Esthetics II</td>
<td>11</td>
</tr>
<tr>
<td>TOTAL REQUIRED UNITS</td>
<td>22</td>
</tr>
</tbody>
</table>

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

Yelena Lipilina, yelena.lipilina@sjcc.edu
Esthetics Department 408-288-3766
Business and Workforce Development Division 408-288-3131

FACILITIES MAINTENANCE TECHNOLOGY

About the Program
San José City College offers a certificate and an Associate in Science (AS) in Facilities Maintenance Technology. The Facilities Maintenance Technology Program will provide students with the skills to begin or advance in a career in facilities maintenance. It was designed by the advisory committee to meet industry requirements. Students will learn the skills and concepts necessary to install, operate, maintain and repair control, piping, and mechanical systems in large commercial, medical, institutional, and industrial buildings. Students will also learn trouble shooting skills, problem solving methods and electrical concepts. Continuous improvement techniques and effective written, verbal, and electronic communication skills will be stressed across the curriculum. Classes are designed in lecture and lecture/lab format to give students a solid foundation in general maintenance skills including HVAC/R. A grade of “C” or better is required for all major and certificate courses.

Upon completion of program students will be able to:
• Recognize the main Mechanical, Hydronic, Electrical, Controls and HVAC equipment associated with large Commercial Buildings. Perform in a safe and efficient manner Technical Maintenance duties associated with the operation of Commercial Buildings.
• Competence in analyzing, maintaining and servicing sophisticated Commercial Building equipment. Use sound judgment to execute competent repairs to Commercial Buildings.
• Ability to interpret and process Wiring Diagrams, Logic Control Diagrams and Pipe Diagrams. Demonstrate proficiency in writing service reports in both hard and soft copy. Ability to verbally communicate with Building Owners and Management.
• Competence and skills in performing retrofits to existing Control Systems. Integrating leading edge technology to enhance smooth efficient Facilities Maintenance Management.
• Demonstrate the ability to work as an individual and in groups of all social and economic backgrounds. Demonstrate awareness of Global Warming, Green House Gases Effect and Ozone Depletion as related to use of common Refrigerants. Demonstrate efficient use of Water and other natural resources.
• Demonstrate honesty and integrity when dealing with Building Owners, Building Managers, and Building occupants. Exercise professional courtesy in the workplace.
• Recognize proper attire and etiquettes expected of Professional Building Services Technicians. Perform Building Maintenance procedures that are safe and aesthetically acceptable.

Career Options:
• Building Maintenance Supervisor
• Building Operations Manager
• Facilities Manager
• Maintenance Operator

Certificates/Degrees:
• Certificate of Achievement – Level 3
• A.S. Degree
### FACILITIES MAINTENANCE TECHNOLOGY

#### CERTIFICATE OF ACHIEVEMENT

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRC 121</td>
<td>Air Conditioning Principles</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 122</td>
<td>Refrigeration Principles</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 131</td>
<td>Intermediate Air Conditioning</td>
<td>4.5</td>
</tr>
<tr>
<td>AIRC 138</td>
<td>Air Conditioning Work Experience</td>
<td>2</td>
</tr>
<tr>
<td>AIRC 142</td>
<td>Air Conditioning Control Systems</td>
<td>4</td>
</tr>
<tr>
<td>FMT 100</td>
<td>Introduction to Facilities Maintenance Technicians</td>
<td>3.5</td>
</tr>
<tr>
<td>FMT 104</td>
<td>Electrical Concepts for Facilities Maintenance Technicians</td>
<td>2.5</td>
</tr>
<tr>
<td>FMT 105</td>
<td>Introduction to Industrial Electronics and Controls</td>
<td>2.5</td>
</tr>
<tr>
<td>FMT 120</td>
<td>Low and High Pressure Boilers</td>
<td>3</td>
</tr>
<tr>
<td>FMT 122</td>
<td>Introduction to Programmable Logic Controllers</td>
<td>4</td>
</tr>
<tr>
<td>FMT 123</td>
<td>Intermediate Programmable Logic Controllers</td>
<td>4</td>
</tr>
</tbody>
</table>

Plus one of the following courses:

- AIRC 145 Sheet Metal Principles - OR - 2
- FMT 130 Management of People in the Technical and Building Services Industry - 2

**TOTAL REQUIRED UNITS 40**

### FACILITIES MAINTENANCE TECHNOLOGY

#### ASSOCIATE IN SCIENCE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRC 121</td>
<td>Air Conditioning Principles</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 122</td>
<td>Refrigeration Principles</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 131</td>
<td>Intermediate Air Conditioning</td>
<td>4.5</td>
</tr>
<tr>
<td>AIRC 138</td>
<td>Air Conditioning Work Experience</td>
<td>2</td>
</tr>
<tr>
<td>AIRC 142</td>
<td>Air Conditioning Control Systems</td>
<td>4</td>
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<td>FMT 100</td>
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</tr>
<tr>
<td>FMT 123</td>
<td>Intermediate Programmable Logic Controllers</td>
<td>4</td>
</tr>
</tbody>
</table>

Plus one of the following courses:

- AIRC 145 Sheet Metal Principles - OR - 2
- FMT 130 Management of People in the Technical and Building Services Industry - 2

**TOTAL REQUIRED UNITS 40**

### DEGREE REQUIREMENTS:

- MAJOR REQUIREMENTS 40
- GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS 24
- PHYSICAL ACTIVITY 1
- TOTAL REQUIRED UNITS 65

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

Business and Workforce Development Division 408-288-3131

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### KINESIOLOGY

#### About the Program

The Associate in Arts in Kinesiology for Transfer (AA-T) degree will prepare students with the strong foundation necessary for pursuing studies at the university level in various careers in the health, fitness, and sports industries. Career options include: sport coach, strength and conditioning specialist, athletic director, physical therapist, personal trainer, health club owner, exercise physiologist, sport psychologist, sports management and athletic trainer.

The AA-T in Kinesiology is intended for students who plan to complete a baccalaureate degree in Kinesiology or a related field of study at a California State University (CSU). Students who complete this degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts the AA-T in Kinesiology will be required to complete no more than 60 semester units after transfer to earn a baccalaureate degree.

Upon completion of program students will be able to:

- Demonstrate an understanding of the basic structure of the human body and how its various systems respond, and the implications for program design.
- Explain the importance of lifetime fitness in today’s society.
- Identify the values or code of ethics related to the major that reflects one’s respect for different ideas, peoples, and cultures.
- Demonstrate oral and written competence in the major field.

#### Degrees:

- A.A.-T Degree

#### A.A.-T KINESIOLOGY

To be awarded the Associate in Arts in Kinesiology for Transfer degree, students must:

1. Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University, including both of the following:
   - The Intersegmental General Education Transfer Curriculum (IGETC) or the CSU General Education – Breadth Requirements.
   - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Obtain a minimum grade point average of 2.0.

*While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.*

Associate Degrees for Transfer (ADTs) also require that students must earn a "C" or better in all courses required for the major or area of emphasis. A 'P' (Pass) grade is acceptable grade for courses in the major if the course is taken on a "pass/no pass" basis.

#### REQUIRED CORE:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>KIN 005</td>
<td>Introduction to Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 071</td>
<td>Human Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 072</td>
<td>Human Physiology</td>
<td>5</td>
</tr>
</tbody>
</table>

(16 units – includes Movement based courses)
Movement based courses (3 units):
Select a maximum of one course from each of the following areas for a maximum of 3 units.

**Area 1: Fitness**
- KINPE 008 Archery 1
- KINPE 009 Badminton 1
- KINPE 056 Weight Training 1

**Area 2: Wellness**
- KINPE 023 Cardio Kickboxing 1
- KINPE 030 Fit for Life 1
- KINPE 039 Hatha Yoga 1
- KINPE 041 Pilates Mat Workout 1
- KINPE 044 Core, Alignment, and Resistant Exercise on the Ball 1
- KINPE 055 Step Aerobics 1

**Area 3: Team Sports**
- KINPE 012 Basketball 1
- KINPE 013 Advanced Football 1
- KINPE 038 Soccer 1
- KINPE 040 Softball 1
- KINPE 052 Volleyball 1

**LIST A (select two courses): 7-8 units**
- BIOL 020 Human Biology 4
- *CHEM 001A General Chemistry -OR- 5
  - *CHEM 032A Fundamentals of Chemistry 4
- MATH 063 Elementary Statistics 3
- PHYS 002A Algebra/Trigonometry-Based Physics I 4
**Total units from CORE and LIST A 23-24**

* Students may take CHEM 001A or CHEM 032A, but not both to satisfy LIST A.

**AA-T DEGREE REQUIREMENTS:**
- MAJOR REQUIREMENTS 23-24
- CSU GE OR IGETC 37 or 39
- TRANSFERABLE ELECTIVES (if necessary to reach 60) 0-10
**TOTAL REQUIRED UNITS 60**

FOR ADDITIONAL INFORMATION, SEE A COUNSELOR, VISIT THE CAREER/TRANSFER CENTER OR CONTACT THE FOLLOWING:
Debbie Huntze-Rooney, deborah.huntze@sjcc.edu
Kinesiology, Wellness, and Athletics 408-288-3730

Upon completion this program students will be able to:
- Demonstrate a broad understanding of political economy, globalization and immigration policy, labor laws, and structures of labor organizations.
- Describe the structure of labor and community non-governmental organizations and the various roles and strategies that are available toward advancing their goals.
- Assess and use information technology to research issues, communicate with others, and organize activities supporting the organizational goals of labor and community organizations.

**Career Options:**
- Community Organizing
- Governmental Agencies Regulating Employment Relations
- Human Resource Management
- Labor Union Leadership
- Commercial Arbitration
- Conflict Resolution
- Employee Relations
- Labor Management Mediation
- Union Organizing

**Certificates/Degrees:**
- Certificate of Achievement – Level 2
- A.A. Degree
- A.S. Degree

**LABOR STUDIES**

**CERTIFICATE OF ACHIEVEMENT**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LABOR 015 Local Union and Community Leadership</td>
<td>3</td>
</tr>
<tr>
<td>LABOR 020 Workers’ Rights</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 022 Labor Negotiations and Dispute Resolutions</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 023 Labor in American Society</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 024 Leadership and Communication</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 025 Labor Organizing and Political Action</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 031 Survey of Contemporary Labor and Social Issues</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 098 Directed Study</td>
<td>2</td>
</tr>
<tr>
<td>LABOR 138 Work Experience</td>
<td>4</td>
</tr>
<tr>
<td>COMS 040 Introduction to Argumentation</td>
<td>3</td>
</tr>
<tr>
<td>ECON 010A Principles of Macroeconomic Theory</td>
<td>3</td>
</tr>
<tr>
<td>SOC 011 Social Problems</td>
<td>3</td>
</tr>
</tbody>
</table>
**TOTAL** 24

**A.S. MAJOR REQUIREMENTS:**
**COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 2 24**
Select ONE course from the following:
- CIS 041 Introduction to Computer Information Systems 3
- MATH 063 Elementary Statistics 3
Select THREE courses from the following:
- ANTH 062 Introduction to Physical Anthropology 3
- ANTH 063 Introduction to Social and Cultural Anthropology 3
- HED 011 Dynamic Health Concepts 3
- PSYCH 010 General Psychology 3
- PSYCH 060 Personal Growth and Adjustment 3
- PSYCH 100 Human Sexuality 3
- SOC 010 Introduction to Sociology 3
**TOTAL** 36
A.S. DEGREE REQUIREMENTS:
MAJOR REQUIREMENTS 36
GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS 24
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 61

LABOR STUDIES
ASSOCIATE IN ARTS

A.A. MAJOR REQUIREMENTS:
LABOR 015 Local Union and Community Leadership 3
LABOR 020 Workers’ Rights 1
LABOR 022 Labor Negotiations and Dispute Resolutions 1
LABOR 023 Labor in American Society 1
LABOR 024 Leadership and Communication 1
LABOR 025 Labor Organizing and Political Action 1
LABOR 031 Survey of Contemporary Labor and Social Issues 1
LABOR 138 Work Experience 3
Select 12 UNITS from the following:
COMS 040 Introduction to Argumentation 3
ECON 010A Principles of Macroeconomic Theory 3
HED 011 Dynamic Health Concepts 3
LABOR 033 Solving Worksite Problems 1
LABOR 034 Immigrant Leadership Training 3
LABOR 098 Directed Study 2
PSYCH 012 Introduction to Social Psychology 3
SOC 011 Social Problems 3
Select 3 UNITS from the following:
CIS 041 Introduction to Computer Information Systems 3
MATH 063 Elementary Statistics 3
TOTAL 27

A.A. DEGREE REQUIREMENTS:
MAJOR REQUIREMENTS 27
GENERAL EDUCATION/GRADUATION REQUIREMENTS 39
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 67

FOR ADDITIONAL INFORMATION, SEE A COUNSELOR, VISIT THE CAREER/TRANSFER CENTER, OR CONTACT THE FOLLOWING:
Humanities and Social Sciences Division 408-288-3785

LASER TECHNOLOGY
CERTIFICATES OF ACHIEVEMENT

CERTIFICATE OF ACHIEVEMENT - LEVEL 1:
LASER 100 Introduction to Photonics 4
LASER 101 Laser Optics 4
LASER 102 Intermediate Laser Technology 4
LASER 103 Advanced Laser Technology 4
TOTAL 16

CERTIFICATE OF ACHIEVEMENT - LEVEL 3:
FMT 105 Introduction to Industrial Electronics and Controls 2.5
LASER 100 Introduction to Photonics 4
LASER 101 Laser Optics 4
LASER 102 Intermediate Laser Technology 4
LASER 103 Advanced Laser Technology 4
LASER 104 Fiber Laser Technology 4
PHYS 002A Algebra/Trigonometry-Based Physics I 4
MATH 013 Intermediate Algebra 5
TOTAL 31.5

* May be used to meet science with laboratory general education requirement.

About the Program
San José City College offers an Associate in Science (AS) degree and certificates in Laser Technology. Lasers are now the enabling devices of choice for many industries that range from medicine, entertainment, telecommunications, and aesthetics, to quality control. Their ubiquity has resulted in the skyrocketing demand for personnel who are well-versed in laser technology for both technical and non-technical positions. We therefore give our students both theoretical and hands-on competencies needed to tackle most common problems and issues encountered in the laser/laser system environments through regular course and industry internships. Students must satisfactorily complete all major and certificate courses with a grade of “C” or better and at least four courses must be completed at San José City College.

Upon completion of program students will be able to:
• Comply with ANSI and OSHA laser safety standards.
• Verify the quality of laser parts and sub-assemblies, applying appropriate standards.
• Build lasers/laser systems following prescribed procedures.
• Write and/or follow procedures for lasers/laser systems testing and operation.
• Verify a laser/laser system’s reliability and compliance to performance specifications.
• Maintain and troubleshoot lasers/laser systems.

Career Options:
• Manufacturing Technician/Engineer
• Laser Systems Test Technician/Engineer
• R&D Technician/Engineer
• Laser Application Engineer/Technician
• NPI Engineer
• Opto-Mechanical Technician
• Sales and Marketing
• Customer Support

Certificates/Degrees:
• Certificate – Level 1
• Certificate – Level 3
• A.S. Degree
A.S. DEGREE REQUIREMENTS

MAJOR REQUIREMENTS 31.5
APPROVED MAJOR ELECTIVES 7
GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS 24
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 63.5

APPROVED MAJOR ELECTIVES

MACH 160 Introduction to CNC Laser Applications -OR- 5
LASER 160 Introduction to CNC Laser Applications
LASER 098 Directed Study – Laser Technology .5 - 9
LASER 138 Work Experience 1 - 4
PHYS 002B Algebra/Trigonometry-Based Physics II 4

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

Sydney Sukuta, PhD, sydney.sukuta@sjcc.edu  408 298-2181 x3805
Business and Workforce Development Division  408-288-3781

LIBERAL ARTS

About the Program

San José City College offers an Associate in Arts in Liberal Arts with 3 different possible areas of emphasis: Arts and Humanities, Scientific Inquiry and Quantitative Reasoning or Social and Behavioral Sciences. A grade of “C” or better is required in all coursework for the major.

Degrees:

- A.A. Liberal Arts – Arts and Humanities
- A.A. Liberal Arts – Scientific Inquiry and Quantitative Reasoning
- A.A. Liberal Arts – Social and Behavioral Sciences

LIBERAL ARTS

ARTS AND HUMANITIES

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

TRANSFERABILITY:

This major can prepare students with either a specific or interdisciplinary focus in the Arts and Humanities in order to pursue similar majors at four-year institutions. Student should refer to the catalog of their prospective transfer institution and consult a counselor. General Education courses for the A.A. degree, should be selected carefully to meet the requirements of the intended transfer institution.

Upon completion of program students will be able to:

- Describe how people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation.
- Evaluate the significance of artistic and cultural constructions.

MAJOR REQUIREMENTS:

CHOOSE 18 UNITS FROM THE COURSES LISTED BELOW; AT LEAST 6 UNITS MUST BE FROM THEORY COURSES (Non-theory courses are underlined)

ARABC 001A, 001B
ART 012, 013, 014, 024, 025, 026, 040, 046A, 046B, 055A, 055B, 060, 061, 071, 072, 074, 076, 078, 079A, 079B, 084A, 084B, 089, 090, 091, 092, 095, 096, 098
CHIN 001A, 001B
ENGL 010, 013, 065, 071A, 071B, 071C, 073, 079, 080, 084A, 084B, 086A, 086B
ETH 020, 030
FREN 001A, 001B, 002A, 002B
HUMNT 001, 002, 003
JAPAN 001A, 001B, 002A, 002B
MUSIC 020, 028, 050A, 050B, 058A, 058B, 083, 091, 095, 098, 099
PHIL 010, 011, 012, 051, 065, 070
PHOTO 022, 062, 076, 077, 079
SL 001A, 001B, 002A, 002B
SPAN 001A, 001B, 002A, 002B, 022A, 022B
THEAT 002, 003, 020, 030, 033, 040
VIET 001A, VIET 001B

A.A. LIBERAL ARTS – ARTS AND HUMANITIES:

MAJOR REQUIREMENTS 18
GENERAL ELECTIVES IF NECESSARY TO REACH 60 2
GENERAL EDUCATION/GRADUATION REQUIREMENTS 39
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 60

LIBERAL ARTS

SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

Scientific Inquiry and Quantitative Reasoning courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in Math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world’s civilizations.

TRANSFERABILITY:

This major can prepare students with either a narrow or interdisciplinary focus in mathematics and natural science in order to pursue similar majors at four-year institutions. Student should refer to the catalog of their prospective transfer institution and consult a counselor. General Education courses for the A.A. degree, should be selected carefully to meet the requirements of the intended transfer institution.

Upon completion of program students will be able to:

- Explain the methodologies of science as investigative tools.
- Examine the influence that the acquisition of scientific knowledge has on the development of the world’s civilizations.
MAJOR REQUIREMENTS:
CHOOSE 18 UNITS FROM THE COURSES LISTED BELOW
ASTRO 010, 010L
BIOL 004A, 004B, 020, 021, 061, 063, 064, 066, 071, 072, 074
CHEM 001A, 001B, 010, 011, 012A, 012B, 015, 032A, 032B, 061, 065
ENVIR 010
GEOG 010
GEOL 010, 010L, 015, 015L
METEO 010
MATH 021, 022, 025, 051, 052, 061, 062, 063, 070, 071, 072, 073,
078, 079
OCEAN 010
PHYS 002A, 002B, 004A, 004B, 004C, 004D
PSYCH 031

A.A. LIBERAL ARTS – SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING:
MAJOR REQUIREMENTS 18
GENERAL ELECTIVES IF NECESSARY TO REACH 60 UNITS 2
GENERAL EDUCATION/GRADUATION REQUIREMENTS 39
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 60

LIBERAL STUDIES

SOCIAL AND BEHAVIORAL SCIENCES

Social and Behavioral Sciences courses emphasize the perspective, concepts, theories and methodologies of the disciplines typically found in the vast variety of disciplines. Students will study about themselves and others as members of a larger society. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate.

TRANSFERABILITY:
This major can prepare students with either a narrow or interdisciplinary focus in the Social and Behavioral sciences in order to pursue similar majors at four-year institutions. Student should refer to the catalog of their prospective transfer institution and consult a counselor. General Education courses for the A.A. degree should be selected carefully to meet the requirements of the intended transfer institution.

Upon completion of program students will be able to:
• Describe the method of inquiry used by the social and behavioral sciences.
• Evaluate the operation of societies and social sub-groups

EMPHASIS: SOCIAL AND BEHAVIORAL SCIENCES
CHOOSE 18 UNITS FROM THE COURSES LISTED BELOW:
AJ 010, 011, 013, 014, 015, 016, 110, 111, 112, 113, 114, 116
ANTH 062, 063
COMS 035
CIS 041
ECE 107
ECON 010A, 010B
ENGL 033, 080
ETH 020, 026, 027, 030, 031, 037A, 037B, 041
FCS 070
GEOG 010, 011, 012
GLOBL 001, 002, 007
HIST 001, 009, 010A, 010B, 011A, 011B, 017A, 017B, 021, 024
JOURN 021

KIN 010
LABOR 015
POLSC 001, 002, 004, 005
PSYCH 010, 012, 020, 022, 031, 035, 060, 092, 099, 100
SL 015
SOC 010, 011

A.A. LIBERAL ARTS – SOCIAL AND BEHAVIORAL SCIENCES: UNITS
MAJOR REQUIREMENTS 18
GENERAL ELECTIVES IF NECESSARY TO REACH 60
GENERAL EDUCATION/GRADUATION REQUIREMENTS 39
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 60

FOR ADDITIONAL INFORMATION, SEE A COUNSELOR, VISIT THE CAREER/TRANSFER CENTER, OR CONTACT THE FOLLOWING:
Counseling Division 408-288-3750

About the Program
The Associate in Arts (AA) in Liberal Studies degree is offered for the student intending to transfer to San José State University and obtain a Bachelor’s 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 José State University. The major courses also further enhance the liberal studies emphasis for depth and breadth of study. Students interested in transferring to other California State Universities offering teacher preparation programs should also review the major sheet for an Associate in Arts in Elementary Teacher Education for Transfer (AA-T).

A grade of “C” or better is required in all coursework for the major.

Certificates/Degrees:
• A.A. Degree

Degree requirements:

Area A: Communication in the English Language 9 UNITS
A-1: COMS 020
A-2: ENGL 001A
A-3: COMS 040, ENGL 001C, PHIL 060

Area B: Physical Universe and Life Forms 15 – 17 UNITS
B-1 AND B-3:
One CHEM course from the following:
CHEM 001A, CHEM 015, or CHEM 032A
(CHEM 015 or CHEM 032A preferred)
One PHYS course from the following:
PHYS 002A or PHYS 004A
B-2 AND B-3:
One BIOL course from the following:
BIOL 020 (preferred) or BIOL 021
B-4: MATH 052

Area C: Arts and Humanities 9 UNITS
C-1: MUSIC 099 (preferred) - or - a qualified Survey of Art, Dance, or Theatre course certified for C1
ART 091, 092, 096; DANCE 002; HUMNT 001; MUSIC 083, 091, 095, 099; THEAT 002, 020, 040
C-2: ENGL 001B (preferred); A “C” or better is required, a C- is not acceptable
- or - any other C2 course certified for the Letter; ENGL 010, 033, 065, 073, 079, 080, 084A, 084B, 086A, 086B
C-1 or C-2: Any other certified course in C-1 or C-2 but different discipline.

Area D: Social and Behavioral Science  9 UNITS
HIST 017A
HIST 017B
Any certified D-7 course; AI 016; ANTH 063; COMS 035; CIS 041; ECE 107; ETH 020, 026; GLOBL 001, 002, 007; JOURN 021; KIN 010; LABOR 015; SL 015; SOC 010, 011; POLSC 005

Area E: Lifelong Learning  5 UNITS
FCS 70 or PSYCH 092
Kinesiology PE (2 units - must be different activities)

AREA A – E TOTAL  47-49 UNITS

Additional Graduation and Liberal Studies Requirements:  11-13
Approved Program Specific Electives
PSYCH 010; MATH 063; ECE 102, 104, 105, 107, 108, 109, 145, 146, 147
ETHNIC STUDIES GRADUATION REQUIREMENT- One course from list below
ANTH 063, COMS 035; ENGL 033, 080, 081; ETH 020, 026, 027, 030, 31, 037A, 037B, 041; GLOBL 007; HIST 009, 021, 024; HUMNT 003; KIN 010; PSYCH 035; SL 015

TOTAL REQUIRED UNITS  60-62

FOR ADDITIONAL INFORMATION, SEE A COUNSELOR, VISIT THE CAREER/TRANSFER CENTER, OR CONTACT THE FOLLOWING:
Counseling Division  408-288-3750

CHAPTER 6 — Degrees/Certificates and Course Descriptions

MACHINE TECHNOLOGY

About the Program
San José City College offers an Associate in Science (AS) in CNC Machining and three certificates: CNC Machine Operator, Entry Level Machinist, and CNC, CAD/CAM Machinist. Successful completion of program prepares the graduate for entry into the machinist trade and positions in industry requiring technical skill and understanding of precision metalworking. Most courses applying to a degree or certificate have basic language/math requirements and/or course prerequisites. A grade of “C” or better is required in all major, certificate and major elective courses.

Upon completion of program students will be able to:

- Demonstrate the proper use of machine tools, methods, recognition of different type of materials; and follow safety practices and procedures used in the industry.
- Demonstrate understanding of machine technology vocabulary, and be able to apply concepts in a practical manner. Students will solve problems related to set up applications.
- Read and interpret blueprints, sketches, ANSI specifications, shop drawings, and communicate with various groups the practical application of such interpretations.
- Apply and use new technologies that emerge in this changing field.

Career Options:
- Mechanic Shop Deburr/Detail Person
- Manual Machinist
- CNC Operator
- CNC Setup Operator/Programmer
- CNC Programmer
- Tool and Die Machinist
- QA/QC Inspector
- Expediter

Certificates/Degrees:
- Certificate of Achievement – Level 2
- Certificate of Achievement – Level 3
- A.S. Degree

MACHINE TECHNOLOGY

CERTIFICATES OF ACHIEVEMENT

CERTIFICATE OF ACHIEVEMENT - LEVEL 2: CNC MACHINE OPERATOR
(Day Accelerated Program):  UNITS
MACH 120 Basic CNC Machining Center/CNC Mill  4.5
MACH 123 Basic CNC Lathe  4.5
MACH 126 Advanced CNC Machining Center and Turning Center  4.5
MACH 129 CNC Programming and Operations  4.5
TOTAL 18

CERTIFICATE OF ACHIEVEMENT - LEVEL 2: ENTRY LEVEL MACHINIST
MACH 100 Shop Math and Drawing  4
MACH 101 Introduction to Machine Technology  3
MACH 151A Advanced Lathe Practices  4
MACH 151B Advanced Milling Machine Practices *  4
* MACH 151B must be taken at San José City College
APPROVED MAJOR ELECTIVES 3
TOTAL 18

CERTIFICATE OF ACHIEVEMENT - LEVEL 3: CNC, CAD/CAM MACHINIST
COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 2: CNC MACHINE OPERATOR - OR ENTRY LEVEL MACHINIST 18
MACH 110 Geometric Dimensioning & Tolerancing (GD&T) Measurements *  4
MACH 153A Operator/Programmer I  5
MACH 153B Operator/Programmer II  5
* MACH 110 must be taken at San José City College
APPROVED MAJOR ELECTIVE 1
TOTAL 33

MACHINE TECHNOLOGY

ASSOCIATE IN SCIENCE

MAJOR REQUIREMENTS:

DAY PROGRAM
MACH 110 Geometric Dimensioning & Tolerancing (GD&T) Measurements *  4
MACH 120 Basic CNC Machining Center/CNC Mill  4.5
MACH 123 Basic CNC Lathe  4.5
MACH 126 Advanced CNC Machining Center and Turning Center  4.5
MACH 129 CNC Programming and Operations  4.5
MACH 153A Operator/Programmer I  5
MACH 153B Operator/Programmer II 5
* MACH 110 must be taken at San José City College
APPROVED MAJOR ELECTIVE 1
TOTAL 33

- OR -

EVENING PROGRAM
MACH 100 Shop Math and Blueprint Reading 4
MACH 101 Introduction to Machine Technology 3
MACH 110 Geometric Dimensioning & Tolerancing (GD&T) Measurements 4
MACH 151A Advanced Lathe Practices 4
MACH 151B Advanced Milling Machine Practices* 4
MACH 153A Operator/Programmer I 5
MACH 153B Operator/Programmer II 5
* MACH 110 and 151B must be taken at San José City College
APPROVED MAJOR ELECTIVES 4
TOTAL 33

A.S. DEGREE REQUIREMENTS:
MAJOR REQUIREMENTS: DAY OR EVENING PROGRAM 33
GENERAL ELECTIVES (AS NEEDED TO REACH 60) 2
GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS 24
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 60

APPROVED MAJOR ELECTIVES
CIS 041 Introduction to Computer Information Systems 3
MACH 098 Directed Studies 1-8
MACH 109 Introduction to Coordinate Measurement Machine 3
MACH 138 Occupational Work Experience 3-4
MACH 154 Introductory CAD/CAM Operations for Machinists and Operators 2
MACH 158 Advanced CAD/CAM Operations for Machinists and Operators 2
MACH 159 Introduction to CNC Programming Macros 2
MACH 160 Introduction to CNC Laser Applications 4
MACH 165 Mill Setups I 1.5
FOR ADDITIONAL INFORMATION, SEE YOUR COUNSELOR, VISIT THE CAREER/TRANSFER CENTER, OR CONTACT THE FOLLOWING:
Business and Workforce Development Division (408) 288-3781

Mathematics

About the Program

The Associate in Science in Mathematics for Transfer (AS-T) degree will prepare students with the strong foundation necessary for pursuing studies at the university level in various majors such as mathematics, statistics, engineering, physics, chemistry, computer science, economics and business. A grade of "C" or better is required in all coursework completed for the major.

The AS-T in Mathematics is intended for students who plan to complete a baccalaureate degree in Mathematics or a related field of study at a California State University (CSU). Students who complete this degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts the AS-T will be required to complete no more than 60 semester units after transfer to earn a baccalaureate degree.

(1) Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University, including both of the following:
(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the CSU General Education – Breadth Requirements.
(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtain a minimum grade point average of 2.0.

While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.

Associate Degrees for Transfer (ADTs) also require that students must earn a "C" or better in all courses required for the major or area of emphasis. A 'P' (Pass) grade is acceptable grade for courses in the major if the course is taken on a “pass/no pass” basis.

Upon completion of program students will be able to:

• Demonstrate the ability to use symbolic, graphical, numerical, and written representations of mathematical ideas.
• Use mathematical reasoning to develop mathematical models to solve real life applications.
• Use appropriate technology to enhance their mathematical thinking, solve mathematical problems, and judge the reasonableness of their results.

Certificates/Degrees:

• A.S.-T

MAJOR REQUIREMENTS (CORE, List A and List B)
REQUIRED CORE (15 units):
MATH 071 Calculus I with Analytic Geometry* 5
MATH 072 Calculus II with Analytic Geometry 5
MATH 073 Multivariable Calculus 5
Total Core units 15

Students also must complete one course from LIST A and one from LIST B, but may not use the same course for both areas.

LIST A (3 - 4 units):
MATH 078 Differential Equations 4
MATH 079 Linear Algebra 3

LIST B (3 - 5 units):
CIS 054 C/C++ Programming - OR - 3
CIS 084 Java Programming
MATH 063 Elementary Statistics 3
MATH 070 Discrete Mathematics 4
MATH 078 Differential Equations 4
MATH 079 Linear Algebra 3
PHYS 004A General Physics 5
Total units from CORE, List A and List B 21 - 24

AS-T DEGREE REQUIREMENTS:
MAJOR REQUIREMENTS 21 - 24
CSU GE OR IGETC 37 or 39
TRANSFERABLE ELECTIVES 2 - 6
TOTAL REQUIRED UNITS 60
FOR ADDITIONAL INFORMATION, SEE A COUNSELOR, VISIT THE CAREER/TRANSFER CENTER, OR CONTACT THE FOLLOWING:
Michael Divinia, michael.divinia@sjcc.edu     408-288-2981 ext. 3998
Mathematics and Sciences Division     408-288-3716

Chapter 6 — Degrees/Certificates and Course Descriptions

MEDIA ARTS

About the Program

The Media Arts program is a unique, interdisciplinary approach to the converging fields of journalism, communication and new media technology. It responds to the need for people skilled in effective communications in all levels of society including industry, education, art and music, and the public arena.

The Associate in Arts (AA) in Media Arts provides a core foundation of media and visual literacy, a foundation of technical skills, and principles of design and information hierarchy, as well as specialization skill development in: Information gathering and reporting in journalistic formats, visual and photo journalism concepts and skills, and application of theory and skill to journalistic practice.

Certificates and Associate in Science (AS) degrees emphasizing three major areas in Media Arts are available: Print Media, Motion Arts, and Web/Interactive Design. The Certificates of Achievement and the Associate in Science degrees provide a core foundation of coursework for further study, and emphasizes the integration of visual literacy, communication media and technology, and critical thinking. The certificate can also offer a level of competency in communications media for those who are pursuing other fields of study, or for those in the workplace who need communications skills training to perform their job function or to assume additional job responsibilities. A grade of “C” or better is required for all major and certificate courses.

Upon completion of program students will be able to:

• Create digital projects that demonstrate an understanding of the formal elements and principles of design.
• Communicate an idea through digital project by skillfully using materials and techniques to achieve the desired effect.
• Develop a balance of technical ability and design skills which together enrich the appreciation of making and viewing digital art.
• Recognize and list major historical benchmarks and trends in the development of digital art, and place digital art in a contemporary context.
• Analyze the objective and subjective qualities of digital project in order to evaluate and assess its worthiness

Career Options:

• Web Designers
• Video Producers
• Photo Journalists
• Graphic Designers
• Animators
• Illustrators

Certificates/Degrees:

• Certificate – Level 2
• Certificate – Level 3
• A.A. Degree
• A.S. Degree

<table>
<thead>
<tr>
<th>MAJOR REQUIREMENTS</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 072 Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ART 079A Web Design 1</td>
<td>3</td>
</tr>
<tr>
<td>JOURN 021 Mass Media and Society</td>
<td>3</td>
</tr>
<tr>
<td>JOURN 022 News Writing and Reporting for the Media</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 076 Photoshop 1</td>
<td>3</td>
</tr>
</tbody>
</table>

In addition to the journalism and photo courses, students are required to take a publication laboratory class for a minimum of 3 units choosing from one of the following publication laboratory classes:

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>JOURN 032A Media Production 1</td>
<td>3</td>
</tr>
<tr>
<td>JOURN 032B Media Production 2</td>
<td>3</td>
</tr>
<tr>
<td>JOURN 032D Newspaper Lab – Production and Design</td>
<td>3</td>
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<td>TOTAL</td>
<td>18</td>
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A.A. DEGREE REQUIREMENTS:

<table>
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<td>MAJOR REQUIREMENTS</td>
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<td>GENERAL ELECTIVES</td>
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<tr>
<td>GENERAL EDUCATION/GRADUATION REQUIREMENT</td>
<td>39</td>
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<tr>
<td>PHYSICAL ACTIVITY</td>
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<tr>
<td>TOTAL REQUIRED UNITS</td>
<td>60</td>
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MEDIA ARTS

EMPHASIS IN PRINT MEDIA

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<tr>
<th>REQUIREMENTS</th>
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<tbody>
<tr>
<td>ART 012 Two Dimensional Design</td>
<td>3</td>
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<tr>
<td>ART 014 Color Theory</td>
<td>3</td>
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<td>ART 072 Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>CA 100D Microsoft Office</td>
<td>3</td>
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<td>JOURN 021 Mass Media and Society</td>
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<tr>
<td>PHOTO 022 Beginning Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 076 Photoshop 1</td>
<td>3</td>
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<tr>
<td>PHOTO 077 Photoshop 2</td>
<td>3</td>
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<tr>
<td>TOTAL REQUIRED UNITS</td>
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<table>
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<th>REQUIREMENTS</th>
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<tr>
<td>COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 2</td>
<td>24</td>
</tr>
<tr>
<td>ART 074 Media Arts Project Development</td>
<td>3</td>
</tr>
<tr>
<td>ART 076 Professional Practices and Portfolio Development I</td>
<td>3</td>
</tr>
<tr>
<td>PLUS ONE COURSE FROM THE FOLLOWING:</td>
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<tr>
<td>PHOTO 062 Intermediate Photography</td>
<td>3</td>
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<tr>
<td>PHOTO 079 Digital Photography</td>
<td>3</td>
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<td>TOTAL REQUIRED UNITS</td>
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A.S. DEGREE REQUIREMENTS: PRINT MEDIA

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<th>REQUIREMENTS</th>
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<tr>
<td>COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 3</td>
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<td>GENERAL ELECTIVES</td>
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<td>GENERAL EDUCATION/GRADUATION REQUIREMENTS</td>
<td>24</td>
</tr>
<tr>
<td>PHYSICAL ACTIVITY</td>
<td>1</td>
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<tr>
<td>TOTAL REQUIRED UNITS</td>
<td>60</td>
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</table>
MEDIA ARTS

EMPHASIS IN MOTION ARTS

CERTIFICATE OF ACHIEVEMENT - LEVEL 2: MOTION ARTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ART 024</td>
<td>Beginning Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 072</td>
<td>Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ART 078</td>
<td>Digital Video</td>
<td>3</td>
</tr>
<tr>
<td>ART 079A</td>
<td>Web Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 084A</td>
<td>Web Animation</td>
<td>3</td>
</tr>
<tr>
<td>JOURN 021</td>
<td>Mass Media and Society</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 076</td>
<td>Photoshop</td>
<td>3</td>
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TOTAL: 21

CERTIFICATE OF ACHIEVEMENT - LEVEL 3: MOTION ARTS

COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 2 21

ART 074 Media Arts Project Development 3
ART 076 Professional Practices and Portfolio 3

PLUS ONE COURSE FROM THE FOLLOWING:
ART 055A Life Drawing I 3
ART 084B Web Animation 2 3

TOTAL: 30

A.S. DEGREE REQUIREMENTS: MOTION ARTS

COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 3 30

GENERAL ELECTIVES 5
GENERAL EDUCATION/GRADUATION REQUIREMENTS 24
PHYSICAL ACTIVITY 1

TOTAL REQUIRED UNITS 60

MEDIA ARTS

EMPHASIS IN WEB/INTERACTIVE DESIGN

CERTIFICATE OF ACHIEVEMENT - LEVEL 2: WEB/INTERACTIVE DESIGN

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ART 071</td>
<td>Introduction to Media Arts</td>
<td>3</td>
</tr>
<tr>
<td>ART 072</td>
<td>Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ART 079A</td>
<td>Web Design</td>
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<tr>
<td>ART 079B</td>
<td>Web Design</td>
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</tr>
<tr>
<td>ART 084A</td>
<td>Web Animation</td>
<td>3</td>
</tr>
<tr>
<td>JOURN 021</td>
<td>Mass Media and Society</td>
<td>3</td>
</tr>
<tr>
<td>JOURN 022</td>
<td>News Writing and Reporting for the Media</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 076</td>
<td>Photoshop</td>
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</table>

TOTAL REQUIRED UNITS: 24

CERTIFICATE OF ACHIEVEMENT - LEVEL 3: WEB/INTERACTIVE DESIGN

COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 2 24

ART 074 Media Arts Project Development 3
ART 076 Professional Practices and Portfolio Development I 3

PLUS ONE COURSE FROM THE FOLLOWING:
ART 084B Web Animation 2 3
CIS 020 XML Fundamentals 3
CIS 023 JavaScript Programming 3

TOTAL REQUIRED UNITS: 33

A.S. DEGREE REQUIREMENTS: WEB/INTERACTIVE DESIGN

COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 3 33

GENERAL ELECTIVES 2
PHYSICAL ACTIVITY 1
GENERAL EDUCATION/GRADUATION REQUIREMENTS 24

TOTAL REQUIRED UNITS: 60

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

Judith Bell, judith.bell@sjcc.edu
Ciaran MacGowan, ciaran.macgowan@sjcc.edu
Humanities and Social Sciences Division 408-288-3785

MEDICAL ASSISTING: ADMINISTRATIVE

About the Program
San José City College offers an Associate in Science and certificate in Medical Assisting: Administrative. The Medical Assisting: Administrative program prepares the student for employment as an administrative (front office) medical assistant in a physician’s office or clinic. This program is designed to prepare the student to schedule appointments, perform medical reception duties, handle financial matters (including medical collection), manage medical records, and insurance billing. The externship in the front office of a physician’s office will provide the student with the administrative experience necessary to enter the workforce.

Prior to, or after finishing the major classes, the student may complete the General Education requirements for the A.S. Degree. A grade of “C” or better is required in each major course. An advanced course in the major must be taken at San José City College.

Upon completion of program students will be able to:

- Execute administrative medical front office skills including billing and coding procedures, health insurance form processing, patient and patient record/chart management, and public relations.
- Apply knowledge of the human body, medical terminology and disease to front office administrative protocols and procedures.
- Exercise compliance with regard to HIPAA privacy practices, and be able to explain these guidelines to both patients and other health professionals.
- Adhere to, and support, OSHA and other regulatory agency safety guidelines overseeing the practice of medicine and implement such safety protocols.
- Prepare for Certified Medical Assistant/CMA exam and/or the Registered Medical Assistant (RMA) exam.
- Effectively communicate with patients and other health care personnel while exercising the highest level of professional conduct.
- Integrate practical experience during an externship within a medical office setting.
- Service the community by filling a need for certified, well-trained front office medical assistants.

Career Options:
- Medical Office
- Medical Clinic
- Hospitals

Certificates/Degrees:
- Certificate of Achievement – Level 3
- A.S. Degree
MEDICAL ASSISTING: ADMINISTRATIVE
CERTIFICATE OF ACHIEVEMENT

<table>
<thead>
<tr>
<th>CERTIFICATE OF ACHIEVEMENT - LEVEL 3:</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>CA 100D Microsoft Office</td>
<td>3</td>
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<tr>
<td>HSCI 008 Medical Terminology</td>
<td>3</td>
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<tr>
<td>MA 005 Medical Office Emergencies</td>
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<tr>
<td>MA 006 Introduction to Medical Assisting</td>
<td>3</td>
</tr>
<tr>
<td>MA 007 Medical Front Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MA 008 Medical Office Financial Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MA 009 Electronic Health Record and Medical Billing</td>
<td>3</td>
</tr>
<tr>
<td>MA 011 Medical Coding</td>
<td>2</td>
</tr>
<tr>
<td>MA 012 Medical Assisting Administrative Practicum</td>
<td>4</td>
</tr>
</tbody>
</table>

Select one BUS course from the following:
- BUS 007A Business Language Skills | 3 |
- BUS 008 Business English and Writing | 3 |

Select one course from the following:
- MA 004 Structure and Function of the Human Body * | 4 |
- BIOL 020 Human Biology | 4 |
- BIOL 071 Human Anatomy | 5 |

TOTAL REQUIRED UNITS 33-34

* Course meets the A.S. degree lab science general education requirement for the Medical Assisting major only and cannot be used to meet the lab science general education requirement for any other major.

MEDICAL ASSISTING: CLINICAL

About the Program
San José City College offers an Associate in Science (AS) and Certificate of Achievement and in Medical Assisting: Clinical degree. The Medical Assisting: Clinical program prepares the student for employment as a clinical (back office) medical assistant in a physician’s office, clinic, or hospital setting. The student performs a variety of clinical medical assisting procedures including physical examination, medication administration, electrocardiography, minor surgery assist, medical asepsis, phlebotomy, and laboratory specimen handling, processing, and analysis. An externship in the clinical area of a physician’s office, clinic, or hospital will provide the student with the necessary experience to enter the workforce.

Prior to, or after finishing the major classes, the student may complete the General Education requirements for the AS Degree. A grade of “C” or better is required in each major course. An advanced course in the major must be taken at San José City College.

Upon completion of program student will be able to:
- Apply principles of anatomy/physiology and medical terminology to clinical protocols and procedures.
- Execute the clinical skills required of a medical assistant.
- Exercise compliance with regard to HIPAA and OSHA regulations, and be able to explain relevant privacy and safety protocols to patients and other health professionals.
- Apply knowledge of clinical medical assisting to passing the Certified Medical Assistant (CMA) exam and/or the Registered Medical Assistant (RMA) exam.
- Communicate effectively with patients and other health care personnel while exercising the highest level of professional conduct.
- Utilize the practical experience acquired during a clinical externship performed in a doctor’s office, clinic, hospital, or laboratory to successfully integrate into a similar clinical health care environment upon post-graduate employment.
- Service the community by filling a need for qualified, well-trained clinical medical assistants.

Career Options:
- Medical Office
- Medical Clinic
- Hospitals

Certificate/Degrees:
- Certificate of Achievement – Level 3
- A.S. Degree

MEDICAL ASSISTING: CLINICAL
CERTIFICATE OF ACHIEVEMENT

<table>
<thead>
<tr>
<th>CERTIFICATE OF ACHIEVEMENT - LEVEL 3:</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>HSCI 008 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MA 005 Medical Office Emergencies</td>
<td>2</td>
</tr>
<tr>
<td>MA 006 Introduction to Medical Assisting</td>
<td>3</td>
</tr>
<tr>
<td>MA 020 Physical Examination Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MA 021 Medical Office Laboratory Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MA 022 Medical Asepsis and Surgical Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MA 023 Medication Administration for Medical Assistants</td>
<td>3</td>
</tr>
<tr>
<td>MA 024 Medical Assisting Clinical Experience</td>
<td>4</td>
</tr>
</tbody>
</table>

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

Jagrup Kahlon, jagrup.kahlon@sjcc.edu
Business & Workforce Development Division  (408) 288-3131
Select one BUS course from the following:
BUS 007A Business Language Skills 3
BUS 008 Business English and Writing 3

Select one course from the following:
MA 004 Structure and Function of the Human Body * 4
BIOL 020 Human Biology 4
BIOL 071 Human Anatomy 5

TOTAL 31-32

* Course meets the A.S. degree lab science general education requirement for the Medical Assisting major only and cannot be used to meet the lab science general education requirement for any other major

**MEDICAL ASSISTING: CLINICAL ASSOCIATE IN SCIENCE**

**A.S. DEGREE REQUIREMENTS:**
COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 3 31-32
GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS 24
APPROVED MAJOR ELECTIVES 3 - 4
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 60-61

APPROVED MAJOR ELECTIVES:
ADS 071 Pharmacology/Physiology of Addiction 3
BIOL 061 Human Heredity 3
CA 005 Computer Literacy 2
CA 010A Computer Keyboarding 1
CA 011 Speed and Accuracy 1
CA 100D Microsoft Office 3
FCS 019 Nutrition 3
FCS 070 Child Development 3
HED 011 Dynamic Health Concepts 3
MA 007 Medical Front Office Procedures 3
MA 008 Medical Office Financial Procedures 3
MA 009 Electronic Health Record and Medical Billing 3
MA 011 Medical Coding 2
PSYCH 010 General Psychology 3

FOR ADDITIONAL INFORMATION, SEE A COUNSELOR, VISIT THE CAREER/TRANSFER CENTER, OR CONTACT THE FOLLOWING:
Jagrup Kahlon, jagrup.kahlon@sjcc.edu
Business & Workforce Development Division (408) 288-3131

A grade of “C” or better is required in each course. Completed courses will appear on student’s transcripts. However, the Certificate of Specialization will only appear on documents obtained directly through the Medical Assisting department.

Upon completion of the required courses students will be able to:
- Recognize the importance of services, diagnostics, and treatment for common medical conditions.
- Help patients identify resources available to them for transportation and general subsistence.
- Identify patient’s conditions and assist them in accessing the most appropriate specialty care center.
- Demonstrate empathy for clients and apply skills learned to anticipate and overcome cultural differences.

**Career Options:**
- Patient Navigator

**Certificate:**
- Certificate of Specialization

**REQUIRED COURSES:**
HED 011 Dynamic Health Concepts 3
EMS 005 Emergency Medical Responder 1.5
ECE 107 Child, Family, and Community 3
COMS 035 Intercultural Communication 3
HSCI 138 Work Experience 1
TOTAL REQUIRED UNITS 11.5

**Recommended Courses:**
CA 005 Computer Literacy 2
GUIDE 085 Blueprint for Success 1

FOR ADDITIONAL INFORMATION, SEE A COUNSELOR, VISIT THE CAREER/TRANSFER CENTER, OR CONTACT THE FOLLOWING:
Jagrup Kahlon, jagrup.kahlon@sjcc.edu
Business & Workforce Development Division (408) 288-3131

**PEER LEADER TRAINING**

**About the Program**
The Certificate of Specialization in Peer Leader Training focuses on professional growth for students wanting to develop their small-group leadership and facilitation skills. It also provides experience in adult education, educational support services and applying student success strategies. Additionally, the Certificate of Specialization in Peer Leader Training fulfills several of the most desired skills required by employers. This includes small-group facilitation, cultural competency, listening skills, and analyzing problems using evidence and sound reasoning. All courses in the certificate must be completed at San José City College.

A grade of “C” or better is required in each course. Completed courses will appear on student’s transcripts. However, the Certificate of Specialization will only appear on documents obtained directly from the department sponsoring Peer Leader Training.

Upon completion of the required courses students will be able to:
- Communicate effectively in a small-group setting, including writing, speaking, and listening as well as integrating course

**NOTES:**
content, study skills and other student success strategies to improve knowledge of a subject or skill.

- Analyze problems using evidence, and sound reasoning in arriving at solutions while facilitating small-group learning and engaging peers.

**REQUIRED COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 290 Leadership in Small-Group Peer-Assisted Learning</td>
<td>0.5</td>
</tr>
<tr>
<td>EDUC 291 Pedagogies/Best Practices in Small-Group Peer-Assisted Learning</td>
<td>0.5</td>
</tr>
<tr>
<td>EDUC 292 Learning Strategies in Small-Group Peer-Assisted Learning</td>
<td>0.5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1.5</strong></td>
</tr>
</tbody>
</table>

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

Madeline Adamczeski, madeline.adamczeski@sjcc.edu
Humanities and Social Sciences Division  408-288-3785

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**PSYCHOLOGY**

**About the Program**

The Associate in Arts in Psychology for Transfer (AA-T) degree meets the lower division course requirements necessary for the California State University (CSU) system. Psychology is the scientific study of human behavior and mental processes, including cognition, emotion, sensation, perception, and interaction. In the 21st century, psychology is moving rapidly as an integrative, multidisciplinary science. In pursuing the Associate in Arts in Psychology for Transfer degree, students acquire skills in research, information gathering, and analytic thinking. Students majoring in psychology develop critical thinking, problem solving, and written and verbal communication skills. As psychology majors, students have learning opportunities that are relevant to many types of careers, including business, education, government, nonprofit organizations, and within health and human services.

Upon completion of program students will be able to:

- Describe and interpret various theoretical approaches in the field of Psychology
- Analyze applications of psychological principles and practices
- Select and employ relevant research techniques to obtain knowledge and solve problems
- Identify and critique trends and issues in contemporary society related to the field of psychology
- Evaluate psychology as a discipline in the social sciences

**A.A.-T PSYCHOLOGY**

To be awarded the Associate in Arts in Psychology for Transfer degree, students must:

1. Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University, including both of the following:
   - The Intersegmental General Education Transfer Curriculum (IGETC) or the CSU General Education – Breadth Requirements.
   - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtain a minimum grade point average of 2.0.

While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.

**Degree:**

- A.A.-T Degree

**MAJOR REQUIREMENTS (CORE, List A, List B and List C):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 031 Biological Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 092 Developmental Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**LIST A – 3 units**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 010 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 022 Research Methods in Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 012 Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 035 Psychology of Women</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 060 Personal Growth and Adjustment</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 100 Human Sexuality</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units from CORE, List A, List B and List C</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

**A.A.-T DEGREE REQUIREMENTS:**

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU GE OR IGETC PATTERN</td>
<td>37 or 39</td>
</tr>
<tr>
<td>TRANSFERABLE ELECTIVES</td>
<td>12 – 18</td>
</tr>
<tr>
<td><strong>TOTAL REQUIRED UNITS</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

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

Mary Conroy, mary.conroy@sjcc.edu
Suzanne Gutierrez, suzanne.gutierrez@sjcc.edu
Humanities and Social Sciences Division  408-288-3785

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**REAL ESTATE**

**About the Program**

San José City College offers an Associate in Science (AS) and a Certificate of Achievement in Real Estate. The three pillars of the program are:

**California License Applicants**

Students will complete courses designed to meet the educational requirements of the California Bureau of Real Estate (CalBRE) for state licensing. Applicants for the Real Estate Salesperson license must complete 3 courses (9 units): Principles of Real Estate, Real Estate Practice and one elective selected from among the additional courses listed under the Certificate of Achievement - Level 2. Completion of the Certificate of Achievement - Level 2 along with REAL 123 along with REAL 123 satisfies the educational requirements for the more rigorous Real Estate Broker license.
Real Estate Career Success
The multi-disciplinary nature of real estate encompasses a wide variety of knowledge and skills from fundamental principles to more advanced financial, economic, valuation, and legal concepts. Students will study the body of knowledge and skills with an emphasis on developing the competencies essential to a successful career in real estate.

Personal Financial Well-Being
Financial literacy and planning plays an important role in an individual’s future financial well-being. For many individuals and households, real estate is one of the cornerstones of their economic and financial status. Inherent within the real estate courses, students are exposed to economic and financial principles applicable to personal financial decisions that individuals will face in their lifetimes.

Upon completion of program students will be able to:
• Complete the educational requirements for California Real Estate licensing and prepare for the state licensing exams.
• Discriminate among knowledge and skills to uncover and apply the core competencies for a successful career in real estate.
• Explain proper application of various forms and procedures in the area of real estate practice.
• Evaluate real estate together with personal financial principles to discern its role in an individual’s personal financial well-being.

Career Options:
• Real Estate Office
• Property Management
• Related Housing and Financial Institutions

Certificates/Degrees:
• Certificate of Achievement – Level 2
• A.S. Degree

REAL ESTATE
CERTIFICATE OF ACHIEVEMENT

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
<th>COURSE DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>REST 122 Principles of Real Estate</td>
</tr>
<tr>
<td>3</td>
<td>REST 124 Legal Aspects of Real Estate</td>
</tr>
<tr>
<td>3</td>
<td>REST 125 Real Estate Practice</td>
</tr>
<tr>
<td>3</td>
<td>REST 126 Real Estate Finance</td>
</tr>
<tr>
<td>3-5</td>
<td>SELECT one course from the following:</td>
</tr>
<tr>
<td>5</td>
<td>ACCTG 020 Financial Accounting</td>
</tr>
<tr>
<td>3</td>
<td>ACCTG 101 Bookkeeping for Small Business</td>
</tr>
<tr>
<td>3</td>
<td>REST 128 Real Estate Economics</td>
</tr>
<tr>
<td>6-8</td>
<td>SELECT two non-duplicated courses from the following:</td>
</tr>
<tr>
<td>5</td>
<td>ACCTG 020 Financial Accounting</td>
</tr>
<tr>
<td>3</td>
<td>ACCTG 101 Bookkeeping for Small Business</td>
</tr>
<tr>
<td>3</td>
<td>BUS 071 Legal Environment of Business</td>
</tr>
<tr>
<td>3</td>
<td>REST 127 Real Estate Property Management</td>
</tr>
<tr>
<td>3</td>
<td>REST 128 Real Estate Economics</td>
</tr>
<tr>
<td>21-23</td>
<td>TOTAL REQUIRED UNITS</td>
</tr>
</tbody>
</table>

REAL ESTATE
ASSOCIATE IN SCIENCE

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
<th>COURSE DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-23</td>
<td>PLUS choose 12 units which can be from any of the previous listed courses and must include at least one course from Group A (Economics) and at least one of the options in Group B (Computers).</td>
</tr>
<tr>
<td>12</td>
<td>GROUP A: ONE COURSE FROM THE FOLLOWING:</td>
</tr>
<tr>
<td>3</td>
<td>ECON 010A Principles of Macroeconomic Theory</td>
</tr>
<tr>
<td>3</td>
<td>ECON 010B Introduction to Microeconomic Theory</td>
</tr>
<tr>
<td>33-35</td>
<td>GROUP B: PLUS ONE OF THE FOLLOWING OPTIONS:</td>
</tr>
<tr>
<td>3</td>
<td>Option 1</td>
</tr>
<tr>
<td>3</td>
<td>CIS 041 Introduction to Computer Information Systems</td>
</tr>
<tr>
<td>1</td>
<td>Option 2</td>
</tr>
<tr>
<td>1</td>
<td>CA 040D Microsoft Word Specialist</td>
</tr>
<tr>
<td>1</td>
<td>CA 050D Microsoft Excel Specialist</td>
</tr>
<tr>
<td>1</td>
<td>CA 060D Microsoft Access Specialist</td>
</tr>
<tr>
<td>33-35</td>
<td>TOTAL REQUIRED UNITS</td>
</tr>
</tbody>
</table>

STUDIO ARTS

About the Program
The Associate in Arts in Studio Arts for Transfer (AA-T) degree meets the lower division course requirements necessary for the California State University (CSU) system. The Studio Arts program includes courses focused on developing an understanding of the elements and principles of design, specific skill building in two-, three-dimensional and digital mediums. In pursuing the AA-T in Studio Arts degree, students acquire skills through in-class projects, exercises, written and/or oral presentations, critiques, and development of personal aesthetic and creative processes. Students majoring in studio arts develop critical thinking, creative problem solving, and written and verbal communication skills. As studio art majors, students have learning opportunities that are relevant to many types of careers working as a Fashion Designer, Fine Art Preparator, Illustrator, Animator, Architect, Studio Artist, or Art Educator.

Upon completion of program students will be able to:
• Utilize the broader vocabulary of art and design as well as discipline-specific terminology in the objective and subjective analysis of artworks.
• Build competency in technical skills and concepts.
• Establish a creative practice which includes problem solving skills.
• Recognize major artists and historical/cultural trends and styles.
• Demonstrate engagement, participation, and civility in the classroom/studio setting.
To be awarded the Associate in Arts in Studio Arts for Transfer degree, students must:

(1) Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the CSU General Education – Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtain a minimum grade point average of 2.0.

While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.

Associate Degrees for Transfer (ADTs) also require that students must earn a “C” or better in all courses required for the major or area of emphasis. A ‘P’ (Pass) grade is acceptable grade for courses in the major if the course is taken on a “pass/no pass” basis.

MAJOR REQUIREMENTS (CORE, List A and List B):

<table>
<thead>
<tr>
<th>REQUIRED CORE COURSES (12 units):</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 012 Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 013 Three-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 024 Beginning Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 092 Survey of Art History: Renaissance to the Present</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIST A *— Select 1 course (3 units):</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 091 Survey of Art History: Prehistoric through Gothic</td>
</tr>
<tr>
<td>ART 096 Survey of Asian Art</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIST B *— Select 3 courses (9 units):</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 014 Color Theory</td>
</tr>
<tr>
<td>ART 042 Beginning Sculpture I</td>
</tr>
<tr>
<td>ART 046A Beginning Ceramics</td>
</tr>
<tr>
<td>ART 060 Beginning Painting I</td>
</tr>
<tr>
<td>ART 071 Introduction to Media Arts</td>
</tr>
<tr>
<td>ART 072 Computer Graphics</td>
</tr>
<tr>
<td>ART 055A Life Drawing I — OR —</td>
</tr>
<tr>
<td>ART 026 Intermediate Drawing</td>
</tr>
</tbody>
</table>

Total Units from CORE, List A and List B: 24

* Consult with a counselor to determine which courses are applicable within the major at the CSU you are planning to transfer to.

AA-T DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>MAJOR REQUIREMENTS</th>
<th>24</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU GE OR IGETC PATTERN</td>
<td>37 or 39</td>
</tr>
<tr>
<td>TRANSFERABLE ELECTIVES</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL REQUIRED UNITS</td>
<td>60</td>
</tr>
</tbody>
</table>

Judith Bell, judith.bell@sjcc.edu
Humanities and Social Sciences Division 408-288-3785
ACCTG-020 - Financial Accounting  Units: 5

This introductory financial accounting course is designed for transfer students in business, information systems, and/or accounting. Students will study topics which include the accounting cycle, preparation and analysis of financial statements, internal control, depreciation, inventories, receivables, liabilities, stockholders' equity, ethical issues, and accounting as a decision-making tool.

Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: L

Prerequisite: ACCTG 101 with C or better

Advisory Level:  Read: 3  Write: 3  Math: 2

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

ACCTG-021 - Managerial Accounting  Units: 5

Students are introduced to managerial decision-making using accounting information. Students will study topics including the master budget, static and flexible budgets, Statement of Cash Flows, capital budgeting techniques, 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 costing, responsibility accounting, cost performance reporting, special business decisions, financial statement analysis, incremental analysis, break-even analysis, and pricing under absorption and variable costing.

Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: L

Prerequisite: ACCTG 020 with C or better

Advisory Level:  Read: 3  Write: 3  Math: 2

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

ACCTG-030 - QuickBooks  Units: 3

Students will use QuickBooks software to learn accounting. This course in computer-based accounting gives students hands-on use of QuickBooks business forms for recording sales and receivables, payables and purchases, and payroll. Students will explore various methods of business problem solving.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L

Prerequisite: ACCTG 101 or ACCTG 020 or ACCTG 001A, all with a C or better

Advisory Level:  Read: 3  Write: 3  Math: None

Transfer Status: CSU  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

ACCTG-062 - Cost Accounting  Units: 5

Students study cost accounting principles, including essentials of job order, process cost, and standard cost accounting systems. They will focus on how cost accounting helps managers make better decisions for planning, controlling, and profitability analysis in a business environment as well as costing concepts for products, services, 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 001B or ACCTG 021 with C or better

Advisory Level:  Read: 4  Write: 4  Math: 2

Transfer Status: CSU  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

ACCTG-063 - Intermediate Accounting  Units: 5

Students examine comprehensive and up-to-date accounting topics. Topics include the conceptual framework of accounting, income statement, balance sheet and statement of cash flows, inventory, plant assets, depreciation, intangible assets, and investments. Emphasis is placed on the study of Generally Accepted Accounting Principles (GAAP) and their impact on the financial statement presentation required by the Financial Accounting Standards Board.

Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: L

Prerequisite: ACCTG 001B or ACCTG 021 with C or better

Advisory Level:  Read: 4  Write: 4  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

Students are introduced to Federal Individual Income Taxation with emphasis on statutory materials, principles, procedures, and terminology. Students focus on tax problems encountered by individual taxpayers and the basic concepts of gross income, exclusions, adjusted gross income, deductions, exemptions, and tax credits. Topics will include: tax avoidance, tax planning techniques, issues of gift and estate taxation, and tax preparation for other entities, such as partnerships and corporations. A comparative analysis of California tax law will also be provided.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:  Read: 4  Write: 4  Math: None

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: None  Lab Hours: 1.81  Repeatable: 17  Grading: O

Recommended: 3 units of Math 310 with CR 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

ACCTG-101 - Bookkeeping for Small Business  Units: 3

Students are introduced to accounting principles and procedures that apply to the operations of a small business. Students will analyze and process transactions, develop financial statements, and adjust and close records for a complete accounting cycle for service and merchandising businesses. Students will use course management software to enhance learning by performing simulated accounting activities. This course prepares students for positions as accounting assistants or entry level bookkeepers.

Lecture Hours: 2.5  Lab Hours: 1.5  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
ACCTG-138 - Work Experience Units: 1 - 8

Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 2.07 Repeatable: 15 Grading: O

Corequisite: 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.

Advisory Level: Read: 3 Write: 3 Math: 2

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

APE-030E - Adapted Physical Education - Units: 1
Adapted Fitness for Life

Students with disabilities learn how to improve general fitness levels, improve muscular strength, and improve cardiovascular endurance.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L

Open Curriculum*: Students need written verification of a disability and an Adapted Physical Education health verification medical referral form provided by a physician on file in the DSPS office and to the instructor, prior to the first day of class.

Advisory Level: Read: None Write: None Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: E District GE: E IGETC: None

APE-053E - Adaptive Low Impact Units: 1
Walking/Jogging for Health

Students with disabilities are introduced to the benefits of exercise through walking and jogging and to the principles of exercise which will increase cardiovascular conditioning, endurance and flexibility. Adaptations will be integrated per the disability.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L

Open Curriculum*: Students need written verification of a disability and an Adapted Physical Education health verification medical referral form provided by a physician on file in the DSPS office and to the instructor, prior to the first day of class.

Advisory Level: Read: None Write: None Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

APE-056E - Adapted Physical Education - Units: 1
Adapted Weight Training

Students with physical disabilities will learn how to improve muscular strength and conditioning. Students will learn adaptive weight training skills and techniques, and how to utilize specialized equipment to enhance muscular strength, muscular endurance, and general fitness. Students must present written verification of a disability provided by a physician or physical therapist.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L

Open Curriculum*: Students need written verification of a disability and an Adapted Physical Education health verification medical referral form provided by a physician on file in the DSPS office and to the instructor, prior to the first day of class.

Advisory Level: Read: None Write: None Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

AJ-010 - Introduction to Administration of Justice Units: 3

Students are introduced to the history and philosophy of administration of justice including law enforcement, the courts, and corrections. Students study the responsibilities of criminal justice agents, legal frameworks, and the role of the justice system in a pluralistic society. Students will also explore the concepts of crime causation, punishments and rehabilitation, and training standards of criminal justice personnel.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 4 Write: 4 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: D District GE: D IGETC: 4

AJ-011 - Criminal Law Units: 3

Students study concepts of criminal law including history, philosophy, and legal structure. Students will examine definitions and classifications of crime, case law analysis, the court system, and the U.S. Constitution. Students will also explore crimes against person, property crimes, and the legal system as a social and cultural ideology.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: D District GE: D IGETC: None

AJ-013 - Criminal Procedures Units: 3

Students are introduced to the history, legal terminology, and principles of criminal procedures. Students will examine constitutional provisions, interpretation of statutory and case law, legal aspects of arrest, rules governing search and seizure, and institutional responsibilities of the criminal justice system within a multicultural society.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: D District GE: D IGETC: None

AJ-014 - Contemporary Police Issues Units: 3

Students will focus on both the historical and contemporary role of police in American society. Emphasis is placed on police hiring and training procedures, ethical issues, use of police discretion, police corruption, policing strategies, and the role of women and minorities in law enforcement.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: D District GE: D IGETC: 4

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: D District GE: D IGETC: None
**AJ-015 - Introduction to Criminal Investigation**

Students are introduced to fundamental principles and procedures of criminal investigation including crime scene management, documentation methods, rules of evidence, and interviewing and interrogation. Students will also examine modus operandi, sources of information, chain of custody, and investigative techniques related to persons and property crimes.

Lecture Hours: 3  
Advisory Level: Read: 4  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
IGETC: None

**AJ-016 - Street Law**

Students will learn about practical aspects of civil, criminal, constitutional, family, immigration, and consumer law in a diverse society with an orientation toward civic involvement in the local community. This course will cover the evaluation, debate, and critical analysis of law and legal issues that affect individuals, their families, and communities. This course will also examine information on careers in law. Students will be required to participate in a community-based event.

Lecture Hours: 4  
Advisory Level: Read: 3  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: D  
IGETC: 4

**AJ-019 - Law Enforcement in Multicultural Communities**

Students examine the complex, dynamic relations between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics may include the consensus and conflicting values in culture, religion, and law.

Lecture Hours: 3  
Advisory Level: Read: 4  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: D  
IGETC: 4

**AJ-080 - Addiction in the Criminal Justice Population**

Students examine the addiction disease process and its role in criminality. Students will explore the criminal justice response to addiction, and historical and current trends in addressing the needs of the addicted offender in county, state, and federal incarceration settings.

Lecture Hours: 2  
Advisory Level: Read: 4  
Transfer Status: None  
Degree Applicable: AS  
CSU GE: None  
IGETC: None

**AJ-081 - Criminal Justice Process for the Addicted Offender**

Students explore addiction treatment services and intervention at each segment of the criminal justice system. The sectors covered in this course include: community policing, points of arrest, initial interventions for first-time offense, drug courts, response to relapse, prison services, and services regarding reentry into society.

Lecture Hours: 2  
Advisory Level: Read: 4  
Transfer Status: None  
Degree Applicable: AS  
CSU GE: None  
IGETC: None

**AJ-082 - Co-occurring Disorders in the Addicted Offender Population**

Students become aware of the substantial percentage of those under criminal justice supervision that have one or more co-occurring mental disorders in addition to their substance use disorder. Students will review the intersection between behavioral health and addiction, approaches to co-occurring disorder assessment, symptoms of major mental health disorders, and trauma-informed services in the criminal justice system.

Lecture Hours: 2  
Advisory Level: Read: 4  
Transfer Status: None  
Degree Applicable: AS  
IGETC: None

**AJ-083 - Treatment and Interventions for the Addicted Offender**

Students review the challenges facing addicted criminal justice clients. Addicted offenders may require help meeting basic life needs, such as finding housing, applying for a job, or cooking a meal. Students will explore the use of motivational interviewing to assist clients to manage their feelings, control impulses, and work toward concrete goals. Students will explore strategies and techniques which include confronting manipulation and setting boundaries.

Lecture Hours: 2  
Advisory Level: Read: 4  
Transfer Status: None  
Degree Applicable: AS  
IGETC: None
AJ-104 - Report Writing Units: 3
Students will learn the importance of complete and accurate reporting of events for the judicial process. Students will cover grammar, sentence structure, organization, content, and modus operandi in law enforcement report writing. Emphasis will be placed on Penal Code Section 1107 requirements and felony and misdemeanor crimes. It is strongly recommended for Administration of Justice students who intend to enroll in Law Enforcement Academy and Reserve Officer Training courses.
Lecture Hours: 3 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

AJ-110 - Narcotics and Drug Abuse Units: 3
Students will explore the history and classification of legal and illegal psychoactive drugs including physiological and physical effects. Students will also examine historical and contemporary trends relating to criminalization, decriminalization, addiction, harm reduction, and the relationship between drug use and violence.
Lecture Hours: 3 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

AJ-111 - Juvenile Law and Procedures Units: 3
Students will learn the importance of complete and accurate reporting of events for the judicial process. Students will cover grammar, sentence structure, organization, content, and modus operandi in law enforcement report writing. Emphasis will be placed on Penal Code Section 1107 requirements and felony and misdemeanor crimes. It is strongly recommended for Administration of Justice students who intend to enroll in Law Enforcement Academy and Reserve Officer Training courses.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: D District GE: D IGETC: 4

AJ-112 - Introduction to Evidence Units: 3
Students examine theories and predictors of violence, the role of victims in the criminal justice system, and approaches to crime measurement. Common crimes including criminal homicide, sex crimes, domestic violence, gang and hate crimes, and elder abuse are also addressed. The legal and social impact of violence on quality-of-life as well as crime prevention, intervention, and treatment strategies are explored.
Lecture Hours: 3 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

AJ-113 - Violent Crime in America Units: 3
Students examine theories and predictors of violence, the role of victims in the criminal justice system, and approaches to crime measurement. Common crimes including criminal homicide, sex crimes, domestic violence, gang and hate crimes, and elder abuse are also addressed. The legal and social impact of violence on quality-of-life as well as crime prevention, intervention, and treatment strategies are explored.
Lecture Hours: 3 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

AJ-114 - Terrorism Units: 3
Students will study the ideology, history, motives, and causes of domestic and international terrorism. Students will also cover topics including terrorist behavior, typologies of terrorism and extremism as a basis for terrorist behavior, as well as the response of the government and law enforcement in combating terrorism in multiple arenas.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

AJ-115 - Introduction to Forensic Science Units: 3
Students examine principles, concepts, and practices of forensic science including identification, collection, comparison, and analysis of different types of physical evidence. Emphasis on standard analytical techniques to identify and examine evidence such as biological fluids, ballistics, impression marks, fingerprints, hair and fibers, documents, drugs, and explosives are explored.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

AJ-116 - Introduction to Corrections Units: 3
Students learn about the history, theory, and practice of the correctional process in America with critical analysis of adult and juvenile correctional institutions, probation, parole, and community-based alternatives. Specific issues facing correctional systems such as inmate constitutional rights, effects of institutionalization, cost, overcrowding, ethnicity, gender, and aging are also explored.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: D District GE: D IGETC: 4
# Administration of Justice

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ-125</td>
<td>- Fundamentals of Court Operations-Court Case Types</td>
<td>3</td>
<td>Students are introduced to the types of cases adjudicated in the California State court system. Students will review case types and their characteristics as well as partners of the justice system.</td>
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<tr>
<td>AJ-126</td>
<td>- Fundamentals of Court Operations-Legal Processing</td>
<td>3</td>
<td>Students will review and analyze the procedures and case-flow of the variety of case types processed in California Courts. Legal terminology unique to the judicial branch will be covered. Students examine the duties of court clerks in the processing of legal documents and in their role as custodians of judicial records. Attendance at a court session will be required.</td>
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<tr>
<td>AJ-127</td>
<td>- Introduction to Government and the Judicial Branch</td>
<td>3</td>
<td>Students will learn the foundations of the governmental branches and institutions. Emphasis will be on the relationship of the executive and legislative branches and the inter-relationships with the judicial branch at both the federal and state levels, including specifics to the California judiciary.</td>
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<tr>
<td>AJ-128</td>
<td>- Public Trust and Confidence in the Judicial Branch</td>
<td>3</td>
<td>Students will review and analyze the importance of court accountability, transparency, and procedural fairness to instill the public's trust and confidence in the courts. Students will discuss purposes and tools of court performance and how court performance directly relates to the public's perception of the court system. Students will identify the relationship among the court, the media, and the community.</td>
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<tr>
<td>AJ-129</td>
<td>- Fundamentals of Court Operations-Courtroom Support</td>
<td>3</td>
<td>Students will review and analyze the role and responsibilities of courtroom support personnel: role of jury services, courtroom clerks, court reporters, court security (bailiffs), and interpreters. The functions of records management including public access, retention, and destruction of records will also be covered. Students will identify and examine services available for self-represented litigants and alternate methods of resolution.</td>
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<tr>
<td>AJ-131</td>
<td>- Judicial Branch Workplace: Relationships and Communications</td>
<td>3</td>
<td>Students will learn about the complexities of interpersonal workplace relationships and communications in the judicial branch. Knowledge will be gained of successful workplace skills and abilities, such as leadership, management, individual, group, and organizational behavior.</td>
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<tr>
<td>AJ-132</td>
<td>- Introduction to Judicial Administration</td>
<td>3</td>
<td>Students will learn the history, administrative requirements, and complex environment of the administration of justice in the judicial branch. This course examines traditional business functions that comprise the administrative infrastructure unique to the judicial branch and court administration of the state of California. Topics covered will include human resources, training and education, finance, facilities, information technology, security, media relations, strategic planning, and governance.</td>
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<tr>
<td>AJ-133</td>
<td>- Career Readiness in the Judicial/Justice System</td>
<td>3</td>
<td>Students will examine the variety of careers in the judicial branch and justice system. Students will learn about the public employment process and the basics of a successful application. They will identify the key knowledge, skills, and abilities involved in the employment process, such as locating job opportunities, writing resumes, networking, preparing for employment testing, and interviewing techniques. Topics will also include employer expectations, performance management, and work/life balance.</td>
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</table>

**Legend:**
- **Degree Applicable:** AA/AS
- **Transfer Status:** CSU
- **Advisory Level:**
  - Read: 3
  - Write: 3
  - Math: None

**Grading:**
- L: Lecture Hours: 3
  - Lab Hours: None
  - Repeatable: No
  - Grade: L

**IGETC:** None

**CSU GE:** None

**District GE:** None

**Repeatable:** No
### Administration of Justice

**AJ-138 - Work Experience**  
Units: 1 - 8  
Occupational Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/occupational subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Occupational Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.  
**Lecture Hours:** None  
**Lab Hours:** 2.07  
**Repeatable:** 15  
**Grading:** O  
**Corequisite:** 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.

**Advisory Level:**  
**Read:** 3  
**Write:** 3  
**Math:** None

**Transfer Status:**  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

### Air Conditioning

**AIRC-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:** 1.81  
**Repeatable:** 17  
**Grading:** O  
**Advisory Level:**  
**Read:** 2  
**Write:** 2  
**Math:** None

**Transfer Status:**  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

### Refrigeration Service

**AIRC-121 - Air Conditioning Principles**  
Units: 4  
Students will study concepts of electricity, control, and electrical loads found on air conditioning and refrigeration circuits. The course includes both the theory and practices of electricity applicable to the air conditioning and refrigeration industries.  
**Lecture Hours:** 3  
**Lab Hours:** 3  
**Repeatable:** No  
**Grading:** L  
**Credit by Exam:** Yes

**Advisory Level:**  
**Read:** 3  
**Write:** 3  
**Math:** None

**Transfer Status:**  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

### Intermediate Air Conditioning

**AIRC-131 - Intermediate Air Conditioning**  
Units: 4.5  
This course specifically covers service, construction, and repair of medium to large central air conditioning systems. Students learn about comfort air conditioning systems, mechanical refrigeration systems, psychrometrics, humidification process, dehumidification process, duct systems, and Fan Laws. Students will also cover service procedures for central air conditioning systems.  
**Lecture Hours:** 4  
**Lab Hours:** 1.5  
**Repeatable:** No  
**Grading:** L  
**Credit by Exam:** Yes  
**Prerequisite:** AIRC 121 and AIRC 122, both with C or better

**Advisory Level:**  
**Read:** 3  
**Write:** 3  
**Math:** 1

**Transfer Status:**  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

### Work Experience

**AIRC-138 - Work Experience**  
Units: 1 - 8  
Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.  
**Lecture Hours:** None  
**Lab Hours:** 2.07  
**Repeatable:** 15  
**Grading:** O  
**Corequisite:** 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.

**Advisory Level:**  
**Read:** 3  
**Write:** 3  
**Math:** None

**Transfer Status:**  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None
**Air Conditioning**

**AIRC-141 - Hydronics and Air Distribution**
Units: 3

Students will learn the analyses, maintenance, and service of hydronic heating and cooling systems and air distribution systems. Students will analyze design calculations, heat loss/gain, friction loss, and system balance for residential and commercial applications. Students will also study indoor air quality, water treatment, fan and pump performance and applications. Field trips may be required.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: AIRC 131 and AIRC 132; both with C or better

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

**AIRC-142 - Air Conditioning Control Systems**
Units: 4

Students will study theory, application, and operation of Heating, Ventilating, and Air Conditioning (HVAC) control systems including electric, pneumatic, solid state, and digital control systems. Students will also study Energy Management Systems (EMS) and building applications, and green technology including fire/smoke, lighting, and heating and ventilation controls.

Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: L

Prerequisite: AIRC 131 and AIRC 132 both with C or better

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**AIRC-145 - Sheet Metal Principles**
Units: 2

Students are introduced to the concepts of design, construction, and installation of sheet metal for the air conditioning industry. Students will learn the fundamentals of sheet metal working processes, such as layout, cutting, forming, and fabrication, and will apply these fundamentals to hands-on lab projects.

Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: L

Credit by Exam: Yes

Advisory Level: Read: 3 Write: 3 Math: 2

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**Alcohol and Drug Studies**

**ADS-070 - Introduction to Chemical Dependency**
Units: 3

Students overview 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, addiction issues of special populations, and the pattern and progression of chemical addiction. Students will be required to attend outside workshops or events.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 4 Write: 4 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ADS-071 - Pharmacology/Physiology of Addiction**
Units: 3

Students will examine in-depth 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: L

Advisory Level: Read: 4 Write: 4 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ADS-072 - Codependency & Family Dynamics**
Units: 3

Students will examine codependency from an attachment theory, behavioral, and physical perspective. Course topics include attachment theory definitions and characteristics, Pia Mellody's Five Core Symptoms, genograms, dysfunctional and healthy family systems, inner child work, codependency and parenting, culture and codependency, re-parenting, approaches to recovery, and tools of recovery. Students will be required to attend self-help groups in the community.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 4 Write: 4 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ADS-073 - Case Management**
Units: 3

Students will learn to conduct assessment, orientation, treatment planning, record keeping, and relapse prevention (aftercare planning) from both medical and social models in case management. Students will be required to attend outside self-help workshops or events.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 4 Write: 4 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ADS-074 - Ethics, and Personal and Professional Growth**
Units: 3

Students will learn to address ethical, personal, and professional issues 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, and peer networking will be examined. Students will be required to attend outside workshops or events.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 4 Write: 4 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None
### ADS-075 - Individual, Family, Group Counseling

Students examine the theories and purposes of various counseling approaches with individuals, groups, and families. They will also practice and demonstrate skills necessary for counseling families, individuals, and groups.

<table>
<thead>
<tr>
<th>Lecture Hours:</th>
<th>Lab Hours:</th>
<th>Repeatable:</th>
<th>Grading:</th>
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<tbody>
<tr>
<td>3</td>
<td>None</td>
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</tbody>
</table>

Advisory Level: Read: 4 Write: 4 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

### ADS-076 - Law and Prevention: Community Response

Students develop awareness of community responses to addiction by examining alcohol and drug laws, and programs of prevention, education, outreach, intervention, and referral.

<table>
<thead>
<tr>
<th>Lecture Hours:</th>
<th>Lab Hours:</th>
<th>Repeatable:</th>
<th>Grading:</th>
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<tbody>
<tr>
<td>3</td>
<td>None</td>
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</table>

Advisory Level: Read: 4 Write: 4 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

### ADS-077A - Supervised Practicum A

Students begin the clinical counseling experience hours in an approved chemical dependency treatment facility. Direct supervision is provided by a staff person meeting CAADAC approved standards. Students apply and integrate acquired knowledge and values. This "learning by doing" practicum is the first half of the 255 hours required for certification and essential to adequate preparation for professional practice.

<table>
<thead>
<tr>
<th>Lecture Hours:</th>
<th>Lab Hours:</th>
<th>Repeatable:</th>
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</thead>
<tbody>
<tr>
<td>3</td>
<td>None</td>
<td>No</td>
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</tbody>
</table>

Prerequisite: ADS 070, ADS 071, ADS 073, ADS 074, and ADS 075; all with C or better

Corequisite: ADS 138 - Requires 2 units of concurrent enrollment in ADS-138. Students begin clinical practice hours in an approved chemical dependency treatment clinic according to CAADAC/CCAPP standards. Students in this first practicum will participate in a minimum of 128 hours towards the minimum of 255 hours for certification.

Advisory Level: Read: 4 Write: 4 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

### ADS-077B - Supervised Practicum B

Students complete the clinical counseling experience hours in an approved chemical dependency treatment facility. Direct supervision is provided by a staff person meeting CAADAC approved standards. Students apply and integrate acquired knowledge and values. This "learning by doing" practicum fulfills the 255 hours required for certification essential to adequate preparation for professional practice.

<table>
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<tr>
<th>Lecture Hours:</th>
<th>Lab Hours:</th>
<th>Repeatable:</th>
<th>Grading:</th>
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<tbody>
<tr>
<td>3</td>
<td>None</td>
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</table>

Prerequisite: ADS 077A with C or better

Corequisite: ADS 138 - Requires 2 units of concurrent enrollment in ADS-138. Students complete clinical practice hours in an approved chemical dependency treatment clinic according to CAADAC/CCAPP standards. Students in this second practicum will participate in more complex cases for a minimum of 128 hours that will in combination with the first practicum complete the minimum of 255 hours for certification.

Advisory Level: Read: 4 Write: 4 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

### ADS-078 - Integrated Behavioral Health

Students will study the differences in mental health and chemical dependency treatment cultures. They will review the key DSM5 diagnostic categories that appear in addiction treatment and approaches to assessment and treatment planning that address mental health, physical health, and substance abuse disorders. Students will examine psychotropic medication and the interaction with medication assisted approaches to treatment, as well as barriers to effective treatment. Professional ethics and scope of practice will also be covered.

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<tr>
<th>Lecture Hours:</th>
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<th>Repeatable:</th>
<th>Grading:</th>
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<tbody>
<tr>
<td>3</td>
<td>None</td>
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</table>

Advisory Level: Read: 4 Write: 4 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: D IGETC: None

### ADS-080 - Addiction in the Criminal Justice Population

Students examine the addiction disease process and its role in criminality. Students will explore the criminal justice response to addiction, and historical and current trends in addressing the needs of the addicted offender in county, state, and federal incarceration settings.

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<tr>
<th>Lecture Hours:</th>
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<th>Repeatable:</th>
<th>Grading:</th>
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<tr>
<td>2</td>
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</tbody>
</table>

Advisory Level: Read: 4 Write: 4 Math: None

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

### ADS-081 - Criminal Justice Process for the Addicted Offender

Students explore addiction treatment services and intervention at each segment of the criminal justice system. The sectors covered in this course include: community policing, points of arrest, initial interventions for first-time offense, drug courts, response to relapse, prison services, and services regarding reentry into society.

<table>
<thead>
<tr>
<th>Lecture Hours:</th>
<th>Lab Hours:</th>
<th>Repeatable:</th>
<th>Grading:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
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</tbody>
</table>

Advisory Level: Read: 4 Write: 4 Math: None

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None
Alcohol and Drug Studies

**ADS-082 - Co-occurring Disorders in the Addicted Offender Population**

Students become aware of the substantial percentage of those under criminal justice supervision who have one or more co-occurring mental disorders in addition to their substance use disorder. Students will review the intersection between behavioral health and addiction, approaches to co-occurring disorder assessment, symptoms of major mental health disorders, and trauma-informed services in the criminal justice system.

Lecture Hours: 2  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:  Read: 4  Write: 4  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

**ADS-083 - Treatment and Interventions for the Addicted Offender**

Students review the challenges facing addicted criminal justice clients. Addicted offenders may require help meeting basic life needs, such as finding housing, applying for a job, or cooking a meal. Students will explore the use of motivational interviewing to assist clients to manage their feelings, control impulses, and work toward concrete goals. Students will explore strategies and techniques which include confronting manipulation and setting boundaries.

Lecture Hours: 2  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:  Read: 4  Write: 4  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

**ADS-138 - Work Experience**

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 while they are enrolled in WE 138. Enrolled in an accredited secondary program. Internship/job placement is not guaranteed.

Lecture Hours: None  Lab Hours: 1.81  Repeatable: 15  Grading: O

Corequisite: 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.

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**ADS-170 - LAADC Introduction to Chemical Dependency**

Students learn about 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 patterns and progression of chemical addiction. This is one of eight required courses for LAADC (Licensed Advanced Alcohol and Drug Counselor) certification. This course is not transferable and does not meet requirements of the AS Degree in Alcohol and Drug Studies.

Lecture Hours: 1.5  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:  Read: 4  Write: 4  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

**ADS-171 - LAADC Pharmacology and Physiology of Addiction**

Students examine, in-depth, the pharmacological and physiological effects of alcohol and other drugs; physical consequences of chemical dependency; and pharmacological/physiological treatment and recovery strategies. This is one of eight required courses for LAADC (Licensed Advanced Alcohol and Drug Counselor) certification. This course is not transferable and does not meet requirements of the AS Degree in Alcohol and Drug Studies.

Lecture Hours: 1.5  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:  Read: 4  Write: 4  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

**ADS-172 - LAADC Codependency and Family Dynamics**

Students will learn approaches to codependency from an attachment theory, behavioral, and physical perspective. Course covers topics that include attachment theory definitions and characteristics, Pia Mellody's Five Core Symptoms, genograms, dysfunctional and healthy family systems, parenting, culture and codependency, reparenting, and approaches to recovery. This is one of six required courses for LAADC (Licensed Advanced Alcohol and Drug Counselor) advanced certification. This course is not transferable and does not meet requirements of the AS Degree in Alcohol and Drug Studies.

Lecture Hours: 1.5  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:  Read: 4  Write: 4  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

**ADS-173 - LAADC Case Management**

Students will learn to conduct assessment, orientation, treatment planning, recordkeeping, and relapse prevention (aftercare planning) from both medical and social models in case management. This is one of six required courses for LAADC (Licensed Advanced Alcohol and Drug Counselor) advanced certification. This course is not transferable and does not meet requirements of the AS Degree in Alcohol and Drug Studies.

Lecture Hours: 1.5  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:  Read: 4  Write: 4  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

**ADS-174 - LAADC Ethics, Personal and Professional Growth**

Students will learn to address ethical, personal, and professional concerns of alcohol and drug counselors with an emphasis on continued individual growth and development. Ethical and professional standards, credentialing requirements, and assessment of personal strengths and weaknesses will be examined. This is one of six required courses for LAADC (Licensed Advanced Alcohol and Drug Counselor) advanced certification. This course is not transferable and does not meet requirements of the AS Degree in Alcohol and Drug Studies.

Lecture Hours: 1.5  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:  Read: 4  Write: 4  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None
**Anthropology**

**ANTH-062 - Introduction to Physical Anthropology**  
Units: 3  
Students are introduced to the field of Physical Anthropology including the subtopics of biological, forensic, and medical anthropology. The course is designed to give students a general knowledge of biocultural evolution adaptation, sociobiology, applied anthropology, archaeology, comparative methodology, empiricism, and hypothesis testing. Students will also study the origins of the species, the development of culture and language, the domestication of plants and animals, and the rise of agriculture, civilization, warfare, disease, famine, and other issues of contemporary civilizations.  
Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L  
Advisory Level: Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: D  
District GE: D, ES  
IGETC: 4

**ANTH-063 - Introduction to Social and Cultural Anthropology**  
Units: 3  
Students are introduced to the field of social and cultural anthropology. Topics include the development of the field of anthropology, the concept of culture, language and communication, patterns of subsistence and economic systems. Other topics covered are sex and marriage, family, kinship and descent, political systems, spirituality, religion, the arts, and the challenge of globalization.  
Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L  
Advisory Level: Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: D  
District GE: D, ES  
IGETC: 4

**Arabic**

**ARABC-001A - Elementary Arabic**  
Units: 5  
Students are introduced to written and spoken Arabic as used by native speakers in the Levant. Students will develop listening, reading, writing, and speaking skills at the introductory level in Modern Standard and Levantine Arabic. Emphasis is placed on the practical and everyday use of the language and culture. The course is designed for heritage and non-native speakers of Arabic. This course corresponds to two years of high school study.  
Lecture Hours: 5  
Lab Hours: None  
Repeatable: No  
Grading: L  
Advisory Level: Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: C2  
District GE: C2  
IGETC: 6A

**ARABC-001B - Elementary Arabic**  
Units: 5  
This course is a continuation of Arabic 001A. Students will further develop listening, reading, writing, and speaking skills at the advanced introductory level in Modern Standard and Levantine Arabic. Emphasis is placed on the practical and everyday use of the language and culture. The course is designed for heritage and non-native speakers of Arabic.  
Lecture Hours: 5  
Lab Hours: None  
Repeatable: No  
Grading: L  
Advisory Level: Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: C2  
District GE: C2  
IGETC: 6A
ART-012 - Two Dimensional Design  Units: 3
Students are introduced to the theories and applications of two-dimensional (flat surface) form in visual art and design. Students will use a variety of media, tools, and techniques in studying line form, volume, space, value, texture, balance, proportion, movement, light and contrast. The course may include field trips.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Advisory Level: Read: 3  Write: 3  Math: 1
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-013 - Three Dimensional Design  Units: 3
Students are introduced to the theories and applications of design in three-dimensional form in space. Students study the elements and principles of design, using a variety of tools, techniques, and mediums which may include wire, cardboard, clay, wood, plaster, and other materials at the instructor's discretion, in a studio lab setting. Field trips may be required.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Advisory Level: Read: 3  Write: 3  Math: 1
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-014 - Color Theory  Units: 3
Students study the principles, theories, and applications of additive and subtractive color in two dimensions. Topics will include major historical and contemporary color systems and the elements of design as they apply to color. Students will produce projects in applied color.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-024 - Beginning Drawing  Units: 3
Students are introduced to the fundamental elements and compositional principles of drawing. Lecture and studio practice will emphasize a variety of media, tools, and techniques in studying the elements and principles of drawing, including line, shape, value, perspective, proportion, balance, and unity. The course may include field trips and sketchbooks.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-025 - Expressive Drawing  Units: 3
Students will explore artistic concepts, styles, and creative expression related to expressive drawing, focusing on complex subject matter and concepts using a variety of drawing mediums, techniques, and methodologies. Students in this course will build on fundamental drawing skills to develop personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Prerequisite: ART 024 with C or better
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-026 - Intermediate Drawing  Units: 3
Students will build on fundamental drawing skills to develop personalized approaches to content and materials in exercises using multiple historical and contemporary approaches to drawing. Students will explore artistic concepts, styles, and creative expression appropriate to intermediate-level drawing, focusing on complex subject matter and concepts using a variety of drawing mediums, techniques, and methodologies. Field trips may be required.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Prerequisite: ART 024 with C or better
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-027A - Illustration 1  Units: 3
Students are introduced to illustration techniques and applications. Students will work in a variety of media to produce illustrations for specific topics and genres. Field trips may be required.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Prerequisite: ART 024 with C or better
Recommended: ART 012
Advisory Level: Read: 3  Write: 3  Math: 1
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-040 - Ceramic Sculpture 1  Units: 3
Students are introduced to expressive and technical principles in ceramic sculpture. Students will study the techniques and history of ceramic sculpture and develop a personal mode of expression and aesthetic development through class projects and research. Field trips will be required.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Prerequisite: ART 046A or ART 013 with C or better
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
ART-042  -  Beginning Sculpture I  Units: 3
Students are introduced to three-dimensional sculptural principles, techniques, and concepts utilizing a range of materials and practices. Students will practice various sculptural methods with attention to creative self-expression and historical context. A field trip may be required.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: 2
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-046A  -  Beginning Ceramics I  Units: 3
Students study fundamentals of clay construction including hand building techniques, use of the potter’s wheel, surface decoration and glazing, and firing. The theories and practices of the ceramic medium and its place in human history and world culture will be covered. Field trips may be required.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-046B  -  Beginning Ceramics II  Units: 3
Students continue study of clay construction including hand building, wheel throwing, surface decoration, and firing. Emphasis is on individual aesthetic development and personal expression. Field trips may be required.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-055A  -  Life Drawing I  Units: 3
This is an advanced transfer-track course of the Visual Art program. It teaches students to draw the human figure from live models. Through practicing from “life”, and not photos, students will be able to develop and refine their observation and rendering skills. Various methods of approach and techniques will be explored. Practical emphasis on the elements and principles of design and drawing will allow students to synthesize their knowledge from previous courses and practice the basics of proportion, modeling, perspective and anatomy.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-055B  -  Life Drawing II  Units: 3
Students continue to examine and explore the drawing of the human figure, with emphasis on further practice of techniques while developing a personal artistic direction. Topics covered will include development of composition, use of multiple figures, integration of color, theme development, and exploration of expressive style, portraiture, and clothed and draped figures.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Prerequisite: ART 055A with C or better
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-060  -  Beginning Painting I  Units: 3
Beginning Painting is an introductory studio course in acrylic and oil painting media. Students will explore a variety of methods of approach, learn various techniques, test the effects of different color schemes, become familiar with tools and materials of the craft, and develop skills related to painting through illustrated lectures, demonstrations, and studio practice.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Prerequisite: ART 014 and ART 024, both with C or better
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-061  -  Beginning Painting II  Units: 3
Students expand knowledge gained in ART 060, emphasizing development of personal aesthetics and composition. Conceptual issues will be introduced. Students will experiment with media, content and technique of painting to further explore and develop their aesthetic style.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: O
Prerequisite: ART 060 with C or better, or equivalent
Advisory Level:  Read: 3  Write: 3  Math: 2
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-071  -  Introduction to Media Arts  Units: 3
Students will study key concepts of interactive media. Topics include its hardware and software, current applications, tools and techniques, aesthetics, and content development. Students will also develop a short multimedia piece.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Recommended: Students should be familiar with computers and external devices such as cameras
Advisory Level:  Read: 3  Write: 3  Math: 1
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
ART-072 - Computer Graphics Units: 3
Students learn fundamental concepts and practices of creating computer graphics. Topics will include using design elements, creating layouts, working among software programs, using scanners, digital cameras and other input devices, and printing. Students will apply the foundational principles and elements of design in a computer setting.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L
Recommended: Cross-platform computer literacy and file management competency are highly recommended
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ART-074 - Media Arts Project Development Units: 3
Students will acquire the skills to produce media arts projects including content development, project management, selection of appropriate hardware/software, skills development, editing and production methods. Students will work independently or in teams to produce media arts projects.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L
Prerequisite: ART 072 or ART 078 or ART 079B or ART 084B; all with C or better
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ART-076 - Professional Practices and Portfolio Development Units: 3
Students focus on career exploration and portfolio development in their area of concentration. Students research their chosen field of art and create a portfolio that showcases their unique styles and strengths. Students will research, write resumes, and develop portfolios.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L
Prerequisite: Student must complete a min. of 12 units: ART 012 or ART 013 or ART 014 or ART 024 or ART 025 or ART 026 or ART 040 or ART 042 or ART 046A or ART 046B or ART 055A or ART 055B or ART 080 or ART 061 or ART 071 or ART 072 or ART 074 or ART 078 or ART 079A or ART 079B or ART 084A or ART 084B or ART 089 or ART 095 or ART 095B or PHOTO 022 or PHOTO 062 or PHOTO 076 or PHOTO 077 or PHOTO 079; all with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ART-076B - Professional Practices and Portfolio Development 2 Units: 3
Students refine their artistic vision and goals to produce a professional quality portfolio. Students work individually and in teams to curate and install exhibitions. Students will produce written and/or oral presentations, further develop their artist statements and resumes, present their work through exhibitions and portfolios, and create capstone projects in their area of concentration.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L
Prerequisite: ART 076 with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ART-078 - Digital Video Units: 3
Students will learn how to shoot, download, edit, and digitize video for use in a variety of media. Topics will include an overview of tools available for digital video production, selecting and/or creating video, audio and graphic elements, digitizing and editing video and audio elements. Copyright and legal issues will be discussed. Field trips may be required.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ART-079A - Web Design 1 Units: 3
Students will study the key concepts of building well-designed and functional web sites. Topics will include analysis of web architecture, an introduction to HTML and CSS (Cascading Style Sheets), creation of web appropriate graphics, designing for different devices, and web accessibility issues.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ART-079B - Web Design 2 Units: 3
Students who have completed Web Design 1 will take their skills to the next level. Students will study topics that will include analysis and deconstruction of web sites, advanced design concepts, integrating media, designing for multiple platforms, and an exploration of the latest technology. Students will be expected to work independently.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L
Prerequisite: ART 079A with C or better
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ART-084A - Web Animation 1 Units: 3
Students will learn animation skills and techniques to produce a variety of animated presentations for the web using current software and programming languages. Projects will include animated banners, cartoons, web pages, and interactive presentations, and may include basic game construction.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L
Recommended: Computer literacy and ability to work with basic computer programming
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
ART-084B - Web Animation 2 Units: 3
Students will continue to develop their skills in creating animated presentations for the web using current software and programming languages. The focus will be on developing a deeper understanding and application of scripting languages, as well as the creation of advanced projects.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L
Prerequisite: ART 084A with C or better
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ART-089 - Special Projects in Ceramics Units: 3
Students will improve and develop skills in a specialized area of ceramic art. Field trips will be required.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L
Prerequisite: ART 046B with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ART-090 - Art Appreciation Units: 3
Students will develop an appreciation of the visual arts, aesthetics, and creative process. They are introduced to the analysis of art in terms of form, function, process, content, and themes. Students receive a broad overview of the visual arts, its elements and principles, media, techniques, and terminology. Students will also examine the role of art criticism and aesthetics in a historical and cultural context. Field trips may be required.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 4 Write: 4 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C1 IGETC: 3A

ART-091 - Survey of Art History: Prehistoric Through Gothic Units: 3
Students will study Western and Non-Western art history from the Prehistoric through the Gothic periods. Course content emphasizes painting, sculpture, and architecture from the most important centers of culture, and how art reflects historical occurrences, social, political, and religious attitudes of the time. Comparative analysis of styles and artists with critical evaluation of aesthetics will be included. Topics include Early to High Renaissance, Mannerism, Baroque, Rococo, Romanticism, Impressionism, Post Impressionism, Fauvism, Cubism, Abstract Expressionism, Post Modernism. A field trip may be required.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
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-092 - Survey of Art History: Renaissance to the Present Units: 3
Students will study Western and Non-Western art history from the Renaissance through the present. Course content emphasizes painting, sculpture, and some architecture from the most important centers of culture, and how art reflects historical occurrences, social, political, and religious attitudes of the time. Comparative analysis of styles and artists with critical evaluation of aesthetics will be included. Topics include Early to High Renaissance, Mannerism, Baroque, Rococo, Romanticism, Impressionism, Post Impressionism, Fauvism, Cubism, Abstract Expressionism, Post Modernism. A field trip may be required.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 4 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C1 IGETC: 3A

ART-095 - Watercolor 1 Units: 3
Students will learn techniques and the use of basic materials of watercolor painting. Course content includes tool and material selection, and standard techniques. Topics covered may include wash, wet into wet, wet on dry, glazing, and the use of masking. Color theory and composition are emphasized to enable students to create a series of finished paintings.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L
Recommended: ART 014 and ART 024
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ART-095B - Watercolor 2 Units: 3
Students expand their technique and knowledge of materials of watercolor painting in this intermediate-level course. Course content includes intermediate techniques and further exploration of tools and materials. Students will use creative problem-solving and experimentation to develop their aesthetic expression.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L
Prerequisite: ART 095 with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ART-096 - Survey of Asian Art Units: 3
This course provides a select overview of art and architecture from India, Southeast Asia, China, Korea, and Japan from pre-history to modern times. Students will apply critical evaluation and comparative analysis of secular and religious trends to assess and appreciate how historical trends have influenced and shaped the arts in Asia today. A field trip will be required.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C1 IGETC: 3A
**Astronomy**

**ASTRO-010 - Introduction to Astronomy**

Students will study astronomical processes related to the structure and origin of the solar system, the Milky Way, the lives of stars, galaxies, and the search for extraterrestrial life. The relationship of these processes to each other and to overarching astronomy concepts, such as the evolution of our universe and the laws of physics will be examined. Major focus includes the impact these processes have on civilization and recent research. The scientific method is illustrated as it relates to analyzing astronomy problems. ASTRO 010 taken with ASTRO 010L meets the lab science requirement for graduation/transfer.

- **Units:** 3
- **Lecture Hours:** 3
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** L
- **Prerequisite:** ASTRO 010 with C or better
- **Corequisite:** Or concurrent enrollment in ASTRO 010
- **Advisory Level:** Read: 3 Write: 3 Math: None

**ASTRO-010L - Introductory Astronomy Lab**

ASTRO 010L is an introductory laboratory course in general astronomy. Students will make observations with portable telescopes on campus and use computer simulations to help visualize astronomical events. Students will make use of models to reproduce the apparent motion of planets and stars in the sky. They will investigate the properties of light and how our view of astronomical phenomena is affected by those properties. They will also explore astronomy in the news including current NASA missions and the search for signs of life's footprints outside of Earth. ASTRO 010L satisfies the CSU lab science requirement if taken in the same semester with ASTRO 010.

- **Units:** 1
- **Lecture Hours:** None
- **Lab Hours:** 3
- **Repeatable:** No
- **Grading:** L
- **Prerequisite:** ASTRO 010 with C or better

**BIOL-004A - General Principles and Cell Biology**

Biology 004A is a lecture lab course and the first of a two term sequence for students interested in a career in the sciences, teaching, medicine, or biochemistry. Students explore scientific method, biochemistry, cell structure and function, bioenergetics, cell reproduction, Mendelian inheritance, molecular genetics, biotechnology, evolution of the genome, and some biochemical laboratory techniques for proteins and DNA. Field trips may be required.

- **Units:** 5
- **Lecture Hours:** 3
- **Lab Hours:** 6
- **Repeatable:** No
- **Grading:** L
- **Prerequisite:** MATH 013 and ENGL (092 or 104) and CHEM 001A; all with C or better

**BIOL-004B - Organismal Biology and Biodiversity**

Biology 004B is the second course in a two semester majors-level sequence for students preparing for careers in the sciences, science education, or medicine. This lecture and laboratory course emphasizes the form and function, evolution, and biodiversity of unicellular and multicellular organisms. Topics include protists, fungi, plants, and animals including the phylogenetic relationships among major taxa, macroevolution and Earth history, ecology, and adaptation. Science, the scientific method, and laboratory techniques are also covered. Field trips may be required.

- **Units:** 5
- **Lecture Hours:** 3
- **Lab Hours:** 6
- **Repeatable:** No
- **Grading:** L
- **Prerequisite:** BIOL 004A with C or better or equivalent

**BIOL-020 - Human Biology**

This course is intended for students in non-science majors to meet general education laboratory science requirements. The principles of human biology cover all systems of the body including structure and function, diseases, and application of biotechnology.

- **Units:** 4
- **Lecture Hours:** 3
- **Lab Hours:** 3
- **Repeatable:** No
- **Grading:** L

**BIOL-021 - General Biology**

Students will study the general principles and basic concepts of biology. The course includes the characterization of and classification of living systems, the cell, metabolism, development, genetics, evolution, ecology, dissection, and human health and reproduction. This is an introductory course for non-science majors. This course is not designed for biology or related pre-professional majors, except as a prerequisite for other biology courses.

- **Units:** 4
- **Lecture Hours:** 3
- **Lab Hours:** 3
- **Repeatable:** No
- **Grading:** L

**BIOL-022 - General Biology**

Students will study the general principles and basic concepts of biology. The course includes the characterization of and classification of living systems, the cell, metabolism, development, genetics, evolution, ecology, dissection, and human health and reproduction. This is an introductory course for non-science majors. This course is not designed for biology or related pre-professional majors, except as a prerequisite for other biology courses.

- **Units:** 4
- **Lecture Hours:** 3
- **Lab Hours:** 3
- **Repeatable:** No
- **Grading:** L

**Art**

**ART-098 - Directed Study in Art**

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.

- **Units:** 0.5 - 6
- **Corequisite:** Or concurrent enrollment in ART 30
- **Advisory Level:** Read: 2

**Biology**

**BIOL-004A - General Principles and Cell Biology**

Biology 004A is a lecture lab course and the first of a two term sequence for students interested in a career in the sciences, teaching, medicine, or biochemistry. Students explore scientific method, biochemistry, cell structure and function, bioenergetics, cell reproduction, Mendelian inheritance, molecular genetics, biotechnology, evolution of the genome, and some biochemical laboratory techniques for proteins and DNA. Field trips may be required.

- **Units:** 5
- **Lecture Hours:** 3
- **Lab Hours:** 6
- **Repeatable:** No
- **Grading:** L
- **Prerequisite:** MATH 013 and ENGL (092 or 104) and CHEM 001A; all with C or better

**BIOL-004B - Organismal Biology and Biodiversity**

Biology 004B is the second course in a two semester majors-level sequence for students preparing for careers in the sciences, science education, or medicine. This lecture and laboratory course emphasizes the form and function, evolution, and biodiversity of unicellular and multicellular organisms. Topics include protists, fungi, plants, and animals including the phylogenetic relationships among major taxa, macroevolution and Earth history, ecology, and adaptation. Science, the scientific method, and laboratory techniques are also covered. Field trips may be required.

- **Units:** 5
- **Lecture Hours:** 3
- **Lab Hours:** 6
- **Repeatable:** No
- **Grading:** L
- **Prerequisite:** BIOL 004A with C or better or equivalent

**BIOL-020 - Human Biology**

This course is intended for students in non-science majors to meet general education laboratory science requirements. The principles of human biology cover all systems of the body including structure and function, diseases, and application of biotechnology.

- **Units:** 4
- **Lecture Hours:** 3
- **Lab Hours:** 3
- **Repeatable:** No
- **Grading:** L

**BIOL-021 - General Biology**

Students will study the general principles and basic concepts of biology. The course includes the characterization of and classification of living systems, the cell, metabolism, development, genetics, evolution, ecology, dissection, and human health and reproduction. This is an introductory course for non-science majors. This course is not designed for biology or related pre-professional majors, except as a prerequisite for other biology courses.

- **Units:** 4
- **Lecture Hours:** 3
- **Lab Hours:** 3
- **Repeatable:** No
- **Grading:** L

**Advisory Level:** Read: 3

**Advisory Level:** Read: 3

**Advisory Level:** Read: 4

**Advisory Level:** Read: 3

**Advisory Level:** Read: 3

**Advisory Level:** Read: 3

**Advisory Level:** Read: 3

**Advisory Level:** Read: 3
Biology

Biol-061 - Human Heredity  Units: 3

Students will study the importance of human heredity in our lives, emphasizing the rapidly changing areas of human heredity and specific genetic disorders. The course includes the role of genetics in medicine, agriculture, and recombinant DNA Technology, and will explore the role and importance of genetic counselors and the genetic tests for disorders. This course is designed for non-science majors.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: 2
Transfer Status: CSU/Uc  Degree Applicable: AA/AS
CSU GE: B2  District GE: B2  IGETC: SB

Biol-063 - Ecology  Units: 3

Students will study organisms, matter, and energy and their relationships to natural cycles, succession, and conservation. They will analyze environmental crises in the world today using ecological principles. This is a general Biology science course designed for students not majoring in Biology.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:  Read: 4  Write: 3  Math: 2
Transfer Status: CSU/Uc  Degree Applicable: AA/AS
CSU GE: B2  District GE: B2  IGETC: SB

Biol-064 - Marine Biology  Units: 4

This is a lecture, laboratory, and field course where students will investigate animals, plants, microorganisms, plankton, and human impact on marine ecosystems. In addition, physical factors of the sea, human oceanic history, technology, and uses of the sea will be considered. Mariculture, energy production, and fisheries biology are also addressed in this course. Students will also study special topics on tropical habitats, shark biology, whaling operations, and local marine habitats. These topics are presented through lecture, laboratory, and field investigations. Field trips will be required to locations such as San Francisco Bay and Monterey Bay.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: 3
Transfer Status: CSU/Uc  Degree Applicable: AA/AS
CSU GE: B2,B3  District GE: B2,B3  IGETC: SB,B5C

Biol-066 - Botany  Units: 3

Students study plant anatomy, physiology, cellular morphology, and the ecological and social issues concerning plants. Students will also examine terrestrial and aquatic organisms and their evolution. BIOL 066 is a course designed to introduce majors and non-majors to plant biology. Field trips are required.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: 2
Transfer Status: CSU/Uc  Degree Applicable: AA/AS
CSU GE: B2  District GE: B2  IGETC: SB

Biol-071 - Human Anatomy  Units: 5

Students will study the structure of the human body: identifying its parts and systems, understanding interrelationships between the parts and systems, and making clinical applications. Laboratory activity includes the study of models, dissection of a human cadaver and other selected mammalian organs, and use of the microscope. This course is required for four-year nursing and pre-professional majors such as Occupational Therapy, Physical Therapy, Respiratory Therapy, and Chiropractic.

Lecture Hours: 3  Lab Hours: 6  Repeatable: No  Grading: L

Prerequisite: BIOL 021, with C or better

Advisory Level:  Read: 3  Write: 3  Math: 3
Transfer Status: CSU/Uc  Degree Applicable: AA/AS
CSU GE: B2,B3  District GE: B2,B3  IGETC: SB,B5C

Biol-072 - Human Physiology  Units: 5

Students are introduced to cellular physiology and metabolism. Students study the physiological processes of the human body systems including nervous, endocrine, muscular, urinary, respiratory, sensory, digestive, cardiovascular and reproductive. Other topics include disease and the loss of homeostasis in the body. This course is designed for science degree students in nursing, physical and occupational therapy, and certain science and preprofessional majors.

Lecture Hours: 3  Lab Hours: 6  Repeatable: No  Grading: L

Prerequisite: BIOL 071 and (CHEM 001A or CHEM 015 or CHEM 030A or CHEM 032A) and MATH 013; all with C or better

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/Uc  Degree Applicable: AA/AS
CSU GE: B2,B3  District GE: B2,B3  IGETC: SB,B5C

Biol-074 - General Microbiology  Units: 5

Students are introduced to the structure and activities of microorganisms, including bacteria, viruses, protozoa, fungi, helminths, and algae. Students will study the principles of microbial control, metabolism, environmental microorganism genetics, genetic engineering, disease, modes of infection, and immunity. Emphasis is on aseptic laboratory technique and the application of microbiology to human welfare.

Lecture Hours: 3  Lab Hours: 6  Repeatable: No  Grading: L

Prerequisite: CHEM 001A or CHEM 015 or CHEM 030A (EVC) or CHEM 032A or CHEM 065 and BIOL 004A or BIOL 071 or BIOL 072

Advisory Level:  Read: 3  Write: 3  Math: 3
Transfer Status: CSU/Uc  Degree Applicable: AA/AS
CSU GE: B2,B3  District GE: B2,B3  IGETC: SB,B5C

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: 1.81  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
**Broadcasting**

**BROAD-042A - Beginning Radio Production**  
**Units: 3**  
Students will be introduced to the theory, fundamentals and practices of radio production. They will develop basic knowledge and skills needed for live and pre-recorded broadcasting. Students will operate radio equipment, use audio editing software, and write and broadcast within a variety of radio formats.  
Lecture Hours: 2.5  
Lab Hours: 1.5  
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

**BROAD-042B - Intermediate Radio Production**  
**Units: 3**  
Students will increase understanding of broadcasting fundamentals, including on-air performance, technical operations, history, government regulations, and industry standards. Students will be introduced to station management skills. Field trips may be required.  
Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L  
Prerequisite: BROAD 042A with C or better  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**BROAD-042C - Advanced Radio Production**  
**Units: 3**  
Students will study advanced on-air presentation, station management and operations, and multi-platform broadcasting. Students will manage, operate equipment, and lead on-air programs for the campus radio station. Field trips may be required.  
Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L  
Prerequisite: BROAD 042B with C or better  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**Business**

**BUS-008 - Business English and Writing**  
**Units: 3**  
Students determine the content, styles, medium, and audience considerations for business communications. Students will acquire the skills to write successful memorandums, letters, email messages, and reports. The grammar skills acquired in BUS 007A facilitate successful completion of this course. Prior completion of BUS 007A is highly recommended.  
Lecture Hours: 3  
Lab Hours: 0  
Repeatable: No  
Grading: L  
Recommended: BUS 007A and competent use of Microsoft Word and Excel programs  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**BUS-025 - Introduction to Investments**  
**Units: 3**  
Students are introduced to the fundamentals of personal finance and investments and the tools used for financial planning, personal financing, and protecting their wealth. The course covers personal investments which include investing fundamentals, stocks, bonds, mutual funds, and asset allocation. The students will also be introduced to retirement planning and estate planning concepts.  
Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L  
Advisory Level:  
Read: 3  
Write: 3  
Math: 1  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**BUS-060 - Fundamentals of Business Statistics**  
**Units: 3**  
Students are introduced to 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. Students will cover topics including collection and presentation of data, measures of central value and spread, probability, sampling methods, estimation via confidence intervals, hypothesis testing, and regression and correlation. This course requires the use of quantitative skills acquired in intermediate algebra and finite math.  
Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L  
Prerequisite: MATH 013 with C or better  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: B4  
District GE: B4  
IGETC: 2A

**BUS-068 - Small Business Management**  
**Units: 3**  
Students will study the basic elements of starting and managing a small business. Students study management fundamentals including planning, organizing, staffing, directing, and controlling the business. Students learn how to develop a business plan which includes: site location, legal form of business, capital requirements, raising capital, cash flow budget, and marketing and promotional plans.  
Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L  
Advisory Level:  
Read: 3  
Write: 3  
Math: 2  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None
### BUS-071 - Legal Environment of Business  
**Units:** 3  
Students study laws and regulations affecting business decisions including legal concepts and cases in the areas of ethics, business torts, contracts, consumer and merchant sales, competition, business environment, agency, employment and business organizations.  
**Lecture Hours:** 3  
**Advisory Level:**  
- **Read:** 3  
- **Write:** 3  
- **Math:** 2  
**Transfer Status:** CSU/UC  
**Degree Applicable:** AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None  
**Grading:** L  
**Repeatable:** No

### BUS-082 - Introduction to Business  
**Units:** 3  
Students are introduced to the business functions and practices as they have developed over time in the U.S. Students will be introduced to topics such as 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 and impact of global business, and the significance of small businesses. Underlying many of the topics will be the management aspects of planning organizing, leading and controlling of business units. Finally, the course will cover skills and attributes necessary for successful employment in the various functions of business.  
**Lecture Hours:** 3  
**Advisory Level:**  
- **Read:** 4  
- **Write:** 4  
- **Math:** 2  
**Transfer Status:** CSU/UC  
**Degree Applicable:** AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None  
**Grading:** L  
**Repeatable:** No

### BUS-098 - Directed Study in Business  
**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  
**Repeatability:** 17  
**Advisory Level:**  
- **Read:** 2  
- **Write:** 2  
- **Math:** None  
**Transfer Status:** CSU  
**Degree Applicable:** AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None  
**Grading:** L  
**Repeatable:** Yes

### BUS-112 - Advertising, Promotion, and Sales  
**Units:** 3  
Students are introduced to the fast-changing field of advertising and promotion. Students will study advertising through the integrated marketing communications approach. Topics include the marketing communication (Marcom) process and challenges, advertising decision making and management, and product and service promotions. Students will also study ethical, environmental and regulatory issues in Marcom and examine the role of various kinds of advertising media in product and service promotion.  
**Lecture Hours:** 3  
**Advisory Level:**  
- **Read:** 3  
- **Write:** 3  
- **Math:** None  
**Transfer Status:** CSU  
**Degree Applicable:** AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None  
**Grading:** L  
**Repeatable:** No

### BUS-113 - Principles of Management  
**Units:** 3  
Students study fundamental theories of management, staffing, planning, organizing, controlling and leading as well as management concepts of motivation and communications. Students will also examine the application of formal organizational structure and study the impact of individual and small group behavior on organizational processes and performance. Case studies are included.  
**Lecture Hours:** 3  
**Advisory Level:**  
- **Read:** 3  
- **Write:** 3  
- **Math:** 1  
**Transfer Status:** CSU  
**Degree Applicable:** AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

### BUS-120 - Marketing Principles  
**Units:** 3  
Students are introduced to the philosophies and practices of marketing. Students will study topics such as the marketing process, ethics, research, and promotion strategies. Additional topics studied include: government regulations, management of product and services, pricing policies and strategies, channels of distribution, and logistics management.  
**Lecture Hours:** 3  
**Advisory Level:**  
- **Read:** 3  
- **Write:** 3  
- **Math:** None  
**Transfer Status:** CSU  
**Degree Applicable:** AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

### BUS-124 - International Marketing  
**Units:** 3  
Students study the essentials of marketing in the global market emphasizing areas necessary for developing and implementing a successful international marketing operation. Topics include: the dynamic global economy, differences in cultural, legal, political, social and economic systems, product development, pricing strategies, selection of distribution channels, logistics management, promotion strategies, negotiation styles, and personal selling.  
**Lecture Hours:** 3  
**Advisory Level:**  
- **Read:** 3  
- **Write:** 3  
- **Math:** 2  
**Transfer Status:** CSU  
**Degree Applicable:** AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

### BUS-126 - Retail Management  
**Units:** 3  
Students are introduced to the principles and practices of retail management. Topics covered include: site location, store design, staffing, merchandise strategy, pricing, advertising, and promotion.  
**Lecture Hours:** 3  
**Advisory Level:**  
- **Read:** 3  
- **Write:** 3  
- **Math:** 2  
**Transfer Status:** CSU  
**Degree Applicable:** AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

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**SJCC Course Catalog**  
**Business**

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**BUS-135 - Human Relations and Leadership**  
Units: 3  
Students study basic concepts of individual, group, and organizational human behavior in relationship to interpersonal skills affecting productivity, performance, and human relations in the workplace. Students will focus on the interpersonal, informal, and formal communication processes, development of leadership, employer-employee and cross cultural relationships.  
Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L  
Advisory Level:  
Read: 3  
Write: 3  
Math: 1  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**BUS-138 - Work Experience**  
Units: 1 - 8  
Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.  
Lecture Hours: None  
Lab Hours: 2.07  
Repeatable: 15  
Grading: O  
Corequisite: 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.  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**CHEM-001A - General Chemistry**  
Units: 5  
This course is the first semester of the one year college level general chemistry sequence. Students will study 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 pre-professional majors, such as pre-medicine and dentistry.  
Lecture Hours: 3  
Lab Hours: 6  
Repeatable: No  
Grading: L  
Prerequisite: CHEM 015 and MATH 013, both with C or better  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: B1,B3  
District GE: B1, B3  
IGETC: 5A, 5C

**CHEM-001B - General Chemistry**  
Units: 5  
Students will study topics including organic chemistry, thermodynamics, chemical kinetics, chemical equilibrium, electrochemistry, coordination compounds, and nuclear chemistry. The laboratory emphasizes qualitative and quantitative analysis of inorganic compounds and introduces electronic instrumentation. This course is a continuation of CHEM 001A, the second semester of a one year college level general chemistry sequence.  
Lecture Hours: 3  
Lab Hours: 6  
Repeatable: No  
Grading: L  
Prerequisite: CHEM 001A with C or better  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: B1,B3  
District GE: B1, B3  
IGETC: 5A, 5C

**CHEM-010 - Everyday Chemistry**  
Units: 4  
Students will study how chemistry impacts their everyday life. This course includes topics that address socio-cultural aspects of chemistry such as consumer products, and food production and nutrition. Students will also examine the design, use, and life cycle of synthetic materials and their environmental impact. This course is geared for non-science majors or for students without previous background in science.  
Lecture Hours: 3  
Lab Hours: 3  
Repeatable: No  
Grading: L  
Prerequisite: MATH 111 with P grade  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: B1,B3  
District GE: B1, B3  
IGETC: 5A, 5C

**CHEM-012A - Organic Chemistry**  
Units: 5  
This is the first semester of a year-long comprehensive organic chemistry course with emphasis on structure, reaction mechanisms, and kinetics. Students will study topics that include nomenclature, stereochemistry, mechanisms, reactions, and spectroscopic studies of organic compounds. They will use problem-solving techniques in order to elucidate mechanistic, structural, and stereochemical features of reactions and molecules, respectively. In lectures and laboratory students will implement methods that focus on synthesis, isolation, purification, elucidation, and identification of organic structures, instrumental methods, and data interpretation.  
Lecture Hours: 3  
Lab Hours: 6  
Repeatable: No  
Grading: L  
Prerequisite: CHEM 001B with C or better  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: B1,B3  
District GE: B1, B3  
IGETC: None

**CHEM-012B - Organic Chemistry**  
Units: 5  
The second semester of a year-long organic chemistry course designed to follow Chemistry 12A. Students will study topics including nomenclature, stereochemistry, mechanisms, reactions, and spectroscopic studies of aliphatic and aromatic alcohols, aldehydes, ketones, acids, and other classes of organic and biological compounds. Students will use problem-solving techniques in order to elucidate mechanistic and structural and stereochemical features of reactions and molecules, respectively. In lectures and laboratory students will implement methods that focus on synthesis, isolation, purification, elucidation and identification of organic structures, instrumental methods and data interpretation.  
Lecture Hours: 3  
Lab Hours: 6  
Repeatable: No  
Grading: L  
Prerequisite: CHEM 012A with C or better  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: B1,B3  
District GE: B1, B3  
IGETC: None

**CHEM-015 - Fundamentals of Chemistry**  
Units: 4  
Students are introduced to the fundamentals of modern inorganic chemistry with emphasis on atomic structure, chemical bonding, chemical formulas, nomenclature, equations, stoichiometry, gas laws, solutions, and related topics. The central nature of chemistry among other branches of science is stressed, and examples of the important role that chemistry plays in our lives are presented. CHEM 015 is intended primarily as preparation for the CHEM 001A and 001B sequence. The course also meets the general education requirements for a laboratory science.  
Lecture Hours: 3  
Lab Hours: 3  
Repeatable: No  
Grading: L  
Prerequisite: MATH 111 with P grade  
Recommended: MATH 013 may be taken prior to or concurrent with CHEM 015.  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: B1,B3  
District GE: B1, B3  
IGETC: 5A, 5C
CHEM-032A - Intro to General, Organic, & Biological Chemistry

Students will learn the basic principles of chemistry with emphasis on descriptive rather than theoretical chemistry. Students will study topics including the scientific method, classification and properties of matter; measurement and the metric system; atomic structure; chemical periodicity; states of matter; chemical nomenclature; ionic and covalent bonding; types of chemical reactions; mass relationships; the mole concept; properties of electrolytes; chemical equilibria and energetics; and a brief introduction to nuclear medicine. This course is designed to support students majoring in allied health-related fields. This is a first semester course in introductory chemistry.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L

Advisory Level:
Read: 3  Write: 3  Math: 2

Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B1,B3  District GE: B1, B3  IGETC: 5A, 5C

CHEM-032B - Intro to General, Organic & Biological Chemistry

This is a second-semester course in introductory chemistry covering the major classes of organic and biochemical compounds as they relate to the chemistry of life processes (i.e. metabolic pathways). Students will study hydrocarbons including aromatics, as well as alcohols, phenols, ethers, thiols, disulfides, alkyl halides, amines, aldehydes, ketones, carboxylic acids and derivatives thereof (i.e. esters, amides), carbohydrates, lipids, amino acids, vitamins, enzymes, polymers and nucleic acids. The course is designed to support students majoring in allied health-related fields and the emergency technician programs.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L

Prerequisite: CHEM 032A or CHEM 015 or CHEM 001A; all with C or better

Advisory Level:
Read: 3  Write: 3  Math: 2

Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B1,B3  District GE: B1, B3  IGETC: 5A, 5C

CHEM-065 - Quantitative Analysis

Students are introduced to the theory and practice of traditional gravimetric and volumetric analysis. Students will investigate the tools and techniques of electronanalytical and spectrophotometric analytical methods. This course is highly recommended for students who are majoring in chemistry, biochemistry, biology, and bioengineering, and for those who want to gain practical analytical laboratory techniques.

Lecture Hours: 2  Lab Hours: 6  Repeatable: No  Grading: L

Prerequisite: CHEM 001B with C or better

Advisory Level:
Read: 3  Write: 3  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CHEM-098 - Directed Study

Individual or small groups of students, with previous course work in the discipline, 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.

Lecture Hours: None  Lab Hours: 1.81  Repeatable: 17  Grading: O

Prerequisite: Completion of the following course(s) and project approval is required by sponsoring faculty, division dean, and Vice President of Academic Affairs. CHEM-015 or CHEM-032A; both with C or better

Advisory Level:
Read: 3  Write: 3  Math: None

Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CHIN-001A - Elementary Chinese

This course provides an introduction to elementary Official Standard Chinese for students with no background in the Chinese language. Students will be introduced to the grammatical structure of Chinese sentences, the pronunciation and intonation of spoken Chinese, and the reading and writing of Chinese characters in simplified and/or traditional style. Students will develop listening, speaking, reading, and writing skills in elementary Chinese used in daily life and survival situations. This course corresponds to two years of high school study.

Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:
Read: 3  Write: 3  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  District GE: C2  IGETC: 6A

CHIN-001AL - Foreign Language Lab - Chinese 1A

The Foreign Language Laboratory/Humanities Lab supplements classroom instruction for CHIN 001A. The students will use audio and video media as well as computer programs and the Internet to improve fluency, comprehension and written expression in the target language and to explore cultural components related to the target language. This course is a corequisite for CHIN 001A.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K

Corequisite: CHIN-001A

Advisory Level:
Read: 3  Write: 3  Math: None

Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CHIN-001B - Elementary Chinese

This course continues CHIN 001A, an introduction to elementary Official Standard Chinese. Students will develop language skills using more sophisticated language structures such as additional Chinese characters, phrases with idiomatic expressions, the Pinyin Romanization, and the four-tone system in Chinese pronunciation and words. Aspects of Chinese culture such as Chinese characters and writing, shopping, taking public transportation, and celebrating Chinese New Year will be discussed.

Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: L

Prerequisite: CHIN 001A with C or better

Advisory Level:
Read: 3  Write: 3  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  District GE: C2  IGETC: 6A
### Communication Studies

**COMS-010  -  Interpersonal Communication  Units: 3**

Students will study the basic principles of interpersonal communication and their applications. Students will learn to develop better interpersonal effectiveness through communication theory. Topics will include perception, conflict, listening, and non-verbal and computer-mediated communication.

- **Lecture Hours:** 3
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** L

**Advisory Level:**
- **Read:** 3
- **Write:** 3
- **Math:** None

**Transfer Status:**
- **CSU:** None
- **District GE:** None

**COMS-018  -  Introduction to Communication  Units: 3**

Studies in the discipline of communication studies with emphasis on multiple epistemological, theoretical, and methodological issues relevant to the systematic inquiry and pursuit of knowledge about human communication.

- **Lecture Hours:** 3
- **Lab Hours:** 0
- **Repeatable:** No
- **Grading:** L

**Advisory Level:**
- **Read:** 3
- **Write:** 3
- **Math:** None

**Transfer Status:**
- **CSU/UC:** Degree Applicable: AA/AS

**COMS-020  -  Oral Communication  Units: 3**

Students are taught the skills of speaking. Students focus on the following basic elements: rhetorical theory, researching, organizing and outlining a topic, analyzing an audience, effective use of language, ethics, effective presentation aids, critical listening, credibility, and physical delivery. Students will be required to attend speech activities outside of the classroom environment.

- **Lecture Hours:** 3
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** L

**Advisory Level:**
- **Read:** 3
- **Write:** 3
- **Math:** None

**Transfer Status:**
- **CSU/UC:** Degree Applicable: AA/AS

**COMS-035  -  Intercultural Communication  Units: 3**

Students study communication transactions among members of differing cultures including definitions, perceptions, models, patterns, values, beliefs, customs, and attitudes that affect intercultural communication. Students will examine culture-specific modes of communication and identify factors that impede effective intercultural understanding.

- **Lecture Hours:** 3
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** L

**Advisory Level:**
- **Read:** 3
- **Write:** 3
- **Math:** None

**Transfer Status:**
- **CSU/UC:** Degree Applicable: AA/AS

**COMS-040  -  Introduction to Argumentation  Units: 3**

Students develop skills in argumentation theory, including methods of research, organization, and delivery of arguments. The primary emphasis is on developing logical and articulate arguments for claims. Critical listening and analytical thinking are developed through the application of argumentation theory to exemplary speeches, cases, debates, and briefs.

- **Lecture Hours:** 3
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** L

**Advisory Level:**
- **Read:** 3
- **Write:** 3
- **Math:** None

**Transfer Status:**
- **CSU/UC:** Degree Applicable: AA/AS

**COMS-045  -  Small Group Communication  Units: 3**

Students study communication and decision making within the group context. Concepts such as group interaction; leadership, status and power; conflict and cohesiveness; rules and roles; verbal and nonverbal messages and problem-solving will be investigated.

- **Lecture Hours:** 3
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** L

**Advisory Level:**
- **Read:** 3
- **Write:** 3
- **Math:** None

**Transfer Status:**
- **CSU/UC:** Degree Applicable: AA/AS

**COMS-098  -  Directed Study in Communication Studies  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:** 1.81
- **Repeatable:** 17
- **Grading:** O

**Advisory Level:**
- **Read:** 2
- **Write:** 2
- **Math:** None

**Transfer Status:**
- **CSU:** Degree Applicable: AA/AS

**Read:** 3

**Math:** None

**Degree Applicable:** AA/AS

**Transfer Status:**
- **CSU:** None
- **District GE:** None
CA-005 - Computer Literacy Units: 2
Students will be introduced to the personal computer, Microsoft Windows, beginning Microsoft Office Applications (Word, Excel, Access, and PowerPoint), and using the Internet.
Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: L
Credit by Exam: Yes
Recommended: Basic touch keyboarding speed of 25 net words per minute.
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

CA-010A - Computer Keyboarding Units: 1
Students will develop basic keyboarding skills using touch-keyboarding techniques. Skill development and measurement, as well as checking for errors, and basic usage of Microsoft Word are also addressed. This course is designed for students with no prior keyboarding experience.
Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

CA-011 - Speed and Accuracy Units: 1
Students will use keyboarding software to improve proficiency in speed and accuracy. This course is recommended to refresh and increase keyboarding skills. Students enrolled in this course must have a touch-keyboarding speed of 25 net words per minute.
Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: Touch keyboarding speed of 25 net words per minute
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

CA-015A - Business Documents Units: 2
Students will create effective business documents such as letters, memos, tables, and reports. Students will increase mastery of touch-keyboarding and advanced proofreading skills.
Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: Touch keyboarding speed of 25 net words per minute
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

CA-020D - Microsoft Windows Units: 1
Students will learn about current version of Microsoft Windows to acquire fundamental computer skills such as managing libraries, folders, files, and using search including advanced file management, advanced searching, personalizing Windows environment, using Windows media player, and exploring world wide web with internet explorer. They will also learn about using Windows live essentials, Windows media center, backing up computer, setting up home network, maintaining computer and optimizing its performance, monitoring and tracking system performance, controlling computer security, and troubleshooting computer.
Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L
Recommended: Basic touch keyboarding skill of 25 net words a minute
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

CA-030A - Internet for Beginners Units: 1
Students are introduced to the fundamentals of the internet for personal and business use. Students will learn how to search the web and communicate online. They will also learn how to get more out of internet and understand internet technologies and security. Topics will include how to access special-interest websites, downloading and file-sharing, and online security.
Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L
Recommended: Basic touch keyboarding skill of 25 net words a minute
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

CA-040D - Microsoft Word Specialist Units: 1
Students will learn the specialist level features of Microsoft Word including: creating documents; using tables and templates to create resumes and cover letters; creating research papers, newsletters, and merged mailing labels. In addition, students will learn how to use styles, create multilevel lists and charts, and advanced table features.
Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L
Recommended: Basic touch keyboarding of 25 net words per minute
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

CA-045D - Microsoft Word Expert Units: 1
Students learn the expert level features of Microsoft Word including: building documents from reusable content, using markup tools, creating web content, using advanced editing tools, and creating mass mailings. Students also learn about creating standardized forms, managing documents, integrating MS Word with MS PowerPoint, and modifying document components.
Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L
Recommended: Basic touch keyboarding of 25 net words per minute
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

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Computer Applications

CA-050D - Microsoft Excel Specialist  Units: 1
Students use the specialist level features of Excel to create charts, work with built in
mathematical functions, create tables, and manage large worksheets. Students will
work with graphics and diagrams and save files under different file formats. Students
will create excel databases as well as sort and filter data.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Recommended: Basic touch keyboarding of 25 net words per minute
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

CA-055D - Microsoft Excel Expert  Units: 1
Students use the expert level features of Microsoft Excel to create Pivot Table and
Pivot Chart reports, audit worksheets, analyze and summarize data, create macros,
and work with visual basic for applications. Students will also import data from other
applications, use database statistics, manage workgroup collaboration, and prepare
a workbook for final distribution.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Recommended: Basic touch keyboarding skill of 25 net words a minute and
completion of CA 050D is strongly recommended.
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

CA-060D - Microsoft Access Specialist  Units: 1
Students use the specialist level features of Microsoft Access to create database
objects such as tables, queries, forms, and reports. The course will focus on
criteria of good relational database design and building different types of queries.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Recommended: Basic touch keyboarding of 25 net words per minute
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

CA-065D - Microsoft Access Expert  Units: 1
Students use expert level features of Microsoft Access to customize forms and
reports, create macros, Pivot Tables, and Pivot Charts, integrate with other
applications, secure databases, and save objects under different file formats. Students will
create access databases as well as sort and filter data.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Recommended: Basic touch keyboarding of 25 net words per minute
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

CA-070D - Microsoft PowerPoint Specialist  Units: 1
Students will learn the specialist level features of Microsoft PowerPoint including
creating new presentation, formatting, enhancing presentations with animation,
video, tables, and charts. Students will also learn how to create templates, review,
publish, compare, combine, and protect presentations.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Recommended: Basic touch keyboarding of 25 net words per minute.
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

CA-075D - Microsoft PowerPoint Expert  Units: 1
Students will learn the expert level features of Microsoft PowerPoint including
applying advanced graphic techniques and inserting and embedded audio and
video, delivering a presentation and using tables and pie charts in presentations.
They will also learn about publishing presentations.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Recommended: Touch-keyboarding of 25 wpm, and completion of CA 070D is strongly
recommended.
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

CA-080D - Microsoft Outlook  Units: 1
Students will utilize the most current version of Microsoft Outlook (e-mail), use
calendars, schedule appointments, and create and manage contacts, tasks, and
notes.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Recommended: Touch-keyboarding of 25 wpm.
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

CA-100D - Microsoft Office  Units: 3
Students will gain practical hands-on experience in creating business documents
using the current version of Microsoft Office applications. Students will learn to
create, format and integrate Word and Excel documents, Access databases and
PowerPoint presentations.
Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: CA 010A
Recommended: Basic touch keyboarding skill of at least 25 net words a minute.
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
**Computer Applications**

### CA-138 - Work Experience  
**Units: 1 - 8**  
Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.  
Lecture Hours: None  
Lab Hours: 2.07  
Repeatable: 15  
Grading: O  
Corequisite: 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.  
**Advisory Level:**  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

### CA-302 - Getting Started with Microsoft Windows  
**Units: 0.5**  
Students will learn about the current version of Microsoft Windows to acquire fundamental computer skills such as managing libraries, folders, files, and using search including advanced file management, advanced searching, personalizing Windows environment, using Windows media player, and exploring world wide web with internet explorer.  
Lecture Hours: None  
Lab Hours: 1.5  
Repeatable: No  
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

### CA-303 - Getting Started with Microsoft Word  
**Units: 0.5**  
Students will learn fundamental Microsoft Word processing skills in this open entry/open exit lab. Skills include creating letters, memos, business reports, flyers, and newsletters. In addition, students will also learn how to mail merge documents.  
Lecture Hours: None  
Lab Hours: 1.5  
Repeatable: No  
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

### CA-304 - Getting Started with Microsoft Excel  
**Units: 0.5**  
Students will study fundamental Microsoft Excel skills in this self-paced open entry/open exit lab. Course topics include how to use 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  
**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 Microsoft PowerPoint  
**Units: 0.5**  
Students will learn the fundamentals of making Microsoft PowerPoint presentations in this open entry/open exit lab. Skills include formatting a presentation, enhancing presentations with graphics, and presenting data using tables, chart, and animation.  
Lecture Hours: None  
Lab Hours: 1.5  
Repeatable: No  
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

### Computer Information Systems

### CIS-014A - Internet Principles and Protocols  
**Units: 3**  
Students study the principles and protocols of the Internet. Students learn methods used to move data from one location to another over the Internet including TCP/IP, Internet security, routing, DHCP, DNS, and VPN.  
Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L  
Recommended: CIS 041 or CIT 010  
**Advisory Level:**  
Read: 3  
Write: 3  
Math: 3  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

### CIS-017A - Windows  
**Units: 3**  
Students acquire skills installing, planning, implementing, configuring and maintaining the Windows operating system. Students are introduced to remote desktop and virtual mode, printing, managing file storage, network services, speech recognition, remote access services, and network monitoring. The course also includes information on virtualization support, backup and data recovery, and managing system reliability and availability.  
Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L  
Recommended: CIS 041 or equivalent strongly recommended  
**Advisory Level:**  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None
CIS-017B - Windows Server  
**Units:** 3  
Students will acquire skills installing, planning, implementing, configuring and maintaining the Windows Server 2008 operating system. Students are introduced to Active Directory and account management, printing, managing data storage, network services, deploying Internet Information Service (IIS) services and Certificate Authority, remote access services, server and network monitoring. The course also includes information on virtualization, application services, data provisioning, backup and data recovery, and managing system reliability and availability.  
*Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L*  
**Prerequisite:** CIS 017A with C or better

**Advisory Level:**  
**Read:** 3  **Write:** 3  **Math:** None

**Transfer Status:**  
**CSU GE:** None  **District GE:** None  **IGETC:** None

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CIS-017C - Microsoft Windows Server  
**Units:** 3  
Students learn various aspects of planning, implementing, configuring, and maintaining Microsoft Windows Active Directory infrastructure. Students will acquire skills of Active Directory design and security concepts, account management, and group policy configuration. Students will also learn new features of Windows Active Directory such as Active directory federation services, Active directory certificate services, read only domain controllers, and Hyper-V.  
*Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L*  
**Prerequisite:** CIS 017B with C or better

**Advisory Level:**  
**Read:** 3  **Write:** 3  **Math:** 4

**Transfer Status:**  
**CSU GE:** None  **District GE:** None  **IGETC:** None

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CIS-017D - Microsoft Windows Server  
**Units:** 3  
Students acquire in-depth knowledge of Windows Server, TCP/IP networking, Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP), Active Directory Domain services, file services, printers and print services, network policy and access service, security, and managing the Windows server network infrastructure.  
*Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L*  
**Prerequisite:** CIS 017B with C or better

**Advisory Level:**  
**Read:** 3  **Write:** 3  **Math:** 4

**Transfer Status:**  
**CSU GE:** None  **District GE:** None  **IGETC:** None

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CIS-017E - Microsoft Exchange Server  
**Units:** 3  
Students acquire skills needed to install, upgrade, and maintain Microsoft Exchange Servers. Topics include configuration of mailbox servers and mailbox server components, and management of message transport, recipient objects, and Exchange server security.  
*Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L*  
**Prerequisite:** CIS 017C with C or better

**Advisory Level:**  
**Read:** 3  **Write:** 3  **Math:** 4

**Transfer Status:**  
**CSU GE:** None  **District GE:** None  **IGETC:** None

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CIS-018A - CCNA R&S: Introduction to Networks  
**Units:** 3  
Students are introduced to the fundamentals of networking concepts and technologies. Students acquire the skills necessary to plan and implement small networks across a range of applications. Topics include 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: L*  
**Recommended:** CIS 041 or equivalent strongly recommended

**Advisory Level:**  
**Read:** 3  **Write:** 3  **Math:** None

**Transfer Status:**  
**CSU GE:** None  **District GE:** None  **IGETC:** None

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CIS-018B - CCNA R&S: Routing and Switching Essentials  
**Units:** 3  
Students acquire knowledge of how a router learns about remote networks and determines the best path to those networks. Students study topics including both static routing and dynamic routing protocols. Students acquire the skills necessary to plan and implement small networks using Cisco IP routers and basic switches.  
*Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L*  
**Prerequisite:** CIS 018A with C or better

**Advisory Level:**  
**Read:** 3  **Write:** 3  **Math:** None

**Transfer Status:**  
**CSU GE:** None  **District GE:** None  **IGETC:** None

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CIS-018C - CCNA R&S: Scaling Networks  
**Units:** 3  
Students acquire knowledge of how Cisco switches are interconnected and configured to provide network access to LAN users. Students also learn how to integrate wireless devices into a LAN. Students acquire the skills necessary to plan and implement small networks using IP routers, basic switches, and wireless access points.  
*Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L*  
**Prerequisite:** CIS 018B with C or better

**Advisory Level:**  
**Read:** 3  **Write:** 3  **Math:** None

**Transfer Status:**  
**CSU GE:** None  **District GE:** None  **IGETC:** None

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CIS-018D - CCNA R&S: Connecting Networks  
**Units:** 3  
Students acquire knowledge of how WAN technology used to provide network access to resources across large geographical locations. Students study topics including network security and dynamic IP addressing services that are necessary to implement small networks for a range of applications. Students acquire the skills necessary for implementing WAN using Cisco networks.  
*Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L*  
**Prerequisite:** CIS 018C with C or better

**Advisory Level:**  
**Read:** 3  **Write:** 3  **Math:** None

**Transfer Status:**  
**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>CIS-020</td>
<td>XML Fundamentals</td>
<td>3</td>
<td>Students will study 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</td>
</tr>
<tr>
<td>CIS-020A</td>
<td>Advanced XML</td>
<td>3</td>
<td>Students will study XML markup language to develop advanced, real world applications. Topics will include XML schema languages, web services, APIs, and databases. Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L Recommended: Completion of CIS 020, or equivalent, is strongly recommended</td>
</tr>
<tr>
<td>CIS-022</td>
<td>Database Technology</td>
<td>3</td>
<td>Students will learn how to create a database, implement using SQL (Structured Query Language), and create access to the Internet. Students will study database concepts, structure, access methods, and design considerations. The class will focus on object-relational databases. Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L</td>
</tr>
<tr>
<td>CIS-023</td>
<td>JavaScript Programming</td>
<td>3</td>
<td>Students will study how to use JavaScript to create dynamic web pages, and how to add animation and interactivity to make Web pages come alive. The Document Object Model (DOM), Browser Object Model (BOM), and Dynamic HTML (DHTML) will be covered in sufficient detail to be able to develop well-formed web pages. Students will also study the characteristics of several different web browsers. Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L</td>
</tr>
<tr>
<td>CIS-023A</td>
<td>Advanced JavaScript</td>
<td>3</td>
<td>Students study advanced JavaScript techniques to code for real applications. Topics include forms, validation, cookies, hierarchical menus, XML, security, style sheets, browsers, and DOM (Document Object Model) programming. Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L</td>
</tr>
<tr>
<td>CIS-024</td>
<td>Perl Programming</td>
<td>3</td>
<td>Students will study Perl, the leading web-server dynamic language used in the industry. Knowledge of Perl will prepare students to use this leading web technology to develop, create, and maintain industry-standard web sites across all computing platforms. Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L</td>
</tr>
<tr>
<td>CIS-024A</td>
<td>PHP Programming</td>
<td>3</td>
<td>Students will learn PHP programming to develop, create, and maintain industry-class web sites. Topics include mixing PHP and HTML, building web pages, and developing web browsers. Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L</td>
</tr>
<tr>
<td>CIS-024B</td>
<td>Python Programming</td>
<td>3</td>
<td>Students will study how to use Python, a programming language, to create stand-alone and web-based applications. Students will acquire skills necessary for open source web development. Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L</td>
</tr>
<tr>
<td>CIS-024C</td>
<td>Python Programming</td>
<td>3</td>
<td>Students will study how to use Python, a programming language, to create stand-alone and web-based applications. Students will acquire skills necessary for open source web development. Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L</td>
</tr>
</tbody>
</table>
**CIS-036 - Web 2.0 Programming**  
Units: 3  
Students learn to use and integrate the technologies that form the foundation of Web 2.0 (such as HTML, CSS, HTTP, JavaScript, XML, Server-Side Programming, etc.) to produce rich web applications.  
Lecture Hours: 2.5  
Lab Hours: 1.5  
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

**CIS-037 - SQL Fundamentals**  
Units: 3  
Students study how to use the industry standard database language - SQL (Structured Query Language), to access and manipulate relational databases. Topics include simple and multiple queries, transaction processing, database creation, dynamic and embedded SQL, and data warehousing.  
Lecture Hours: 2.5  
Lab Hours: 1.5  
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

**CIS-038 - Programming the Mobile Web**  
Units: 3  
Students study how to create effective and rich experiences for mobile web browsers. Students also learn how to create offline applications that will be installed in the device's application menu.  
Lecture Hours: 2.5  
Lab Hours: 1.5  
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

**CIS-041 - Introduction to Computer Information Systems**  
Units: 3  
Students will learn basic computer concepts with an emphasis on both the personal computer and enterprise computing. Students cover topics including hardware, application and system software, the internet and World Wide Web, communications, e-commerce, societal issues, database management, systems analysis and design, programming, information systems, career opportunities, certifications in the computer field, and computer trends. Students are provided with the means to demonstrate their knowledge of concepts through the use of hands-on practice.  
Lecture Hours: 3  
Lab Hours: 1  
Repeatable: No  
Grading: L  
Advisory Level: Read: 3  
Write: 3  
Math: 2  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: D  
District GE:  
IGETC: None

**CIS-047 - Apache, PHP, MySQL**  
Units: 3  
Students will study how to build and maintain industry-class websites. Students will study the basics of open-source web-server (Apache). Students will gain knowledge to use and implement the most widely used open-source server-side scripting language (PHP) along with the most popular open-source relational database (MySQL).  
Lecture Hours: 2.5  
Lab Hours: 1.5  
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

**CIS-054 - C/C++ Programming**  
Units: 3  
Students will study C, a general-purpose programming language, which features brevity of expression, modern control flow and data structures, and a rich set of operators. Students will also study C++, an object oriented programming language that is built using the C language as a base. Students will learn the importance of portability and efficiency through a variety of programming assignments. This course includes application programs and/or systems software.  
Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L  
Recommended: CIS 041  
Advisory Level: Read: 3  
Write: 3  
Math: 2  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**CIS-055 - Data Structures**  
Units: 3  
Students study a language-independent treatment of topics including computer organization, data formats, recursion, and abstract data types. Data structures covered include abstract data types, arrays, pointers, link lists, stacks, queues, trees, heaps, hash tables, and graphs. Applications of recursion are discussed in detail. Techniques for sorting and searching, as well as measuring algorithm performance and data structure efficiency using Big-O notation, are presented.  
Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L  
Prerequisite: CIS 054 or CIS 084, both with C or better  
Advisory Level: Read: 3  
Write: 3  
Math: 5  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**CIS-059 - Object Oriented Design and Programming**  
Units: 3  
Students learn the fundamentals and techniques of Object Oriented Programming (OOP). Topics covered include the elements of OOP; classes and objects, inheritance, polymorphism, overloading, overriding, member functions, member access, virtual functions, constructors, derived classes, dynamic objects, and exception handling. Modern programming and debugging techniques will be stressed throughout the course. Design Patterns and UML will also be introduced.  
Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L  
Prerequisite: CIS 054 or CIS 084, both with C or better  
Advisory Level: Read: 3  
Write: 3  
Math: 4  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None
CIS-060 - Systems Analysis and Design  Units: 3
Students apply the concepts of the systems analysis development cycle which includes problem definition; data collection, and analysis, analysis of system alternatives, determination of feasibility, development of the system proposal, pilot or prototype systems development, systems design, program development, systems implementation, systems review, and evaluation.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Recommended: CIS 041 or CIT 010
Advisory Level:  Read: 3  Write: 3  Math: 3
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CIS-062A - Introduction to PC Hardware and Diagnostics  Units: 2
Students acquire basic hands-on skills to operate and support today's personal computer (PC) hardware. Students study the hardware architecture and major components of the PC including processors, motherboards, memory, storage devices, peripherals, and video. This class prepares students to take more advanced CompTia A+ PC Technician courses.
Lecture Hours: 1.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: 2
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

CIS-062B - A+ Core PC Hardware Technology  Units: 2
Students acquire the hands-on skills 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. Other topics include diagnostic software, hardware procedures, virtualization and hard drive imaging. This class prepares students for the CompTia A+ certification exam.
Lecture Hours: 1.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: CIS 062A with C or better
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

CIS-068 - Administering Microsoft SQL Server  Units: 3
Students acquire skills needed to install and upgrade Microsoft SQL database. Topics include database storage configuration, database backup and restore, data security, disaster recovery, data replication, high availability, and troubleshooting. Students study guidelines for effective data management and administration of SQL server environment.
Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: CIS 017B with C or better
Advisory Level:  Read: 3  Write: 3  Math: 4
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 the Microsoft Windows graphical user interface. Students will learn to use Visual Basic .NET concepts, tools, and programming methodology to create user friendly Microsoft Windows applications.
Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: 2
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CIS-084 - Java Programming  Units: 3
Students are introduced to the Java programming language, data types, and control structures using an object-oriented approach. Topics include problem solving, classes, methods, argument passing, GUI, input/output, Java libraries, applets, and exception handling.
Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Recommended: CIS 41 or equivalent
Advisory Level:  Read: 3  Write: 3  Math: 2
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CIS-098 - Directed Study in Computer Information Systems  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

SJCC Course Catalog  Computer Information Systems
## Computer Information Systems

### CIS-138 - Work Experience

<table>
<thead>
<tr>
<th>Units: 1 - 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.</td>
</tr>
<tr>
<td>Lecture Hours: 2.07</td>
</tr>
<tr>
<td>Lab Hours: 2.07</td>
</tr>
<tr>
<td>Repeatable: 15</td>
</tr>
<tr>
<td>Grading: O</td>
</tr>
</tbody>
</table>

**Advisory Level:** 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.

**Transfer Status:** CSU Degree Applicable: AA/AS

**CSU GE:** None **District GE:** None **IGETC:** None

### CIS-157 - Introduction to Unix/Linux

<table>
<thead>
<tr>
<th>Units: 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students are introduced to the Unix/Linux operating systems. Topics covered include a basic editor, shells, directory and file structure, file permissions, passwords, security, redirection, pipes, filters, regular expressions and shell programming. Additional topics include the use of I/O devices, Internet access, and an introduction to system administration.</td>
</tr>
<tr>
<td>Lecture Hours: 2.5</td>
</tr>
<tr>
<td>Lab Hours: 1.5</td>
</tr>
<tr>
<td>Repeatable: No</td>
</tr>
<tr>
<td>Grading: L</td>
</tr>
</tbody>
</table>

**Advisory Level:** |
| Read: 3 |
| Write: 3 |
| Math: None |

**Transfer Status:** CSU/UC Degree Applicable: AA/AS

**CSU GE:** None **District GE:** None **IGETC:** None

### CIS-158 - Linux System Administration

<table>
<thead>
<tr>
<th>Units: 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students study the concepts of Linux system administration. Topics include Linux installation, Unix/Linux file systems, managing user accounts, user shells, security, system resources, device administration, system and file backup and restore, printers and print spooling systems, TCP/IP network configuration and/or management, network access using telnet and ftp, ssh (secure shell), interface to networks using NFS 3 and SAMBA, electronic mail systems, system kernel builds, and system tuning. Students use shell scripts to demonstrate system administration.</td>
</tr>
<tr>
<td>Lecture Hours: 2.5</td>
</tr>
<tr>
<td>Lab Hours: 1.5</td>
</tr>
<tr>
<td>Repeatable: No</td>
</tr>
<tr>
<td>Grading: L</td>
</tr>
</tbody>
</table>

**Prerequisite:** CIS 157 with C or better

**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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## Construction Technology

### CNSTR-098 - Directed Study in Construction

<table>
<thead>
<tr>
<th>Units: 0.5 - 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual or small groups of students 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.</td>
</tr>
<tr>
<td>Lecture Hours: None</td>
</tr>
<tr>
<td>Lab Hours: 1.5 - 27</td>
</tr>
<tr>
<td>Repeatable: 17</td>
</tr>
<tr>
<td>Grading: O</td>
</tr>
</tbody>
</table>

**Advisory Level:** |
| Read: 3 |
| Write: 3 |
| Math: None |

**Transfer Status:** CSU Degree Applicable: AA/AS

**CSU GE:** None **District GE:** None **IGETC:** None

### CNSTR-101A - Construction Tools, Materials and Processes

<table>
<thead>
<tr>
<th>Units: 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will learn to properly use a variety of hand and power tools that are commonly utilized in constructing and repairing houses. Students will also learn about materials used in the construction industry including dimensional and engineered lumber, manufactured and green building materials, and fasteners and adhesives. These tools and materials will be used to build projects in the shop. Students also learn how to choose the best tool for the job at hand and to use that tool efficiently and safely. This entry-level course to the construction industry is a prerequisite for several of the other Construction Technology courses.</td>
</tr>
<tr>
<td>Lecture Hours: 3</td>
</tr>
<tr>
<td>Lab Hours: 3</td>
</tr>
<tr>
<td>Repeatable: No</td>
</tr>
<tr>
<td>Grading: L</td>
</tr>
</tbody>
</table>

**Credit by Exam:** Yes

**Advisory Level:** |
| Read: 3 |
| Write: 3 |
| Math: None |

**Transfer Status:** CSU Degree Applicable: AA/AS

**CSU GE:** None **District GE:** None **IGETC:** None

### CNSTR-101B - Residential Construction Framing

<table>
<thead>
<tr>
<th>Units: 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students are introduced to the requirements and techniques of proper framing residential structures per the Residential Code and local requirements. Students will layout, frame floors and ceilings, and plumb and line walls. Students will also acquire skills in laying subfloor, hanging shear wall and installing metal fasteners. Students will learn to read simple floor plans and identify foundation types and parts. Green building techniques will be stressed. Field trips may be required.</td>
</tr>
<tr>
<td>Lecture Hours: 3</td>
</tr>
<tr>
<td>Lab Hours: 3</td>
</tr>
<tr>
<td>Repeatable: No</td>
</tr>
<tr>
<td>Grading: L</td>
</tr>
</tbody>
</table>

**Corequisite:** CNSTR 101A

**Advisory Level:** |
| Read: 3 |
| Write: 3 |
| Math: None |

**Transfer Status:** CSU Degree Applicable: AA/AS

**CSU GE:** None **District GE:** None **IGETC:** None

### CNSTR-102A - Residential Plumbing Systems

<table>
<thead>
<tr>
<th>Units: 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will be introduced to the concepts of residential plumbing systems and green technology. The course covers the theory and practice of plumbing for residential dwellings. Students will study topics including, but not limited to, drain, waste and vent design and installation, domestic water piping systems design and installation, gas piping systems design and installation, and plumbing fixture installation and repair.</td>
</tr>
<tr>
<td>Lecture Hours: 2</td>
</tr>
<tr>
<td>Lab Hours: 3</td>
</tr>
<tr>
<td>Repeatable: No</td>
</tr>
<tr>
<td>Grading: L</td>
</tr>
</tbody>
</table>

**Credit by Exam:** Yes

**Corequisite:** CNSTR 101A

**Advisory Level:** |
| Read: 3 |
| Write: 3 |
| Math: None |

**Transfer Status:** CSU Degree Applicable: AA/AS

**CSU GE:** None **District GE:** None **IGETC:** None

### CNSTR-102B - Residential/Commercial Wiring

<table>
<thead>
<tr>
<th>Units: 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will study the fundamentals of residential and commercial electrical wiring including electrical theory, installation of receptacles, switches, GFCIs (Ground Fault Circuit Interrupters), AFCIs (Arc Fault Circuit Interrupters), lighting devices and service panels. Students will develop a working knowledge of circuits, sizing conductors, box fill, load calculations, wiring diagrams, grounding requirements, circuit breakers and pipe bending. Electrical codes, symbols, energy saving technology, tools of the trade and safety will also be covered. This course meets the state requirement for entry level electricians to get their trainee card.</td>
</tr>
<tr>
<td>Lecture Hours: 3</td>
</tr>
<tr>
<td>Lab Hours: 3</td>
</tr>
<tr>
<td>Repeatable: No</td>
</tr>
<tr>
<td>Grading: L</td>
</tr>
</tbody>
</table>

**Recommended:** General math skills are needed for calculations.

**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

Students will be introduced to the theory and practice of roof framing for residential dwellings. Topics covered include erecting trusses, rafter length calculations for common, hip, valley and jack rafters, ridge board lengths, techniques for cutting, installing, bracing, sheathing and fascia for rafters. Installation of trusses will also be included. Students are introduced to green construction materials and their applications. Field trips may be required.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L

Corequisite:  CNSTR 101A

Advisory Level:  Read: 3  Write: 3  Math: None

Transfer Status:  CSU Degree Applicable: AA/AS

CSU GE:  None District GE:  None IGETC:  None

CNSTR-104 - Interior/Exterior Finish  Units: 4

Students study methods for finishing interior and exterior walls, floors and ceilings. Topics include interior and exterior wall coverings, insulation, door and window installations, and common construction defects as well as identify green construction materials and applications.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L

Credit by Exam: Yes

Corequisite:  CNSTR 101A

Advisory Level:  Read: 3  Write: 3  Math: None

Transfer Status:  CSU Degree Applicable: AA/AS

CSU GE:  None District GE:  None IGETC:  None

CNSTR-105 - Concrete Construction  Units: 4

Students will be introduced to concepts associated with concrete and many applications of concrete in residential and commercial construction. Industry standards set by the American Concrete Institute and the American Society of Testing and Materials are presented. Students use transit and levels, set hubs and batter boards, construct concrete forms, bend reinforcing steel, and correctly mix, place, and finish concrete. Exposed aggregate, colored and stamped surface textures will be taught. Students will also study admixtures, curing methods, green air entrained concrete, testing procedures, stair formwork, retaining walls, read blueprints and complete concrete materials estimates.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L

Corequisite:  CNSTR 101A

Advisory Level:  Read: 3  Write: 3  Math: 1

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

Students will be introduced to concepts associated with blueprint reading, sketching, and interpreting light commercial and residential drawings. Topics include construction materials, including green materials, building specifications, codes, and methods of estimating construction costs.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: 1

Transfer Status:  CSU Degree Applicable: AA/AS

CSU GE:  None District GE:  None IGETC:  None

CNSTR-107 - Principles of Contracting  Units: 3

Students will be introduced to the requirements and regulations necessary to start and run a successful construction company including common industry standards and preferred practices. Topics include: licensing requirements (all classifications), federal, state, local and environmental regulations, insurance and contract obligations, business plans, marketing, accounting, computerized tracking of the above items, business forms, tax and payroll requirements, change orders, mechanics lien law, scheduling, working with sub contractors, business ethics and personnel hiring.

Lecture Hours: 3  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

CNSTR-109A - Basic Cabinet/Furniture Making  Units: 3

Students are introduced to the fundamentals of tool and machine use, materials, and techniques used to build cabinetry and furniture. Students develop hands-on skills and learn safe work practices necessary to work in a shop environment. Students will learn the sequence of steps to efficiently build a project and make material cut lists. Students will learn how to improve their craftsmanship, accuracy, and ability to follow plans. Green materials will be covered.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L

Recommended:  Ability to accurately measure and do calculations using feet, inches, and fractions

Advisory Level:  Read: 3  Write: 3  Math: 1

Transfer Status:  CSU Degree Applicable: AA/AS

CSU GE:  None District GE:  None IGETC:  None

CNSTR-110 - Architectural Drawing and Home Planning  Units: 3

Students learn the fundamentals of designing a home, choosing the site area, and the most important factors involved in construction drawings using CADD (Computer Aided Design and Drafting) software. Students will prepare a set of drawings that include a plot plan; foundation, roof and floor plans; electrical and plumbing plans; sectional, detail and elevation views; door, window and finish schedules. The class will also study building codes, building methods, estimating using computer take offs and drawing illustration techniques. Each student will complete a complete set of drawings for their dream house.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L

Credit by Exam: Yes

Recommended:  Completion of CNSTR 106

Advisory Level:  Read: 3  Write: 3  Math: None

Transfer Status:  CSU Degree Applicable: AA/AS

CSU GE:  None District GE:  None IGETC:  None

CNSTR-115 - Blueprint Reading  Units: 1

Students will be introduced to blueprint reading, sketching, and interpreting of light commercial and residential drawings. It includes instruction in the recognition of construction materials, procedures, including green materials, Leadership in Energy and Environmental Design (LEED), Building Information Model (BIM), and specifications from blueprints. This course also covers trade-specific symbols found on construction drawings and specifications.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: 1

Transfer Status:  CSU Degree Applicable: AA/AS

CSU GE:  None District GE:  None IGETC:  None
### CNSTR-116 - Estimating

**Units:** 2  
**Description:** Students will be introduced to the basic concepts of construction cost estimating and how to estimate the quantity of labor and materials needed, as well as overhead, management and profit, and to determine the cost of a construction project. Students will work from actual plans to calculate the cost of trade and subcontract work, transportation, insurance and permits for residential and commercial projects. Students will also become familiar with estimating green construction materials and specifications.  
**Lecture Hours:** 2  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** L  
**Credit by Exam:** Yes  
**Advisory Level:** Read: 3  
**Transfer Status:** CSU  
**Degree Applicable:** AA/AS  
**Math:** 1  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

### CNSTR-117 - OSHA Construction Safety Standards

**Units:** 1  
**Description:** Students will receive 10-hour outreach training which concentrates on OSHA safety for entry level construction workers. Students will be taught to recognize and prevent hazards which a worker may encounter at a construction site. Students will be issued a 10-hour OSHA card upon successful completion of the class.  
**Lecture Hours:** 1.5  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** L  
**Credit by Exam:** Yes  
**Advisory Level:** Read: 3  
**Transfer Status:** CSU  
**Degree Applicable:** AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

### CNSTR-118 - Project Management for Construction

**Units:** 1  
**Description:** Students will be introduced to project management, time management, project organization, risk management, and effective management of people in the construction trades. Students will obtain a clearer understanding of the challenges and changes of residential and commercial workplace safety, equipment, and the construction industry as a whole.  
**Lecture Hours:** 1  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** L  
**Advisory Level:** Read: 3  
**Transfer Status:** CSU  
**Degree Applicable:** AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

### CNSTR-120 - Building Code for the Construction Industry

**Units:** 2  
**Description:** Students will be introduced to the California Residential Code (CRC), which is based on the first ten chapters of the International Residential Code (IRC). Topics include interpreting and applying code regulations, requirements for obtaining building permits and the inspection process, and working cooperatively with building inspectors.  
**Lecture Hours:** 2  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** L  
**Advisory Level:** Read: 3  
**Transfer Status:** CSU  
**Degree Applicable:** AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

### CNSTR-125 - Green Construction

**Units:** 3  
**Description:** Students are introduced to the rapidly evolving field of sustainable construction, including healthy indoor environments, selection of green materials, and conservation of resources. Students study sustainable building practices, solar hot water, photovoltaic and radiant heat, improved insulation, lighting strategies, ERV (energy recovery ventilators) and HRV (heat recovery ventilators), deconstruction, optimum value engineering, SIPs (structurally insulated panel systems), ICF (insulated concrete forms), rammed earth, adobe, straw bale, green roofs, and earthencrete. Field trips are required.  
**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** L  
**Advisory Level:** Read: 3  
**Transfer Status:** CSU  
**Degree Applicable:** AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

### CNSTR-128 - National Electrical Code & Calculations

**Units:** 4  
**Description:** Students will be introduced to the requirements of the National Electrical Code (NEC) and standards. Students will be able to recognize electrical code violations that are associated with residential and commercial installations. Students will learn how to do the calculations for load, conduit and box fill, as well as conductor, transformer, and residential service sizing. This course meets the state requirement for entry level electricians to obtain their trainee card. The course also prepares students for the state journeyman certification exam and other field related exams.  
**Lecture Hours:** 4  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** L  
**Recommended:** CNSTR 102B and/or other related trade knowledge strongly recommended  
**Advisory Level:** Read: 3  
**Transfer Status:** CSU  
**Degree Applicable:** AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

### CNSTR-130 - House Building Practicum

**Units:** 4.5  
**Description:** The students will join a team from the San Jose City College Construction Technology Program and build or remodel houses for groups such as Habitat for Humanity. Students will study how to use tools and construct a house. Each semester students may work on different stages of construction including foundations, framing floors, walls, and ceilings, stairs and roofs, heating and air conditioning, plumbing, electrical, solar, installing doors and windows, insulation, weather stripping, wallboard, cabinetry, siding and trim, roofing, painting, flooring, and landscaping. Projects are located off-campus and require transportation or carpooling after introductory sessions at SJCC. No experience is necessary. This class gives students without construction experience the opportunity to gain experience to help them obtain their first construction job.  
**Lecture Hours:** 3  
**Lab Hours:** 4.5  
**Repeatable:** No  
**Grading:** O  
**Advisory Level:** Read: 4.5  
**Transfer Status:** CSU  
**Degree Applicable:** AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None
Construction Technology

**CNSTR-138 - Work Experience**  
Units: 1 - 8

Construction Work Experience is designed for students who work or volunteer in a construction related job and want to earn college credit. Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students must have an office or field related construction job. Jobs aren't provided. Self-employed students working under valid contractor's licenses qualify. Volunteer opportunities can easily be found with local non-profits such as Habitat For Humanity. Volunteering gives students without previous construction work experience hands on experience that can be beneficial in obtaining a first construction job. The course qualifies as an elective for construction certificates and degrees. Students meet with the instructor three times during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units.

- Lecture Hours: None  
- Lab Hours: 2.07  
- Repeatable: 15  
- Grading: O

**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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**COS-010A - Cosmetology Freshman Theory**  
Units: 5

Students are introduced to the field of cosmetology, including history, career paths, professional image, and communication skills needed in a professional salon setting. Students focus on the structure, growth, and infection prevention of hair, skin, and nails. They also study chemical compounds in cosmetology products and their effect on the human body. Cosmetology 010A is the first course in a sequence required in cosmetology. This course, along with COS 010B, COS 105A, and COS 105B, meets the District lab science requirement for Cosmetology majors only.

- Lecture Hours: 5  
- Lab Hours: None  
- Repeatable: No  
- Grading: L

**Corequisite:** COS 105A

**Advisory Level:** Read: 3  
Write: 3  
Math: None

**Transfer Status:** CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: BL  
IGETC: None

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**COS-010B - Cosmetology Senior Theory**  
Units: 5

Students advance in theory skills learning in-depth information including electricity, light therapy, anatomy, physiology, rules and regulations of Board of Barbering and Cosmetology, business management and people skills. Students are required to keep a note-book and to write reports which include deductive reasoning and critical thinking. This course, along with COS 010A, COS 105A, and COS 105B, meets the District lab science requirement.

- Lecture Hours: 5  
- Lab Hours: None  
- Repeatable: No  
- Grading: L

**Prerequisite:** COS 010A with C or better

**Corequisite:** COS 105B

**Advisory Level:** Read: 3  
Write: 3  
Math: 1

**Transfer Status:** CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: BL  
IGETC: None

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**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 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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**COS-105 - Cosmetology Professional Skills**  
Units: 11.5

Continuing students will attend this advanced course in order to meet the California State Board of Barbering and Cosmetology licensing eligibility requirement of 1600 hours. Students study health and safety standards of the profession of cosmetology. Students apply these standards in the practice of hair design, hair sculpting (cutting), hair coloring, 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.

- Lecture Hours: 5  
- Lab Hours: 19.5  
- Repeatable: No  
- Grading: L

**Prerequisite:** COS 010A and COS 105A both with C or better

**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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**COS-105A - Cosmetology Freshman Laboratory**  
Units: 16

Students will apply the technical and theoretical knowledge related to basic skills in cosmetology, current salon techniques, and trends. Emphasis is placed on application skills of hair coloring, permanent waving, chemical relaxing, hair styling, hair cutting, manicuring, facials, eyebrow arching, make-up, and scalp and hair treatments. Client safety and sanitary precautions for each practical service is emphasized. This course, along with COS 010A, COS 010B, and COS 105B, meets the District lab science requirement.

- Lecture Hours: 5  
- Lab Hours: 32.5  
- Repeatable: No  
- Grading: L

**Corequisite:** COS 010A

**Advisory Level:** Read: 3  
Write: 3  
Math: 1

**Transfer Status:** CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: BL  
IGETC: None

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**COS-105B - Cosmetology Senior Laboratory**  
Units: 16

Students advance in lab skills learning in-depth manipulative techniques in hair styling, hair cutting, hair coloring, permanent waving, manicuring, makeup, facials, scalp massage, hair removal, shampooing, chemical relaxing, thermal styling, pedicures, artificial nails, and other procedures required by the Board of Barbering and Cosmetology. Students will also study the social, cultural, psychological, and business implications of a Cosmetology career. This course, along with COS 010A, COS 010B, and COS 105A, meets the District lab science requirement.

- Lecture Hours: 5  
- Lab Hours: 32.5  
- Repeatable: No  
- Grading: L

**Prerequisite:** COS 105A with C or better

**Corequisite:** COS 010B

**Advisory Level:** Read: 3  
Write: 3  
Math: 1

**Transfer Status:** CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: BL  
IGETC: None
COS-116A - Cosmetology Teacher Training I Units: 10.5

Students who are experienced, licensed cosmetologists will continue their training in the second course learning teaching methods of becoming a Master Teacher in cosmetology. This course will provide students with classroom management competencies, subject mastery skills, and expanded career options. Students will gain an additional 300 hours of lecture/demonstration and laboratory training that include technical and practical aspects of cosmetology. Students will examine the elements of dance including body, space, time, and dynamic qualities and develop a vocabulary with which to analyze and write critically about dance. Dance will be explored in many of its genres including social dance, jazz dance, ballet, modern, and dance from cultures around the globe from historical and contemporary perspectives. Attendance at a live dance performance may be required.

Lecture Hours: 5 Lab Hours: 16.5 Repeatable: No Grading: L
Prerequisite: Valid California Bureau and Cosmetology license and one full year, full salon industry experience.

Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

COS-116B - Cosmetology Teacher Training II Units: 10.5

Students who are experienced, licensed cosmetologists will continue their training in the second course learning teaching methods of becoming a Master Teacher in cosmetology. This course will provide students with classroom management competencies, subject mastery skills, and expanded career options. Students will gain an additional 300 hours of lecture/demonstration and laboratory training that include technical and practical aspects of cosmetology.

Lecture Hours: 5 Lab Hours: 16.5 Repeatable: No Grading: L
Prerequisite: COS 116A with C or better

Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

COS-130A - Esthetics I Units: 11

Students who are experienced, licensed cosmetologists will continue their training in the second course learning teaching methods of becoming a Master Teacher in cosmetology. This course will provide students with classroom management competencies, subject mastery skills, and expanded career options. Students will gain an additional 300 hours of lecture/demonstration and laboratory training that include technical and practical aspects of cosmetology. Students will examine the elements of dance including body, space, time, and dynamic qualities and develop a vocabulary with which to analyze and write critically about dance. Dance will be explored in many of its genres including social dance, jazz dance, ballet, modern, and dance from cultures around the globe from historical and contemporary perspectives. Attendance at a live dance performance may be required.

Lecture Hours: 6 Lab Hours: 15 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

COS-130B - Esthetics II Units: 11

Students continue to develop skills required to deliver professional services in the salon industry to increase their competitiveness in the job market. Students develop the skills required to perform these professional services in a salon or spa setting. Theory and practical training includes hair removal methods for face and body, advanced facial massage techniques, superficial chemical peels, and body scrubs/wraps.

Lecture Hours: 6 Lab Hours: 15 Repeatable: No Grading: L
Prerequisite: COS 130A with C or better

Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

COS-130C - Trends in Esthetics Units: 2

Students are introduced to the newest techniques and trends in the esthetics industry to increase their competitiveness in the job market. Students develop the skills required to perform these professional services in a salon or spa setting. Theory and practical training includes hair removal methods for face and body, advanced facial massage techniques, superficial chemical peels, and body scrubs/wraps.

Lecture Hours: 1.5 Lab Hours: 1.5 Repeatable: No Grading: L
Prerequisite: COS 130A with C or better

Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

COS-X109 - Senior Laboratory Special Problems Units: 1 - 13

Continuing students attend this laboratory class in order to complete the Board of Barbering and Cosmetology state board licensing requirements of 1600 hours and credits. This course is variable unit (1.0 to 13.0 units) depending on the student's requirement needs.

Lecture Hours: None Lab Hours: 3 - 39 Repeatable: No Grading: L
Prerequisite: COS 010B and COS 105B, both with C or better

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

DANCE-002 - Dance Appreciation Units: 3

Students will explore dance from an aesthetic, historic, and cultural point of view. Students will examine the elements of dance including body, space, time, and dynamic qualities and develop a vocabulary with which to analyze and write critically about dance. Dance will be explored in many of its genres including social dance, jazz dance, ballet, modern, and dance from cultures around the globe from historical and contemporary perspectives. Attendance at a live dance performance may be required.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Recommended: A solid command of the English language, particularly strong writing skills

Advisory Level: Read: Write: 4 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C1 IGETC: 3A
DANCE-004  - Dance Pedagogy: Teaching Children Dance  Units: 3

This course works to develop the student's artistry and technique of classical ballet at a high-intermediate level. The student will apply theory and technique with attention to musicality and performance in the execution of high-intermediate level barre and centre combinations. The advanced level class will draw from the previous level classes while increasing the difficulty in coordination, complexity, tempo, stamina, and the use of traditional French ballet vocabulary. Attendance at a live dance performance may be required.

Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L

Prerequisite: DANCE 011B with C or better, or assessment based on instructor evaluation

Advisory Level:  Read: 3  Write: 3  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE:  None  District GE:  None  IGETC:  None

DANCE-011B - Ballet, High-Intermediate  Units: 1

This course works to develop the student's artistry and technique of classical ballet at a high-intermediate level. The student will apply theory and technique with attention to musicality and performance in the execution of high-intermediate level barre and centre combinations. The advanced level class will draw from the previous level classes while increasing the difficulty in coordination, complexity, tempo, stamina, and the use of traditional French ballet vocabulary. Attendance at a live dance performance may be required.

Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L

Prerequisite: DANCE 011 with C or better, or assessment based on instructor evaluation

Advisory Level:  Read: 3  Write: 3  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE:  E  District GE:  E  IGETC:  None

DANCE-011C - Ballet, Advanced  Units: 1

This course works to develop the student's artistry and technique in classical ballet at the advanced level. The student will apply theory and technique with attention to musicality and performance in the execution of advanced level barre and centre combinations. The advanced level class will draw from the previous level classes while increasing the difficulty in coordination, complexity, tempo, stamina, and the use of traditional French ballet vocabulary. Attendance at a live dance performance may be required.

Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L

Prerequisite: DANCE 011B with C or better, or assessment based on instructor evaluation

Advisory Level:  Read: 3  Write: 3  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE:  E  District GE:  E  IGETC:  None

DANCE-013A - Dancers' Workshop - Student, Large Group  Units: 0.5 - 1

This course works to develop the student's artistry and technique of classical ballet at the intermediate level. The student will apply theory and technique with attention to musicality and performance in the execution of intermediate level barre and centre combinations. The class will draw from the beginning level class while increasing the difficulty in coordination, complexity, tempo, stamina, and the use of traditional French ballet vocabulary. Attendance at a live dance performance may be required.

Lecture Hours: None  Lab Hours: 2 - 3  Repeatable: No  Grading: L

Recommended: Completion of one or more courses in beginning ballet, jazz, hip-hop, tap, modern dance, or ballet.

Advisory Level:  Read: 3  Write: 3  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE:  None  District GE:  None  IGETC:  None

DANCE-013B - Dancers' Workshop - Student, Small Group  Units: 0.5 - 1

This course works to develop the student's artistry and technique of classical ballet at the intermediate level. The student will apply theory and technique with attention to musicality and performance in the execution of intermediate level barre and centre combinations. The class will draw from the beginning level class while increasing the difficulty in coordination, complexity, tempo, stamina, and the use of traditional French ballet vocabulary. Attendance at a live dance performance may be required.

Lecture Hours: None  Lab Hours: 2 - 3  Repeatable: No  Grading: L

Recommended: Completion of one or more courses in beginning ballet, jazz, hip-hop, tap, modern dance, or ballet.

Advisory Level:  Read: 3  Write: 3  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE:  None  District GE:  None  IGETC:  None
DANCE-013C - Dancers’ Workshop - Student, Solo/Duet
Units: 0.5 - 1
Students will be involved in the dance rehearsal process which culminates in a public performance. Students participate as dancers, rehearsing and performing newly created, original student choreography. Dancers in this course will be required to perform a solo or a duet.
Lecture Hours: None Lab Hours: 2 - 3 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

DANCE-014A - Rehearsal and Performance - Modern Dance
Units: 0.5 - 1.5
Students will be involved in the dance rehearsal process which culminates in public performances. Students participate as dancers, rehearsing and performing newly created or restaged faculty or guest artist choreography in the modern dance genre. This class will require some evening and/or weekend commitments.
Lecture Hours: None Lab Hours: 2 - 4.5 Repeatable: 2 Grading: L
Recommended: DANCE 049, DANCE 050, DANCE 051 or DANCE 051B
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

DANCE-014B - Rehearsal and Performance - Jazz Dance
Units: 0.5 - 1.5
Students will be involved in the dance rehearsal process which culminates in public performances. Students participate as dancers, rehearsing and performing newly created or restaged faculty or guest artist choreography in the jazz dance genre. This class will require some evening and/or weekend commitments.
Lecture Hours: None Lab Hours: 2 - 4.5 Repeatable: 2 Grading: L
Recommended: DANCE 019, DANCE 020, DANCE 021, DANCE 021B
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

DANCE-014C - Rehearsal and Performance - Hip-hop Dance
Units: 0.5 - 1.5
Students will be involved in the dance rehearsal process which culminates in public performances. Students participate as dancers, rehearsing and performing newly created or restaged faculty or guest artist choreography in the hip-hop dance genre. This class will require some evening and/or weekend commitments.
Lecture Hours: None Lab Hours: 2 - 4.5 Repeatable: 2 Grading: L
Recommended: DANCE 023A, DANCE 023B or DANCE 023C
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

DANCE-014D - Rehearsal and Performance - Tap Dance
Units: 0.5 - 1.5
Students will be involved in the dance rehearsal process which culminates in public performances. Students participate as dancers, rehearsing and performing newly created or restaged faculty or guest artist choreography in the tap dance genre. This class will require some evening and/or weekend commitments.
Lecture Hours: None Lab Hours: 2 - 4.5 Repeatable: 2 Grading: L
Recommended: DANCE 040A, DANCE 040B or DANCE 040C
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

DANCE-014E - Rehearsal and Performance - Ballroom Dance
Units: 0.5 - 1.5
Students will be involved in the dance rehearsal process which culminates in public performances. Students participate as dancers, rehearsing and performing newly created or restaged faculty or guest artist choreography in the ballet dance genre. This class will require some evening and/or weekend commitments.
Lecture Hours: None Lab Hours: 2 - 4 Repeatable: 2 Grading: L
Recommended: DANCE 064, DANCE 065, DANCE 066 or DANCE 067
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

DANCE-014F - Rehearsal and Performance - Ballet
Units: 0.5 - 1.5
Students will be involved in the dance rehearsal process which culminates in public performances. Students participate as dancers, rehearsing and performing newly created or restaged faculty or guest artist choreography in the ballet dance genre. This class will require some evening and/or weekend commitments.
Lecture Hours: None Lab Hours: 2 - 4 Repeatable: 2 Grading: L
Recommended: DANCE 010, DANCE 011, DANCE 011B or DANCE 011C
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

DANCE-019 - Jazz Dance, Fundamentals
Units: 1
Students will be introduced to the fundamental skills of jazz dance technique. Students will learn primary positions, isolations, and locomotor movements. Exploration of movement qualities, basic rhythms, and musical phrasing unique to jazz dance, will be a focus of the course. The students will gain an appreciation of their unique bodies in relation to jazz dance as a dynamic art form. Attendance at a live performance may be required.
Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: O
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
DANCE-020 - Jazz Dance, Beginning  Units: 1
Students will be introduced to beginning skills of jazz dance technique. The student will integrate beginning positions, isolations, and locomotor movements into full body actions and explore movement qualities, polyrhythms, and musical phrasing unique to jazz dance. The students will gain an appreciation of their unique bodies in relation to jazz dance as a dynamic art form. Attendance at a live performance may be required. It is recommended that students take DANCE 019, Jazz Dance, Fundamentals, or have some previous dance experience before taking this course.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: O
Recommended: DANCE 020 with C or better, or assessment based on instructor evaluation

DANCE-021 - Jazz Dance, Intermediate  Units: 1
This course works to develop the students artistry and jazz dance technique at the intermediate level. The student will apply theory and technique with attention to musicality and performance in the execution of intermediate jazz dance combinations. The course will draw from the beginning level class while increasing the difficulty in coordination, complexity, tempo, stamina, artistry, and the use of vocabulary. Attendance at a live performance may be required.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: DANCE 020 with C or better, or assessment based on instructor evaluation

DANCE-021B - Jazz Dance, High-Intermediate  Units: 1
This course continues to develop the student's artistry and jazz dance technique at the high-intermediate level. The student will apply theory and technique with attention to musicality and performance in the execution of high-intermediate jazz dance combinations. The course will draw from the intermediate level class while increasing the difficulty in coordination, complexity, tempo, stamina, artistry, and the use of vocabulary. Attendance at a live performance may be required.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: DANCE 021 with C or better, or assessment based on instructor evaluation

DANCE-023A - Hip-hop Dance, Fundamentals  Units: 1
Students will be introduced to the fundamental aspects of hip-hop dance technique. Students will learn primary positions, isolations, gestures, traveling and jumping steps, turns and level changes as well as rudimentary rhythm and phrasing unique to hip-hop dance and music. The students will gain an appreciation of their unique bodies in relation to hip-hop as an expressive art form. Attendance at a live dance performance may be required.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: O
Open Curriculum: No prerequisite, corequisite or levels

DANCE-023B - Hip-hop Dance, Beginning  Units: 1
This course works to develop the student's artistry and technique in hip-hop dance at the beginning level. The student will learn positions, isolations, gestures, traveling and jumping steps, turns, and level changes. The student will explore the syncopated rhythm and phrasing unique to hip-hop dance. The students will gain an appreciation of their unique bodies in relation to dance as an expressive art form. It is recommended that students take DANCE 023A, Hip-Hop, Fundamentals, before enrolling in this course. Attendance at a live dance performance may be required.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: O

DANCE-030 - Dance Improvisation  Units: 1.5
Students will be introduced to the principles and practice of dance improvisation. The course will cover concepts of space, time, energy, rhythm, form, phrasing, style, and environment in relation to movement improvisation. Students will explore dance improvisation as a way to further one's own movement development and creativity. Students will work in pairs or in small groups to explore contact improvisation. Students may be required to attend a live performance.
Lecture Hours: 1  Lab Hours: 2  Repeatable: No  Grading: L
Recommended: Completion of any two of the following dance courses: DANCE 010 or DANCE 011 or DANCE 020 or DANCE 021 or DANCE 050 or DANCE 051

DANCE-032 - Choreography  Units: 1.5
Students will be introduced to the principles and practical applications of dance composition. Topics will include concepts of space, time, energy, rhythm, form, phrasing, style, and content in relation to contemporary dance choreography. Students will explore dance as a creative art form by integrating dance movement technique as a form of expression. Students will create movement through improvisations, solo, and small group choreography.
Lecture Hours: 1  Lab Hours: 2  Repeatable: No  Grading: L
Recommended: Completion of any two of the following dance courses: DANCE 010 or DANCE 011 or DANCE 020 or DANCE 021 or DANCE 050 or DANCE 051
**DANCE-034A - Choreography Workshop - Large Group**

Students will apply concepts of dance choreography and composition to create a large group work of 6 or more dancers for public performance. Choreographers will also craft the look and feel of his/her dance through design elements of costume, lighting, set design, and music.

Lecture Hours: None  Lab Hours: 2  Repeatable: No  Grading: L

Prerequisite: DANCE 032 with C or better

Advisory Level:  Read: 3  Write: 3  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: E  District GE: E  IGETC: None

**DANCE-034B - Choreography Workshop - Small Group**

Students will apply concepts of dance choreography and composition to create a small group work of 3 to 5 dancers for public performance. Choreographers will also craft the look and feel of his/her dance through design elements of costume, lighting, set design, and music.

Lecture Hours: None  Lab Hours: 2  Repeatable: No  Grading: L

Prerequisite: DANCE 032 with C or better

Advisory Level:  Read: 3  Write: 3  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: E  District GE: E  IGETC: None

**DANCE-034C - Choreography Workshop - Solo/Duet**

Students will apply concepts of dance choreography and composition to create a solo or duet work for public performance. Choreographers will also craft the look and feel of his/her dance through design elements of costume, lighting, set design, and music.

Lecture Hours: None  Lab Hours: 2  Repeatable: No  Grading: L

Prerequisite: DANCE 032 with C or better

Advisory Level:  Read: 3  Write: 3  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: E  District GE: E  IGETC: None

**DANCE-040A - Tap Dance, Fundamentals**

Students will be introduced to the fundamental techniques of tap dance including steps, rhythms, and elements of improvisation. Students will gain an understanding and appreciation of their own physical coordination and rhythmic sense in relation to tap dance as a traditional and contemporary performing art. Attendance at a live dance performance may be required. No previous dance experience necessary.

Lecture Hours: None  Lab Hours: 2  Repeatable: No  Grading: O

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

**DANCE-040B - Tap Dance, Beginning**

Students will be introduced to beginning techniques of tap dance including steps, rhythms and elements of improvisation. Students will gain an understanding and appreciation of their own physical coordination and rhythmic sense in relation to tap dance as a traditional and contemporary performing art. Attendance at a live dance performance may be required. It is recommended that students take DANCE 040A, Tap Dance Fundamentals, or have some previous tap dance experience before taking this course.

Lecture Hours: None  Lab Hours: 2  Repeatable: No  Grading: L

Recommended: Completion of DANCE 040A, or previous tap dance experience

Advisory Level:  Read: 3  Write: 3  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: E  District GE: E  IGETC: None

**DANCE-040C - Tap Dance, Intermediate**

This course works to develop the students' tap dance technique at an intermediate level. Students will continue to learn steps, rhythms and elements of improvisation and will work to increase speed and rhythmic clarity. Students will gain an understanding and appreciation of their own physical coordination and rhythmic sense in relation to tap dance as a traditional and contemporary performing art. Attendance at a live dance performance may be required.

Lecture Hours: None  Lab Hours: 2  Repeatable: No  Grading: L

Prerequisite: DANCE 040B with C or better, or assessment based on instructor evaluation

Advisory Level:  Read: 3  Write: 3  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: E  District GE: E  IGETC: None

**DANCE-049 - Modern Dance, Fundamentals**

Students will be introduced to modern dance technique at the fundamental level. Students will learn basic positions, gestures, traveling and jumping steps, turns, level changes, and spatial orientation. The students will gain an appreciation of their unique bodies in relation to modern dance as an expressive art form. Attendance at a live dance performance may be required.

Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: O

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

**DANCE-050 - Modern Dance, Beginning**

This course works to develop the student's artistry and technique of modern dance at the beginning level. The student will learn beginning positions, gestures, traveling and jumping steps, turns and level changes, and spatial orientation. The students will gain an appreciation of their unique bodies in relation to dance as an expressive art form. It is recommended that students take DANCE 049, Modern Dance, Fundamentals, or have some previous dance experience before taking the class. Attendance at a live dance performance may be required.

Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: O

Recommended: DANCE 049, or previous dance experience

Advisory Level:  Read: 3  Write: 3  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: E  District GE: E  IGETC: None
DANCE-051 - Modern Dance, Intermediate
Units: 1
This course works to develop the student's artistry and technique of modern dance at the intermediate level. The students will learn positions, gestures, traveling and jumping steps, turns, level changes and spatial orientation. The student will work towards a deeper level of artistry and expression through musicality and dynamic qualities of movement. The students will gain an understanding and appreciation of their unique bodies in relation to dance as an expressive art form. Attendance at a live dance performance may be required.
Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: DANCE 050 with C or better, or assessment based on instructor evaluation
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

DANCE-051B - Modern Dance, High-Intermediate
Units: 1
This course works to develop the student's artistry and technique at the high-intermediate level. The student will apply theory and technique with attention to musicality and performance in execution of high-intermediate positions, gestures, traveling and jumping steps, turns and level changes with increasingly more complicated patterns and weight changes. Attendance at a live performance may be required.
Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: DANCE 051 with C or better, or assessment based on instructor evaluation
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

DANCE-064 - Ballroom Dance, Beginning
Units: 0.5
Students will be introduced to American and International styles of ballroom dance at the beginning level. The student will learn basic steps, rhythms, and partnering techniques of the waltz, tango, foxtrot, cha-cha, salsa, and others. Students will examine concepts of stylistic origins and modern transformations in social and historical contexts. Additionally, students will be taught proper ballroom dance etiquette. Attendance at a live performance may be required.
Lecture Hours: None Lab Hours: 2 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

DANCE-065 - Ballroom Dance, Intermediate
Units: 0.5
Students will continue their study of American and International styles of ballroom dance at the intermediate level. The student will learn more complex steps, rhythms and partnering techniques of the waltz, tango, foxtrot, cha-cha, salsa and others. Students will examine concepts of stylistic origins and modern transformations in social and historical contexts. Students will also continue to practice proper ballroom dance etiquette. Attendance at a live performance may be required.
Lecture Hours: None Lab Hours: 2 Repeatable: No Grading: L
Prerequisite: DANCE 064 with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

DANCE-066 - Intermediate Ballroom-Latin
Units: 1
Students gain in-depth instruction in the steps, rhythm, and partnering techniques of selected forms of Latin dance. Through improvisation and sequencing, students will explore the dynamics and style of various forms of Latin ballroom dances, such as: Rhumba, Cha-cha, Salsa, Mambo, and Samba. Attendance at a live performance may be required.
Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: DANCE 064 or DANCE 065 both with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

DANCE-067 - Intermediate Ballroom-Swing
Units: 1
Students gain in-depth instruction in the steps, rhythm, and partnering techniques of selected forms of swing dance. Through improvisation and sequencing, students will explore the dynamics and style of various forms of swing dances, such as: Foxtrot, Lindy, jitterbug, Charleston, and Jive. Attendance at a live performance may be required.
Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: DANCE 064 or DANCE 065 both with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

DANCE-098 - Directed Study in Dance
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: 1.81 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

DENT-151 - Beginning Dental Assisting 1
Units: 3
Students are introduced to the general principles and basic concepts of anatomy and physiology of the human body with emphasis on the structures of the head and neck, oral cavity, human dentition, tooth morphology, oral embryology and histology and how each component interrelates to the body systems. Students will acquire the skills necessary to obtain a patient's medical and dental health history and vital signs. With the use of diagnostic techniques, students will demonstrate on a patient a clinical examination and chart findings. This course meets the lab science requirement for Dental Assisting majors only.
Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L
Corequisite: DENT-152 and DENT-153
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None
Dental Assisting

DENT-152 - Beginning Dental Assisting 2  Units: 3
This introductory course covers in-depth principles and concepts of disease transmission, OSHA, and infection control regulations that meet the Dental Board of California's requirement for licensing. Students are introduced to microbiology and concepts in the scientific process. Principles and techniques in sterilization and disinfection of instruments and equipment are covered in-depth. Students learn how to use and maintain dental operatory equipment, position operator, assistant, and patient, set-up, instrument transfer, retraction methods, and oral evacuation skills. Properties of gypsum dental materials are presented and models of human dentition are constructed using gypsum materials.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Corequisite: DENT 151 and DENT 153
Advisory Level:  Read: 3  Write: 3  Math: None

DENT-153 - Beginning Dental Assisting 3  Units: 1.5
Students are introduced to policies of the Dental Assisting Program with emphasis on safe work practice and professionalism. The history of dentistry, current concepts in dental care, communication skills, and preventive dentistry are presented along with Dental Assisting functions, education, scope of practice, professional organizations, and licensing requirements for members of the dental team. This course also introduces law and ethics applicable to dentistry and library research methods. Students work collaboratively to present preventive dentistry concepts to the local community as a community service project and will teach a patient how to improve their dental health.

Lecture Hours: 1  Lab Hours: 1.5  Repeatable: No  Grading: L
Corequisite: DENT 151 and DENT 152
Advisory Level:  Read: 3  Write: 3  Math: None

DENT-154 - Fundamental Dental Assisting 1  Units: 3
This highly technical course prepares the student to take diagnostically effective dental x-rays without exceeding a safe number of re-exposures. The student will learn the principles and biological effects of radiation, components of the dental x-ray equipment, intra-oral exposure techniques, radiation safety, film processing, mounting, and infection control procedures used when exposing film on a mannequin. According to the Dental Board of California, students must be pass the written exam with a 75% or higher before beginning dental x-ray exposures on patients.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: DENT 151 and DENT 152 and DENT 153 all with C or better
Corequisite: DENT 155 and DENT 156
Advisory Level:  Read: 3  Write: 3  Math: None

DENT-155 - Fundamental Dental Assisting 2  Units: 3
Students focus on principles of four-handed dentistry, which include assisting at chairside during operative procedures performed in a general dental office. Skills include preparing for the administration of local anesthetic, dental dam, matrix systems, instrument identification and transfer, burs and handpiece maintenance, mixing dental materials, and assisting during restorative procedures.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: DENT 151 and DENT 152 and DENT 153, all with C or better
Corequisite: DENT 154 and DENT 156
Advisory Level:  Read: 3  Write: 3  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
Students build on chairside assisting and materials manipulation skills learned in previous courses. Course focuses on the prosthodontic area of dentistry, which includes fixed and removable dental appliances such as dentures, partial dentures, and crowns and bridges. The properties, uses and manipulation of materials, and practicing the chairside assisting skills associated with prosthodontic procedures are emphasized.

Lecture Hours: 1  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: DENT 151 and DENT 152 and DENT 153, all with C or better
Corequisite: DENT 154 and DENT 155
Advisory Level:  Read: 3  Write: 3  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 DENT 154. Students learn about more advanced techniques including, modifications of paralleling technique, the edentulous patient, occlusal, panoramic radiography, and radiography for children. Concepts of oral pathology, pharmacology, nutrition, and in-depth coverage of medical emergencies in the dental office are presented. The student produces full mouth surveys of dental x-ray film with a minimum of errors. Successful completion of this course and DENT 154 fulfills requirements for the California Radiation Safety Certificate.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: DENT 154 and DENT 155 and DENT 156, all with C or better and current CPR Certification (Adult/Infant/Child)
Corequisite: DENT 162
Advisory Level:  Read: 3  Write: 3  Math: None

Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

DENT-162 - Intermediate Dental Assisting 2  Units: 2
This highly technical course builds on the fundamental skills acquired in previous courses. Students will study duties associated with operative dentistry and Registered Dental Assistant (RDA) as described in the California Dental Practice Act. Students are taught to a level of proficiency that meets the required skills for the RDA State Board examination and California Dental Law and Ethics.

Lecture Hours: 1  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: DENT 156 with C or better, and current enrollment in the full-time Dental Assisting program
Corequisite: DENT 161 with C or better
Advisory Level:  Read: 3  Write: 3  Math: None

Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None
### SJCC Course Catalog

#### Dental Assisting

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENT-163</td>
<td>Expanded Dental Assisting 1</td>
<td>3</td>
<td>Students study the dental specialties: Orthodontics, Periodontics, 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 the level of competence. Completion of this course fulfills the State Board requirement for certification in coronal polishing. The importance of patient management and the legal/ethical issues are discussed throughout the course.</td>
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<tr>
<td></td>
<td>Lecture Hours: 2</td>
<td>Lab Hours: 3</td>
<td>Repeatable: No</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: DENT 154 and DENT 155 and DENT 156, all with C or better</td>
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<td>Advisory Level:</td>
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<td>Write: 3</td>
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<tr>
<td></td>
<td>Transfer Status: None</td>
<td>Degree Applicable: AS</td>
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<tr>
<td></td>
<td>CSU GE: None</td>
<td>District GE: None</td>
<td>IGETC: None</td>
</tr>
</tbody>
</table>

| DENT-164    | Expanded Dental Assisting 2 | 0.5   | This course is an introductory course in managing the business office of a dental practice using a computerized management system. The student will apply skills necessary to bill dental insurance, schedule appointments, maintain a recall system, develop telephone etiquette, manage filing systems, update patient accounts and treatment plans. Students will learn basic bookkeeping systems, develop financial arrangements and accounts receivable, and practice professional written and verbal communication skills. In addition, the student will learn marketing, dental law, ethics, and legal responsibilities as they pertain to the business office and HIPAA (Health Insurance Portability and Accountability Act). |
|            | Lecture Hours: None | Lab Hours: None | Repeatable: No | Grading: L |
|            | Prerequisite: DENT 156 with C or better |
|            | Advisory Level: | Read: 3 | Write: 3 | Math: None |
|            | Transfer Status: None | Degree Applicable: AS |
|            | CSU GE: None | District GE: None | IGETC: None |

| DENT-165    | Advanced Dental Assisting 1 | 0.5   | This course is the third supervised clinical internship in a dental office. Students will practice advanced Registered Dental Assistant (RDA) skills in a specialty dental office with a team of dental healthcare providers under the guidance of a supervising instructor and licensed dentist. Students will increase skills and knowledge to achieve clinical-level dental assisting and RDA skills. The course includes in-depth coverage in securing and maintaining employment, laws governing employment, and CAL-OSHA's Employee's Right to Know act. |
|            | Lecture Hours: 0.25 | Lab Hours: 0.75 | Repeatable: No | Grading: L |
|            | Prerequisite: DENT 173 with C or better, and current enrollment in the full-time Dental Assisting Program |
|            | Advisory Level: | Read: 3 | Write: 3 | Math: None |
|            | Transfer Status: None | Degree Applicable: AS |
|            | CSU GE: None | District GE: None | IGETC: None |

| DENT-171    | Clinical Dental Assisting 1 | 2.5   | Students will participate in a clinical internship in a general dental practice for approximately 100-120 hours. During clinic internship the student will practice performing chairside assisting, supportive, and laboratory functions according to the criteria described by the American Dental Association of the Commission on Dental Accreditation, the Dental Practice Act, and the Dental Board of California. This course also focuses on the ethical principles of the dental profession established in the American Dental Association (ADA), and the California Dental Association Code of Ethics. In addition, the Dental Assisting National Board's (DANB) Code of Conduct is presented as guidelines for professional conduct. This course is designed to prepare students for the Dental Board of California Law and Ethics examination. |
|            | Lecture Hours: 0.5 | Lab Hours: 6 | Repeatable: No | Grading: L |
|            | Prerequisite: DENT 154 and DENT 155 and DENT 156, all with C or better |
|            | Advisory Level: | Read: 3 | Write: 3 | Math: 1 |
|            | Transfer Status: None | Degree Applicable: AS |
|            | CSU GE: None | District GE: None | IGETC: None |

| DENT-172    | Clinical Dental Assisting 2 | 2.5   | This course is a supervised clinical internship. Students will practice intermediate Registered Dental Assistant (RDA) skills in a dental office with a team of dental healthcare providers under the guidance of a supervising instructor and licensed dentist. Students will increase skills and knowledge to achieve clinical-level dental assisting and RDA skills. The course includes in-depth coverage in securing and maintaining employment, laws governing employment, and CAL-OSHA's Employee's Right to Know act. |
|            | Lecture Hours: 0.5 | Lab Hours: 6 | Repeatable: No | Grading: L |
|            | Prerequisite: DENT 171 with C or better |
|            | Advisory Level: | Read: 3 | Write: 3 | Math: None |
|            | Transfer Status: None | Degree Applicable: AS |
|            | CSU GE: None | District GE: None | IGETC: None |

| DENT-173    | Clinical Dental Assisting 3 | 2.5   | This course is the third supervised clinical internship in a dental office. Students will practice advanced Registered Dental Assistant (RDA) skills in a specialty dental office with a team of dental healthcare providers under the guidance of a supervising instructor and licensed dentist. Students will increase skills and knowledge to achieve clinical-level dental assisting and RDA skills. The course includes coverage of the addiction process and chemical dependency, diversion programs, and recovery as they relate to dentistry. Students will learn how to recognize and report child, elderly, and dependent abuse. Students will also be introduced to diversity issues and career planning. |
|            | Lecture Hours: 0.5 | Lab Hours: 6 | Repeatable: No | Grading: L |
|            | Prerequisite: DENT 172 with C or better |
|            | Advisory Level: | Read: 3 | Write: 3 | Math: None |
|            | Transfer Status: None | Degree Applicable: AS |
|            | CSU GE: None | District GE: None | IGETC: None |
**ECE-016 - Storytelling for Children**

Students will learn to use developmentally appropriate storytelling techniques to engage children in active learning. Students will also learn to use storytelling as a means to integrate, reinforce, and extend curriculum. They will actively develop as storytellers, building their presentation techniques and their repertoire of stories for different purposes and different age groups of children. This course is recommended to meet the area of specialization in language and literacy for the Child Development Master Teacher permit.

- Lecture Hours: 2
- Lab Hours: None
- Repeatable: No
- Grading: L

**Advisory Level:**
- Read: 3
- Write: 3
- Math: None

**Transfer Status:**
- CSU GE: None
- District GE: None
- IGETC: None

**ECE-017 - Literacy Development in Children**

Students will study literacy development among children from ages birth to 8 years. Students study topics including the development of listening, speaking, reading, and writing skills. The social contexts of language learning, early literacy, literacy assessment and creating classrooms that support language learning will also be covered. Off-campus observations/field trips will be required. This course is recommended to meet the area of specialization in language and literacy for the Child Development Master Teacher permit.

- Lecture Hours: 2
- Lab Hours: None
- Repeatable: No
- Grading: L

**Recommended:** Successful completion of ECE 105

**Advisory Level:**
- Read: 3
- Write: 3
- Math: None

**Transfer Status:**
- CSU GE: None
- District GE: None
- IGETC: None

**ECE-018 - Children's Literature**

Students will explore literature for children from birth to 8 years. Topics addressed include history of children's literature, contemporary genres, books and early literacy. The course will also examine diversity through literature, selection and evaluation of the literature. Students will plan appropriate activities and integrate children's literature into various areas of the early childhood curriculum. This course is recommended to meet the area of specialization in language and literacy for the Child Development Master Teacher permit.

- Lecture Hours: 2
- Lab Hours: 0
- Repeatable: No
- Grading: L

**Recommended:** Successful completion of ECE 105

**Advisory Level:**
- Read: 3
- Write: 3
- Math: None

**Transfer Status:**
- CSU GE: None
- District GE: None
- IGETC: None

**ECE-020 - Observation and Assessment Methods in ECE**

Students will learn the appropriate use of formal and informal observation tools, case study portfolios, recording, and rating systems. The use of multiple assessment and observation strategies, in various early childhood settings, will be covered. Emphasis will be on use of assessment strategies that inform and provide for developmentally appropriate curriculum. To ensure accurate observations and assessments, the importance of collaboration between teacher, families, and other professionals will be examined.

- Lecture Hours: 3
- Lab Hours: None
- Repeatable: No
- Grading: L

**Prerequisite:** FCS 070 and ECE 102 and ECE 108; all with C or better. ECE 108 may be taken concurrently.

**Advisory Level:**
- Read: 3
- Write: 3
- Math: 2

**Transfer Status:**
- CSU GE: None
- District GE: None
- IGETC: None

**ECE-098 - Directed Studies in Early Childhood Education**

Individual or small groups of students, with previous course work in the discipline, 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 numbers 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: 1.81
- Repeatable: 17
- Grading: O

**Advisory Level:**
- Read: 3
- Write: 3
- Math: None

**Transfer Status:**
- CSU GE: None
- District GE: None
- IGETC: None

**ECE-101 - Introduction to Curriculum**

Students will explore the major content areas in early childhood curriculum (birth to age 6) and plan, present, and evaluate activities in early childhood classrooms. This course provides developmentally appropriate teaching strategies based on observation and assessments across the curriculum, including: academic content areas; play, art, and creativity; and development of social-emotional, communication, and cognitive skills. Students will analyze their teaching experiences and utilize this knowledge to inform and improve skills in working with children.

- Lecture Hours: 3
- Lab Hours: None
- Repeatable: No
- Grading: L

**Prerequisite:** ECE-107 and FCS-070, both with C or better

**Corequisite:** ECE 102

**Advisory Level:**
- Read: 3
- Write: 3
- Math: None

**Transfer Status:**
- CSU GE: None
- District GE: None
- IGETC: None

**ECE-101B - Practicum In Early Childhood Education**

Students explore connections between theory and practice using child-centered, play-oriented approaches to teaching, learning and assessment, and knowledge of the major content areas in the early childhood curriculum. Planning, implementing, and evaluating experiences that promote positive development and learning for all young children will be emphasized. Students will utilize practical classroom experiences to demonstrate developmentally appropriate early childhood teaching competencies under the quality supervision of an ECE/CD (Early Childhood Education/Child Development) faculty and other qualified early education professionals. This course requires off-campus attendance at early childhood sites.

- Lecture Hours: 1
- Lab Hours: 6
- Repeatable: No
- Grading: L

**Prerequisite:** FCS 070 and ECE 101 and ECE 102 and ECE 107; all with C or better, TB clearance, and fingerprinting clearance as required by California Department of Justice

**Advisory Level:**
- Read: 3
- Write: 3
- Math: None

**Transfer Status:**
- CSU GE: None
- District GE: None
- IGETC: None
### ECE-102 - Principles & Practices of Teaching Young Children

Students will examine the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all young children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity as well as school environment experiences. Off-site observations will be required.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L

**Prerequisite:** FCS 070 and ECE 107; both with C or better

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None

**Transfer Status:** CSU  
Degree Applicable: AA/AS

**CSU GE:** None  
**District GE:** None  
**IGETC:** None

### ECE-103 - Child Studies Student Teaching

Students will participate in supervised field teaching experience with children in this final course in the Early Childhood Education program. The theory hours are designed to help students develop teaching skills to meet individual learner needs. Additional topics include job responsibilities and interaction among parents, public, child, and the total school staff. Students plan and implement activities in the assigned lab sites or at their job sites. This course is required for both the certificate and AS degree.

Lecture Hours: 3  
Lab Hours: 9  
Repeatable: No  
Grading: L

**Prerequisite:** ECE 101 and ECE 104 and ECE 105 all with C or better, TB clearance, and fingerprinting clearance as required by California Department of Justice

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None

**Transfer Status:** CSU  
Degree Applicable: AA/AS

**CSU GE:** None  
**District GE:** None  
**IGETC:** None

### ECE-104 - Art & Creativity for Children

Students are introduced to the value of arts, crafts and creative activities in the classroom. Students will explore the distinction between arts and crafts and how these experiences support positive brain development in young children. Developmental levels of children will be examined in planning and selecting appropriate creative experiences for children. Students will gain experience in planning and presenting creative experiences for children. This course is required for a certificate and AS degree in Early Childhood Education.

Lecture Hours: 1  
Lab Hours: 3  
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

### ECE-105 - Language Development for Young Children

Students are introduced to language development during early childhood years and also among dual language learners. The topics include stages of language development, theories of language acquisition, and the roles of parents and educators in promoting language related activities. Students will learn to plan, prepare, and present a variety of developmentally appropriate activities to stimulate language development and usage. Children's books, poetry, storytelling, games, charts, puppetry, flannel boards, and the use of computer-based technology will be introduced. Students also learn to create materials appropriate for children with special needs and learning disabilities.

Lecture Hours: 2  
Lab Hours: None  
Repeatable: No  
Grading: L

**Recommended:** Completion of ECE 102

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None

**Transfer Status:** CSU  
Degree Applicable: AA/AS

**CSU GE:** None  
**District GE:** None  
**IGETC:** None

### ECE-106 - Administration and Supervision of Early Childhood Programs I

Students will be introduced to the principles and practices of administration and supervision of early childhood education programs. Topics include program goals and philosophies, the roles and responsibilities of program directors, licensing requirements and other regulations, program organization and planning, budgeting, staffing, working with parents and the community, and professionalism.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L

**Prerequisite:** ECE 102 with C or better  
**Recommended:** Completion of 12 units in Early Childhood Education including core courses in Child Development, Child Family and Community Programs/Curriculum.

**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

Students examine the developing child in a societal context focusing on the interrelationship of family, school, and community; emphasis will be on historical and social factors. Patterns of development, child rearing, and the value of education in contemporary American society will be discussed. The processes of socialization and identity development will be highlighted. Community resources that foster the positive development of the child in the context of the family will be identified. This course meets licensing and the Child Development Permit requirements for teachers.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L

**Prerequisite:** (ENGL 092 and READ 101) or ESL 091; all with C or better

**Corequisite:** FCS 070

**Advisory Level:**  
Read: None  
Write: None  
Math: None

**Transfer Status:** CSU/UC  
Degree Applicable: AA/AS

**CSU GE:** D  
**District GE:** D  
**IGETC:** 4
**Early Childhood Education**

**ECE-108 - Health, Safety, and Nutrition in Child Care**

Students will study health, safety, and nutrition procedures and guidelines for child care providers. The course includes topics on germs and illnesses, daily health inspection skills, health practices, nutrition, food safety, chronic illness, and disaster planning. This course is required for a child care certificate and AA degree in Early Childhood Education.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Prerequisite: (ENGL 092 and READ 101) or ESL 091; all with C or better

**Transfer Status: CSU  Degree Applicable: AA/AS**

**ECE-109 - Music, Movement, and Rhythm Activities for Children**

Students are introduced to designing music, movement, and rhythm activities for children. The predominant theories of movement and music education will be discussed. Students will examine the developmental levels of children to create appropriate lessons. They will learn to evaluate a wide variety of music, movement, and rhythm activities as they gain skills in planning and presenting these activities to children.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

**Transfer Status: CSU  Degree Applicable: AA/AS**

**ECE-110 - Administration and Supervision of Early Childhood Programs II**

Students are provided an in-depth study in administration and supervision of early childhood education programs focusing on program quality, and working with staff, parents, and the community. Topics include decision making, management styles, team building, communication in the workplace, marketing and public relations, program evaluation, professionalism, and ethics in early childhood programs. Course meets the California State requirement for site supervisor and program director permits.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Prerequisite: ECE 106 with C or better

Recommended: Completion of 12 units in Early Childhood Education including core courses in Child Development, Child Family and Community and Programs/Curriculum.

**Transfer Status: CSU  Degree Applicable: AA/AS**

**ECE-142 - Supervising Adults-The Mentor Teacher**

Students study the methods and principles of supervising student teachers in early childhood classrooms. Students also study the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents, and other staff. Students will be required to complete off-campus classroom observations.

Lecture Hours: 2  Lab Hours: None  Repeatable: No  Grading: L

Prerequisite: Completion of 12 units in Early Childhood Education including core courses in Child Development, Child Family and Community and Programs/Curriculum

**Transfer Status: CSU  Degree Applicable: AA/AS**

**ECE-145 - The Child with Special Needs**

Students will be introduced to the development of children with special needs from birth to school age. They will examine how families are affected by their children with special needs. The course gives an overview of laws relating to children with special needs and theories of early intervention in the inclusive classroom.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Prerequisite: FCS 070 with C or better

**Transfer Status: CSU  Degree Applicable: AA/AS**

**ECE-146 - Child Guidance and Discipline**

Students study how to manage the behavior of children using a variety of communication, guidance, and discipline strategies. Students will learn to distinguish between typical developmentally appropriate behaviors, and atypical behaviors that jeopardize the health, safety, and welfare of self and others. Students will also learn to support children in the development of self-regulation skills.

Lecture Hours: 2  Lab Hours: None  Repeatable: No  Grading: L

Prerequisite: ECE 106 with C or better

**Transfer Status: CSU  Degree Applicable: AA/AS**

**ECE-147 - Teaching Young Children in a Diverse Society**

Students will identify the principles and practices of implementing an Anti-Bias Curriculum (ABC) for children. Emphasis will be placed on culturally and linguistically appropriate anti-bias approaches as they impact the work with young children and their families in early education programs. Students will reflect on issues related to social identity, stereotypes, bias, prejudices, and media influence. This course promotes equity and a deeper understanding of how to best support children as they gain a sense of identity and become confident members of our complex and diverse society.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Prerequisite: ECE 107 with C or better

**Transfer Status: CSU  Degree Applicable: AA/AS**

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**IGETC: None  CSU GE: None  District GE: None**
ECE-149 - Inclusion of Children with Special Needs in Early Childhood Program

Students learn curriculum and intervention strategies for working with children with special needs. The topics include, designing inclusive environments, partnering with families, learning how to conduct observations and assessments from birth to school age, and preparing an education plan.

Lecture Hours: 3  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

ECE-150 - Practicum Experience in an Inclusive Classroom

Students participate in supervised internships as assistants in early intervention or inclusion settings with children with special needs from birth through eight years. They will adapt curriculum, design natural environments, identify and assess special needs, and create individualized educational plans.

Lecture Hours: 1  Lab Hours: 6  Repeatable: No  Grading: L

Prerequisite: ECE 149 with C or better

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ECE-191 - Infant Toddler Development

Students learn developmentally appropriate practices, interactions, and environments for infant and toddlers in group care. Students will learn to create environments that offer developmentally appropriate challenges for infants and toddlers. They will also examine how to develop meaningful connections between infant and toddler programs, and their families. Students will be required to complete off-campus classroom observations.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Prerequisite: FCS 070 with C or better

Advisory Level:  Read: 3  Write: 3  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

Students will study the physical, cognitive, social, and self-development of children ages five through twelve years. Students examine behavior characteristics, related techniques to modify conflicts, children with special needs, and community resources for program use and referral. Students also learn how to plan and develop age-appropriate curriculum for extended care programs.

Lecture Hours: 3  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

ECON-010A - Principles of Macroeconomic Theory

Students are introduced to macroeconomic theory, including the principles of supply and demand, the market and banking systems. They will examine the forces affecting the national economy such as money and credit, income, employment, prices, and monetary and fiscal policies. They will study economic fluctuations including changes in aggregate demand, aggregate supply, employment, inflation, interest rates, and the international value of the dollar to output.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Prerequisite: MATH 111 with P grade

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: D  District GE: D  IGETC: 4

ECON-010B - Introduction to Microeconomic Theory

Microeconomics 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. Students analyze the effectiveness of the price system in providing the society with an equitable distribution of goods, services and income. Microeconomic problems, such as monopoly power of big business and big unions, government regulations and consumer protection, the energy crisis, taxes, and welfare will be covered.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Prerequisite: MATH 111 with P grade

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: D  District GE: D  IGETC: 4

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. 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: 1.81  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
EDUC-010 - Introduction to Education in a Multicultural Society
Units: 3

Students examine the role and function of the educational system in a multicultural society. The promise and challenges associated with kindergarten through grade twelve education in the United States will be explored. Topics will include teaching as profession and career pathways, historical and philosophical foundations of the educational system, California's content standards and frameworks, and contemporary educational issues. This course requires a minimum of 45 hours of structured fieldwork in a variety of public, elementary and middle school classrooms that reflect California’s diverse student population.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Advisory Level: Read: 4 Write: 4 Math: 2
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

EDUC-138 - Work Experience
Units: 1 - 8

Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 2.07 Repeatable: 15 Grading: O

Corequisite: 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.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

EDUC-290 - Leadership in Small-Group Peer-Assisted Learning
Units: 0.5

Students will assume the roles and responsibilities associated with being a Peer Leader employee and gain knowledge in leadership. This course introduces the philosophy of small-group peer-assisted learning. It is designed to develop the role of a Peer Leader with focus on principles and practices of effective leadership, mentorship, oral and aural communication skills to facilitate learning within a small-group setting.

Lecture Hours: 0.5 Lab Hours: None 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

Units: 0.5

Students will gain knowledge of principles and practices related to pedagogies of small-group peer-assisted learning. Students will apply best practices to a small-group setting.

Lecture Hours: 0.5 Lab Hours: None 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

EDUC-292 - Learning Strategies in Small-Group Peer-Assisted Learning
Units: 0.5

Students will gain knowledge of learning strategies as they apply to small-group peer assisted learning. They will learn the positive effects that learning strategies have on students' confidence and competence.

Lecture Hours: 0.5 Lab Hours: None 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

EMS-005 - Emergency Medical Responder
Units: 1.5

This course is for non-ambulance professional rescuers who are first to arrive at an emergency medical scene. Topics covered are patient assessment, CPR review, splinting, emergency childbirth, and shock and wound management. Students successfully completing this course will receive First Responder Certification and will be eligible to take the National Registry of Emergency Medical Technicians First Responder test. An instructor-organized ambulance ride along is required.

Lecture Hours: 0.5 Lab Hours: 3 Repeatable: No Grading: K

Prerequisite: Students must be 18+ years at the start of class and have American Heart Association CPR for Healthcare Providers current through the end of class.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

EMS-006 - EMT-B Refresher
Units: 0.5

Students review the current National Registry EMT-B principles and concepts as well as refresh the skills required of an EMT-B. This EMT-B recertification course is approved by California Emergency Medical Service Authority and Santa Clara County Emergency Medical Services. A current California EMT-B certification with a lapse of less than 24 months is required. Additional Continuing Education Units (CEUs) may be required to meet certification requirements when the EMT-B is lapsed more than 6 months.

Lecture Hours: None Lab Hours: 1.5 Repeatable: No Grading: K

Prerequisite: Current EMT-B California certification with a lapse of no more than 24 months and current American Heart Association CPR card

Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None
EMS-010 - Emergency Medical Technician - B
Units: 6
Students will acquire the theory, skills, and knowledge necessary to earn an EMT-B certificate of completion in compliance with Department of Transportation (DOT) standards. National Registry of Emergency Medical Technician (NREMT) skills testing is included in the course. Upon course completion the student must take a National Registry written exam through a NREMT approved testing site. This course meets state and national standards for EMT-B training and is approved by Santa Clara County Emergency Medical Services as preparation for EMT-B certification. Students must provide own transportation to a mandatory ride-along and clinical experience.
Lecture Hours: 4 Lab Hours: 6 Repeatable: No Grading: L
Prerequisite: EMS 005 with C or better, an American Heart Association CPR-Certification Healthcare Provider card, current throughout the length of the program, and student must be 18 years of age prior to first day of class per certification requirements
Recommended: Completion of MA 004, or equivalent knowledge in anatomy, physiology, and medical terminology
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

EMS-121 - Heartsaver Pediatric First Aid Units: 0.5 CPR AED
Students acquire skills to respond to and manage illnesses and injuries in a child or infant in the first few minutes until professional help arrives. Topics include the four steps of first aid and first aid skills such as finding the problem, stopping bleeding, bandaging, using an Epinephrine pen (Epi-pen), as well as child CPR AED, infant CPR, child mask, infant mask, and asthma care training. The Heartsaver Pediatric First Aid CPR AED course is designed to meet the regulatory requirements for child care workers in the United States.
Lecture Hours: 0.5 Lab Hours: None Repeatable: No Grading: O
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

Emerging Technology

ETEC-110 - Energy Master Planning for Commercial Facilities
Units: 2
Students will learn and apply methods of energy master planning for commercial and institutional facilities for increased user comfort, lower operating costs, and climate resiliency. They will learn how to develop metrics in support of energy master planning and design investments. Integration of renewable energy and high performance solutions will be covered as well as related subject areas of efficient water use and waste reduction strategies. Students will receive training in performing energy master planning audits for facilities and prepare an energy systems retrofit proposal.
Lecture Hours: 1.5 Lab Hours: 1.5 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

English

ENGL-001A - English Composition Units: 3
English 001A is the first transfer level English course designed to equip students with the skills necessary for writing college level compositions. Students learn expository writing, critical reading, and research techniques. Students will also learn to write academic essays including a documented research paper in conventional format using MLA style.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: Continuing students must complete (ENGL 104 or ENGL 092) and (ENGL 102 or READ 101)) or ESL 091; all with C or better. New students will be placed based on the results of assessment.
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
English 001B is a second semester college composition course. Students will study expository and argumentative writing directed toward an analysis of ideas and concepts from a wide variety of literature. Students will read fiction, drama, poetry, and essays critically reading in these genres for the purpose of writing.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: ENGL 001A with C or better
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. 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
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-010 - Great Works of Literature Units: 3
Students will read works considered influential throughout the world. The analysis of form, style, and rhetoric will lead students to an understanding of what comprises great literature. The course is designed to heighten critical awareness of universal themes in literature.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: (ENGL 104 or ENGL 092) and (ENGL 102 or READ 101) or ESL 091; all with C or better or placement based on assessment
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-033  - Women in Literature  Units: 3

Students will be introduced to literature focusing on images of women as depicted in drama, short stories, poetry, essays and novels. The relationship of self to characters in the literature will also be examined.

**Lecture Hours:** 3  **Lab Hours:** None  **Repeatable:** No  **Grading:** L  

**Prerequisite:** (ENGL 102 or READ 101) and (ENGL 104 or 092) or ESL 091 all with a C or better, or placement based on assessment

**Advisory Level:**  

**Transfer Status:** CSU/UC  **Degree Applicable:** AA/AS  
CSU GE: C2, D  
District GE: C2, D  
IGETC: 3B

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### ENGL-065  - The Short Story  Units: 3

Students will develop the ability to analyze and interpret the short story. 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 104 or ENGL 092) and (ENGL 102 or READ 101) or ESL 091; all with a C or better or placement based on assessment

**Advisory Level:**  

**Transfer Status:** CSU/UC  **Degree Applicable:** AA/AS  
CSU GE: C2  
District GE: C2  
IGETC: 3B

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### ENGL-071A  - Fundamentals of Creative Writing/Poetry  Units: 3

Students will be introduced to the fundamentals of writing poetry, such as the sonnet, blank verse, ballad, haiku, villanelle, and free verse. Students will discuss and analyze poems written by published writers and by their classmates.

**Lecture Hours:** 3  **Lab Hours:** None  **Repeatable:** No  **Grading:** L  

**Prerequisite:** (ENGL 092 or ENGL 104) and (ENGL 102 or READ 101) or ESL 091; all with a C or better or placement based on assessment

**Advisory Level:**  

**Transfer Status:** CSU/UC  **Degree Applicable:** AA/AS  
CSU GE: C2  
District GE: C2  
IGETC: None

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### ENGL-071B  - Fundamentals of Creative Writing/Fiction  Units: 3

Students are introduced to the principles and forms of fiction, such as description, mood, tone, theme, character development, narration, short story, novella, and the novel. Students will read and produce works of fiction.

**Lecture Hours:** 3  **Lab Hours:** None  **Repeatable:** No  **Grading:** L  

**Prerequisite:** (ENGL 092 or ENGL 104) and (ENGL 102 or READ 101) or ESL 091; all with a C or better or placement based on assessment

**Advisory Level:**  

**Transfer Status:** CSU/UC  **Degree Applicable:** AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

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### ENGL-071C  - Fundamentals of Creative Writing/Drama  Units: 3

Students are introduced to the principles and forms of drama such as conflict, setting, timing, pace, dialogue, scene-building, radio or television plays, one-act, and full-length plays for the theatre. Students will produce a portfolio of drama.

**Lecture Hours:** 3  **Lab Hours:** None  **Repeatable:** No  **Grading:** L  

**Prerequisite:** (ENGL 092 or ENGL 104) and (ENGL 102 or READ 101) or ESL 091; all with a C or better or placement based on assessment

**Advisory Level:**  

**Transfer Status:** CSU/UC  **Degree Applicable:** AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

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### ENGL-073  - Introduction to Shakespeare  Units: 3

Students will study Shakespeare as a major figure in our literary heritage through the reading of selected plays, sonnets, and poems. The course is designed to heighten awareness of Shakespeare's literary contribution to society and the relationship of the student to his work.

**Lecture Hours:** 3  **Lab Hours:** None  **Repeatable:** No  **Grading:** L  

**Prerequisite:** (ENGL 102 or READ 101) and (ENGL 104 or ENGL 092) or ESL 091; all with a C or better or placement based on assessment

**Advisory Level:**  

**Transfer Status:** CSU/UC  **Degree Applicable:** AA/AS  
CSU GE: C2  
District GE: C2  
IGETC: 3B

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### ENGL-079  - Memoir Writing  Units: 3

Students will study the characteristics and techniques of memoir writing. They will analyze styles employed by authors in diverse autobiographical works. Students will incorporate this knowledge into their own autobiographical exercises.

**Lecture Hours:** 3  **Lab Hours:** None  **Repeatable:** No  **Grading:** L  

**Prerequisite:** (ENGL 092 or ENGL 104) and (ENGL 102 or READ 101) or ESL 091; all with a C or better or placement based on assessment

**Advisory Level:**  

**Transfer Status:** CSU/UC  **Degree Applicable:** AA/AS  
CSU GE: C2  
District GE: C2  
IGETC: None

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### ENGL-080  - Mexican-American Literature  Units: 3

Students will study the literary contributions of both Mexican and Mexican-American writers from the early 20th Century to the present. The course is designed to heighten critical awareness of the image of the Mexican-American in distinct genres of literature. The focus is on the relationship of the literature to society and the various themes contained in the literature.

**Lecture Hours:** 3  **Lab Hours:** None  **Repeatable:** No  **Grading:** L  

**Prerequisite:** (ENGL 104 or ENGL 092) and (ENGL 102 or READ 101) or ESL 091; all with a C or better or placement based on assessment

**Advisory Level:**  

**Transfer Status:** CSU/UC  **Degree Applicable:** AA/AS  
CSU GE: C2, D  
District GE: C2, D, ES  
IGETC: 3B, 4
**ENGL-081 - Introduction to African American Literature**  
Units: 3  
Students are introduced to African American literature from the late 18th century to the present. The focus of the course is on African American literature as it relates to culture, society, and ideology. Topics such as heritage, racial pride, political struggle for respect, and gender issues will be included. Students will read representative literature including poetry, essays, short stories, drama, and novels from major periods of African American writing that influenced society. The course is designed to heighten awareness of African American literature as a major contribution to American literature.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L  
Prerequisite: (ENGL 104 or ENGL 092) and (ENGL 102 or READ 101) or ESL 091; all with C or better or placement based on assessment  

**ENGL-084A - Survey of American Literature I**  
Units: 3  
Students will study the progression of American literature from its beginning to 1865 with emphasis on social and cultural backgrounds. This course includes works of writers of the Colonial, Revolutionary, and Romantic periods.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L  
Prerequisite: (ENGL 092 or ENGL 104) and (ENGL 102 or READ 101), all with C or better or placement based on assessment  

**ENGL-084B - Survey of American Literature II**  
Units: 3  
Students will study the progression of American literature from 1865 to the present with emphasis on social and cultural backgrounds. This course includes works of writers of the Realist, Naturalist, Modernist, and Contemporary movements.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L  
Prerequisite: (ENGL 092 or ENGL 104) and (ENGL 102 or READ 101), all with C or better or placement based on assessment  

**ENGL-086A - Survey of British Literature I**  
Units: 3  
Students are introduced to the development of British (Anglophone) literature from its beginnings in the 8th Century AD through the 18th Century. Students will read and discuss examples of epic, lyric, drama, and prose writings of authors writing in English (exclusive of American English).

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L  
Prerequisite: (ENGL 092 or ENGL 104) and (ENGL 102 or READ 101), all with C or better or placement based on assessment  

**ENGL-086B - Survey of British Literature II**  
Units: 3  
Students are introduced to the development of British (Anglophone) Literature from its beginnings in the 8th Century AD through the 18th Century. Students will read and discuss examples of epic, lyric, drama, and prose writings of authors writing in English (exclusive of American English).

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L  
Prerequisite: (ENGL 092 or ENGL 104) and (ENGL 102 or READ 101), all with C or better or placement based on assessment  

**ENGL-092 - Essay Development**  
Units: 4  
Students will focus on the writing of short compositions in response to readings reflecting sentence variety, syntactic complexity, and paragraph efficiency using a variety of rhetorical modes. Students will also read college-level materials and write responses to the readings. Students will edit compositions for punctuation, spelling, and capitalization errors. This course prepares students for English 001A, the General Education transfer English Composition course.

Lecture Hours: 4  
Lab Hours: None  
Repeatable: No  
Grading: K  
Prerequisite: ESL 302 or (READ 301 and ENGL 335); all with P grade or placement based on assessment  

**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: 1.81  
Repeatable: 17  
Grading: O  
Prerequisite: ESL 302 or ENGL 322 and (ENGL 330 or 335) or READ 301 or READ 301S and (ENGL 330 or 335); all with C or placement based on assessment  

**ENGL-335 - Basic Writing Skills**  
Units: 4.5  
This course is designed to develop students' competence in basic writing skills two levels below English 1A. Students cover topics including 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: 1.5  
Repeatable: No  
Grading: K  
Prerequisite: READ 350 or (ESL 312 and ESL 313), all with P grade or placement based on assessment  

**Transfer Status:**  
CSU: None  
UC: None  
District GE: None  
IGETC: None
**ESL-091 - College Reading and Writing 2** Units: 6

Students will write a variety of advanced ESL level texts that exhibit depth, relevance, and complexity in idea development. Texts will include a mini-research paper and a technical report. Students will also apply literal, inferential, interpretive reading, and critical thinking skills, likewise, enhance skills in vocabulary comprehension and acquisition at the advanced level of language learning. Reading materials highlighting current issues and topics of interest across cultures will include articles, essays, a technical report, and literary works. This course is designed for non-native speakers of English one level below English 1A.

Lecture Hours: 5.5 Lab Hours: 1.5 Repeatable: No Grading: O

Prerequisite: ESL 302 with P grade or placement based on assessment

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**ESL-104 - Academic Listening and Speaking** Units: 3

Students will gain the academic listening and speaking skills at the advanced level of proficiency required to be successful in a college level classroom. Students focus on note-taking, class participation, expression of personal ideas, presentation skills, and extracting information from various audio and visual media. Concurrent enrollment in ESL 204 is highly recommended.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K

Prerequisite: ESL 314 or (ESL 312 and 313) all with P grade or placement based on assessment

Recommended: Concurrent enrollment in ESL 204 is strongly recommended

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

ESL students will study English grammar and syntactic structure at the advanced level of proficiency. Students will explore the use of these structures in varying discourse contexts and for varied rhetorical purposes. Focus will be on expanding awareness and use of grammar and syntactic structures to express meaning accurately in oral and written discourse. Students will refine editing and revision skills.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K

Prerequisite: ESL 312 with P grade or placement based on assessment

Recommended: Concurrent enrollment in ESL 206 is strongly recommended

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None

**ESL-203 - ESL Reading Lab** Units: None

This open-entry, open/exit course provides individualized support for ESL students in need of reading improvement. Students will use educational software, audio/visual materials, and online formats that expand and enrich the learning experience beyond the classroom. This lab supports students enrolled in ESL 313 or ESL 323 or ESL 333 or ESL 343.

Lecture Hours: None Lab Hours: 1.5 Repeatable: Yes Grading: N

Corequisite: ESL 313 or ESL 323 or ESL 333 or ESL 343

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NONC

CSU GE: None District GE: None IGETC: None

**ESL-204 - ESL Listening/Speaking Lab** Units: None

This open-entry, open/exit course provides individualized support for ESL students in need of listening and speaking improvement. Students will use educational software, audio/visual materials, and online formats that expand and enrich the learning experience beyond the classroom. This lab supports students enrolled in ESL 314 or ESL 324.

Lecture Hours: None Lab Hours: 1.5 Repeatable: Yes Grading: N

Corequisite: ESL 314 or ESL 324

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NONC

CSU GE: None District GE: None IGETC: None

**ESL-206 - ESL Grammar Lab** Units: None

This open-entry, open/exit course provides individualized support for ESL students in need of grammar improvement. Students will use educational software and online formats that expand and enrich the learning experience beyond the classroom. This lab supports students enrolled in ESL 106 or ESL 316.

Lecture Hours: None Lab Hours: 1.5 Repeatable: Yes Grading: N

Corequisite: ESL 106 or ESL 316

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NONC

CSU GE: None District GE: None IGETC: None

**ESL-207 - ESL Pronunciation Lab** Units: None

This open-entry, open/exit course provides individualized support for ESL students in need of pronunciation improvement. Students will use educational software and online formats that expand and enrich the learning experience beyond the classroom. This lab supports students enrolled in ESL 317 or ESL 327 or ESL 337.

Lecture Hours: None Lab Hours: 1.5 Repeatable: Yes Grading: N

Corequisite: ESL 317 or ESL 327 or ESL 337

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NONC

CSU GE: None District GE: None IGETC: None

**ESL-302 - Introduction to College Reading and Writing** Units: 6

Students will focus on development of multi-paragraph essays that have a clearly stated thesis that controls the logical development of ideas and demonstrates a high level of fluency and accuracy in sentence grammar and word choice. Students will study readings that demonstrate the ways writers organize and express ideas in different genres and for a variety of rhetorical purposes. Reading materials will include articles, essays, and short literary works highlighting current issues and topics of interest across cultures. Concurrent enrollment in ESL 302L is required for computer-assisted and instructor-guided practice. This course is designed for non-native speakers of English two levels below English 1A.

Lecture Hours: 5.5 Lab Hours: 1.5 Repeatable: No Grading: K

Corequisite: ESL 312 and ESL 313, both with P grade or placement based on assessment

Advisory Level: Read: None Write: None Math: None

Transfer Status: None Degree Applicable: NAA

CSU GE: None District GE: None IGETC: None
ESL-312 - Introduction to the Essay  
Units: 5

Students will read and write multiple-paragraph compositions with the depth and complexity of high-intermediate academic texts. They will expand their study of well-written paragraphs to include short essays on academic topics. They will acquire grammar, writing, revision, and editing skills for college-level academic work. Concurrent enrollment in ESL 312L is required for computer-assisted grammar and writing practice with lab assistance. ESL 312 is a high-intermediate writing course for non-native speakers of English three levels below English 001A.

Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: K

Prerequisite: ESL 322 and ESL 323 and ESL 324, all with P grade or placement based on assessment.
Corequisite: ESL 312L

Advisory Level:  
Read: None  Write: None  Math: None

Transfer Status: None  Degree Applicable: NAA  IGETC: None

ESL-312L - ESL Skills Development Lab  
Units: 0.5

This laboratory course is required learning assistance for students enrolled in ESL 312. Students will receive individualized instructional support and use educational software that expands students' experience with writing short essays that demonstrate logical development of a thesis and grammatical and lexical proficiency at an intermediate-high proficiency level.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K

Corequisite: ESL 312

Advisory Level:  
Read: None  Write: None  Math: None

Transfer Status: None  Degree Applicable: NAA  IGETC: None

ESL-313 - Introduction to College Reading  
Units: 3

Students will acquire reading and vocabulary skills at a intermediate-high level of English proficiency. They will read and respond to introductory college-level texts, develop literal and critical comprehension, and expand vocabulary for academic purposes. Concurrent enrollment in (ESL 312 or ESL 314 or ESL 317) and ESL 203 is strongly recommended.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: K

Prerequisite: ESL 322 and ESL 323 and ESL 324, all with P grade, or placement based on assessment

Recommended: Concurrent enrollment in (ESL 312 or ESL 314 or ESL 317) and ESL 203 is strongly recommended

Advisory Level:  
Read: None  Write: None  Math: None

Transfer Status: None  Degree Applicable: NAA  IGETC: None

CSU GE: None  District GE: None  IGETC: None

ESL-314 - Intermediate-High Listening and Speaking Skills  
Units: 3

Students refine listening comprehension and speaking skills in academic, vocational, and social contexts at the intermediate-high level. Students will participate in class activities and use multimedia materials focused on improving aural comprehension, oral communication, and clear pronunciation in a variety of contexts. Concurrent enrollment in (ESL 312 or ESL 313 or ESL 316 or ESL 317) and ESL 204 is strongly recommended.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: K

Prerequisite: ESL 324 with P grade or placement based on assessment

Recommended: Concurrent enrollment in (ESL 312 or ESL 313 or ESL 316 or ESL 317) and ESL 204 is strongly recommended

Advisory Level:  
Read: None  Write: None  Math: None

Transfer Status: None  Degree Applicable: NAA  IGETC: None

CSU GE: None  District GE: None  IGETC: None

ESL-316 - Grammar for Writers 1  
Units: 3

ESL 316 is an intensive grammar course for ESL writers at the intermediate-high level of language proficiency. Students study a wide range of grammatical and syntactical structures in meaningful contexts. Students will acquire skills in the use of grammar structures including verb phrases, noun phrases, modification structures, and various sentence structures, to express meaning appropriately and accurately in oral and written discourse. Concurrent enrollment in (ESL 312 or ESL 313 or ESL 314 or ESL 317) and ESL 206 is strongly recommended.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: K

Prerequisite: ESL 322 with P grade or placement based on assessment

Recommended: Concurrent enrollment in (ESL 312 or ESL 313 or ESL 314 or ESL 317) and ESL 206 is strongly recommended.

Advisory Level:  
Read: None  Write: None  Math: None

Transfer Status: None  Degree Applicable: NAA  IGETC: None

CSU GE: None  District GE: None  IGETC: None

ESL-317 - English Pronunciation  
Units: 3

Students develop native-like speech in American English. They utilize the International Phonetic Alphabet to distinguish the sounds of English and produce natural-sounding speech in connected discourse. They learn different intonation, stress, and pitch patterns to change sentence focus and to signal middle and end of sentences. They use contractions and reductions and assimilate sounds to produce natural speech. Multimedia and online resources supplement the course.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: K

Prerequisite: Successful completion of ESL 324 or ESL 327 or placement based on assessment

Recommended: Concurrent enrollment in (ESL 312 or ESL 313 or ESL 314) and ESL 207 is strongly recommended.

Advisory Level:  
Read: None  Write: None  Math: None

Transfer Status: None  Degree Applicable: NAA  IGETC: None

CSU GE: None  District GE: None  IGETC: None

ESL-322 - Paragraph Development  
Units: 5

ESL 322 is an intermediate writing course for non-native speakers of English. Students write paragraphs and journals on various topics to acquire grammar, writing, and lexical skills. Concurrent enrollment in ESL 322L is required for computer-assisted grammar and writing practice with lab assistance.

Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: K

Prerequisite: ESL 332 with P grade or placement based on assessment.
Corequisite: ESL 322L

Recommended: Concurrent enrollment in ESL (323 or 324 or 327) is strongly recommended

Advisory Level:  
Read: None  Write: None  Math: None

Transfer Status: None  Degree Applicable: NAA  IGETC: None

CSU GE: None  District GE: None  IGETC: None

ESL-322L - ESL Skills Development Lab  
Units: 0.5

This laboratory course is required learning assistance for students enrolled in ESL 322. Students will receive individualized instructional support and use educational software that expands the students’ experience with paragraphing and sentence grammar.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K

Corequisite: ESL 322

Advisory Level:  
Read: None  Write: None  Math: None

Transfer Status: None  Degree Applicable: NAA  IGETC: None

CSU GE: None  District GE: None  IGETC: None
Recommended: Concurrent enrollment in (ESL 322 or ESL 323 or ESL 327) and ESL 203 is strongly recommended.

Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

ESL-324 - Listening/Speaking Skills Development

Units: 4

ESL 324 is an intermediate-mid listening/speaking course for non-native speakers of English. Students will learn listening skills such as filtering speaker’s point of view, intent, and tone, recognizing target vocabulary and idioms, identifying events in sequence, and applying note-taking skills. Students will also learn speaking skills at the intermediate-mid level of proficiency of using effective discussion techniques to exchange and verify information, request clarification, interrupt a conversation, express opinions, and prepare for, create, and deliver short oral presentations. Concurrent enrollment in ESL 322 or ESL 323 or ESL 327 and ESL 204 is strongly recommended.

Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: K
Prerequisite: ESL 334 with P grade or placement based on assessment
Recommended: Concurrent enrollment in (ESL 322 or ESL 323 or ESL 327) and ESL 204 is strongly recommended.

Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

ESL-327 - English Pronunciation 2

Units: 3

Students further their study of the pronunciation, intonation, stress, and rhythm patterns of English. They are introduced to the phonetic alphabet and study the sound-spelling correlations of English. They also receive further instruction on the production of sounds in word-initial and word-final environments, intonation and stress patterns in multi-syllabic words, and native-like sentence stress, rhythm and intonation. Multimedia and online resources supplement the course.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K
Prerequisite: Successful completion of ESL 334 or ESL 337 or placement based on assessment
Recommended: Concurrent enrollment in (ESL 322 or ESL 323 or ESL 324) and ESL 207 is strongly recommended.

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 an intermediate-low grammar/writing course for non-native speakers of English. Students learn grammar and writing techniques for composing sentences and short paragraphs. Students also study grammar topics including simple and compound sentences, commonly used verb tenses, modal auxiliaries, gerunds, and infinitives. Concurrent enrollment in ESL 333 or ESL 334 or ESL 337 is strongly recommended. Concurrent enrollment in ESL 332L is required.

Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: K
Prerequisite: ESL 342 or ESL 345 with a P or placement by assessment
Corequisite: ESL 332L
Recommended: Concurrent enrollment in (ESL 333 and/or ESL 334 and/or ESL 337)

Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

ESL-332L - ESL Skills Development Lab

Units: 0.5

This laboratory course is required learning assistance for students enrolled in ESL 332. Students will receive individualized instructional support and use educational software that expands the students’ experience with writing narrative and descriptive paragraphs and developing sentence skills.

Lecture Hours: None Lab Hours: 1.5 Repeatable: No Grading: K
Corequisite: ESL 332

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

ESL 333 is an intermediate-low reading course for non-native speakers of English. Students expand reading and vocabulary skills by focusing on strategies for the literal and critical comprehension of text. Reading comprehension skills include identifying and analyzing organizational patterns, logical organizers, and author’s purpose. Students also develop speaking and writing skills through interactive activities based on the reading material. Concurrent enrollment in ESL 323 or ESL 334 or ESL 337 and ESL 203 is strongly recommended.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K
Prerequisite: ESL 343 or ESL 346 with P grade or placement based on assessment
Recommended: Concurrent enrollment in (ESL 332 and/or ESL 334 and/or ESL 337) and ESL 203 is strongly recommended.

Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
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>ESL-334</td>
<td>Basic Listening/Speaking 2</td>
<td>5</td>
<td>ESL 334 is an intermediate-low listening/speaking course for non-native speakers of English. Students will learn listening skills such as distinguishing main ideas from details, and speaker's role, intent, tone, and mood. Students will also learn speaking skills at the intermediate-low level of proficiency such as restating main idea and supporting ideas, and asking questions and effective discussion techniques to exchange and verify information. Concurrent enrollment in ESL 332 or ESL 333 is strongly recommended. Concurrent enrollment in ESL 334L is required. Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: K</td>
</tr>
<tr>
<td>ESL-334L</td>
<td>ESL Skills Development Lab</td>
<td>0.5</td>
<td>This laboratory course is required learning assistance for students enrolled in ESL 334. Students will receive individualized instructional support and use educational software that expands the students' listening/speaking skills and cultural awareness. Students will receive individualized instructional support and use educational software that expands the students' listening/speaking skills and cultural awareness. Concurrent enrollment in ESL 342 or ESL 344 is strongly recommended. Lecture Hours: None Lab Hours: 1.5 Repeatable: No Grading: K</td>
</tr>
<tr>
<td>ESL-337</td>
<td>English Pronunciation 1</td>
<td>3</td>
<td>Students are introduced to articulatory phonetics and basic intonation, stress, and rhythm patterns of English. Students will study the place and manner of the articulation of the sounds of English and spelling patterns for vowel and consonant sounds. Students will also be introduced to rhythm, stress, and intonation patterns in English. Multimedia and online resources supplement the course. Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K</td>
</tr>
<tr>
<td>ESL-338</td>
<td>Basic Writing Skills 1</td>
<td>4</td>
<td>ESL 342 is a novice-high grammar and writing course for non-native speakers of English. Students will learn listening skills such as distinguishing main ideas from details, and speaker's role, intent, tone, and mood. Students will also learn speaking skills at the intermediate-low level of proficiency such as restating main idea and supporting ideas, and asking questions and effective discussion techniques to exchange and verify information. Concurrent enrollment in ESL 332 or ESL 333 is strongly recommended. Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: K</td>
</tr>
<tr>
<td>ESL-342</td>
<td>Basic Writing Skills 1</td>
<td>5</td>
<td>ESL 342 is a novice-high grammar and writing course for non-native speakers of English. Students will learn listening skills such as distinguishing main ideas from details, and speaker's role, intent, tone, and mood. Students will also learn speaking skills at the intermediate-low level of proficiency such as restating main idea and supporting ideas, and asking questions and effective discussion techniques to exchange and verify information. Concurrent enrollment in ESL 332 or ESL 333 is strongly recommended. Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: K</td>
</tr>
<tr>
<td>ESL-342L</td>
<td>ESL Skills Development Lab</td>
<td>0.5</td>
<td>This laboratory course is required learning assistance for students enrolled in ESL 342. Students will receive individualized instructional support and use educational software that expands students' experience with writing and grammar at a novice-high proficiency level. Lecture Hours: None Lab Hours: 1.5 Repeatable: No Grading: K</td>
</tr>
<tr>
<td>ESL-343</td>
<td>Basic Reading Skills 1</td>
<td>3</td>
<td>ESL 343 is a novice-high reading course for non-native speakers of English. Students learn comprehension skills such as identifying and distinguishing main ideas and details and finding meaning of new words through context clues. Students also develop post-reading strategies such as paraphrasing and summarizing new information and brief writing responses to readings. Concurrent enrollment in ESL 342 and ESL 344 is strongly recommended. Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K</td>
</tr>
<tr>
<td>ESL-344</td>
<td>Basic Listening and Speaking 1</td>
<td>5</td>
<td>ESL 344 is a novice-high listening/speaking course for non-native speakers of English. Students will learn listening skills such as listening for main idea and distinguishing main ideas and details and finding meaning of new words through context clues. Students also develop post-reading strategies such as paraphrasing and summarizing new information and brief writing responses to readings. Concurrent enrollment in ESL 342 and ESL 344 is strongly recommended. Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: K</td>
</tr>
<tr>
<td>ESL-344L</td>
<td>ESL Skills Development Lab</td>
<td>0.5</td>
<td>This laboratory course is required learning assistance for students enrolled in ESL 344. Students will receive individualized instructional support and use educational software that expands students' experience with listening comprehension and speaking at a novice-high proficiency level. Lecture Hours: None Lab Hours: 1.5 Repeatable: No Grading: K</td>
</tr>
</tbody>
</table>
In this interdisciplinary course students examine the foundations for a sustainable future and interaction between human civilization and the environment. Students explore the major issues facing our planet such as population growth, resource exploitation, pollution, and dwindling biodiversity. They analyze environmental policies and their effectiveness. Field trips are required. The course is designed for non-science majors to meet AA/AS general education laboratory science requirements in either biological or physical science.

**ETH-020 - African American Culture**  
Units: 3

Students survey the African American experience in the United States. Students will critically examine past, present, and evolving socio-political, economic, and cultural dynamics that help to create African American culture.

**ETH-026 - Vietnamese Women in the U.S.**  
Units: 3

Students study the phenomena of gender, race and ethnicity in the history of the United States, focusing upon the Vietnamese American experience. Historical origins of Vietnamese identity, as well as those social, political, and economic systems, and processes, and key events, which have yielded important consequences for gender stratification among Vietnamese American women will be covered.

**ETH-027 - Introduction to Race & Ethnicity in American History**  
Units: 3

Students will critically explore the phenomena of race and ethnicity in the history of the United States. Examining the socio-political realities of power, students analyze the processes by which racial stratification occur. Particular emphasis is placed on the socio-historical experiences of major, subordinate ethnic groups in America -- African Americans, Mexican Americans, Asian Americans, and Native Americans. Students critically analyze major theoretical approaches to understanding the circumstances that have shaped present race relations in America and various Ethnic Studies paradigms.

**ETH-030 - Chicana/o Culture**  
Units: 3

Students study the development of Mexican and Chicana/o culture in Mexico and the U.S. Southwest including theory, an analysis of the concept of culture and its application to the Mexican and Chicana/o community. Emphasis will be placed on the cultural history as well as the socio-psychological realities in the study of people of Mexican origin. Other areas of interest include the pre-Columbian period, the religions and philosophies, art, language, music, folklore, and lifestyles of the Chicana/o.

**ETH-031 - Contemporary Issues in Mexican American Communities**  
Units: 3

Students study political, economic, and social issues facing Mexican American communities in the United States. Students analyze several issues including: education, health care, immigrant rights, economic development, labor rights, the criminal justice system, and political empowerment.

**ETH-037A - Mexican American History I**  
Units: 3

Students will survey the social, political, economic, and cultural history of the Mexican-American experience within the context of U.S. history from the pre-Columbian era to Reconstruction. Students will also critically analyze the roles and contributions that Mexican Americans have played in the development of the United States with comparisons to other groups. ETH 037A, along with ETH 037B, satisfies the District requirements in U.S. History, Constitution and American Ideals requirement.

**ETH-037B - Mexican American History II**  
Units: 3

Students will survey the social, political, economic, and cultural history of the Mexican American experience within the context of U.S. history from Reconstruction to the present. Students will also analyze roles and contributions that Mexican Americans have played in the development of the United States and California, and with comparisons to other groups. ETH 037B, along with ETH 037A, satisfies the District requirements in U.S. History, Constitution and American Ideals requirement.
Students will analyze the transition and adaptation of the Vietnamese American community in the context of history, culture, family, religion, education, career, community leadership and internal politics by examining the experiences of Vietnamese Americans who have resettled in the United States since the Vietnam War ended in the mid '70s.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D District GE: D IGETC: None

This course introduces students to industrial maintenance and operations, and OSHA-approved industrial safety procedures and practices. Students acquire knowledge in and apply the use of basic tools and specialized equipment for use in lubrication, maintenance, electrical operation, and repair for industrial facilities equipment.

Lecture Hours: 3 Lab Hours: 1.5 Repeatable: No Grading: L
Credit by Exam: Yes

Recommended: Mechanical aptitude, and good command of communication skills.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

Students are introduced to the concepts of electricity and its safe use as commonly used in large facilities: single phase and three phase generation, electrical distribution, single phase motors, electrical efficiency, and power factor correction.

Lecture Hours: 2 Lab Hours: 1.5 Repeatable: No Grading: L
Credit by Exam: Yes

Prerequisite: FMT 100 with C or better

Recommended: Prior completion of AIRC 121 and AIRC 122 is strongly recommended

Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

Students of Facilities Maintenance Technology will develop a working knowledge of the common electronic control devices used in industry. Students will learn the use of sophisticated electronic test equipment.

Lecture Hours: 2 Lab Hours: 1.5 Repeatable: No Grading: L
Credit by Exam: Yes

Prerequisite: FMT 100 with C or better

Recommended: Completion of AIRC 121 and AIRC 122 is strongly recommended

Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

The student will learn to identify, maintain, and operate small and 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. Safe and efficient operation of boilers and related central plant machinery and equipment will be emphasized.

Lecture Hours: 3 Lab Hours: 1 Repeatable: No Grading: L
Credit by Exam: Yes

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

Students will study principles of programmable logic controllers (PLCs) operation. Students learn control applications using PLCs in a systematic approach involving problem analysis, ladder diagrams, selection of PLC input and output modules, programming logic functions, and testing. Students will focus on implementation of simple applications in the laboratory.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Credit by Exam: Yes

Prerequisite: FMT 100 with C or better

Recommended: It is helpful to have experience using a PC and completed CIS 041

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

Students continue the study of programmable logic controllers (PLCs). Students examine applications of control systems for factory automation and robotics. They will focus on digital and analog inputs and outputs.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: FMT 122 with C or better

Recommended: Student should be comfortable working with office applications on the Windows desktop. Familiarity with the Rockwell Automation RSLogix 5000 integrated development environment is a plus.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

Students will study management of people in the technical and building services industries. There will be emphasis on team-building, worker motivation, and leadership skills. The course highlights conflict management, selection and development of workers, and dealing with technological changes and skills advancement.

Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
## Facilities Maintenance Technology

### FMT-160 - Smart Home Technology and Automation

Students will study smart home technology and automation systems, such as home security systems, environmental control and monitoring systems, and energy monitoring and control. The course highlights selection, planning, safety practices, building codes, permits, do-it-yourself (DIY), and professional installation. The student will also learn about wireless networking, smart phone monitoring, controlled lighting systems, infant, pet and elder care monitoring systems, emergency power back up, and smart appliance monitoring.

**Lecture Hours:** 1.5  
**Lab Hours:** 1.5  
**Repeatable:** No  
**Grading:** L

**Advisory Level:** Read: 3  
Write: 3  
Math: 2

**Transfer Status:** None  
**Degree Applicable:** AA/AS

**CSU GE:** None  
**District GE:** None  
**IGETC:** None

## Family and Consumer Studies

### FCS-019 - Nutrition

Students are introduced to basic nutrition principles, including physiological, psychological, and sociological considerations. Students will analyze the human diet in relation to health, lifestyle choices, personal behaviors, and disease prevention. Individual recommended nutrient intake, the body’s use of nutrients, and optimum dietary health across the lifespan will be discussed. Students will also examine the influence of culture, food supply, food choices, and nutritional status, as well as socioeconomic conditions, food fads, and diet misinformation.

**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** L

**Prerequisite:** (ENGL 092 and READ 101) or ESL 091; all with C or better

**Advisory Level:** Read: None  
Write: None  
Math: 2

**Transfer Status:** None  
**Degree Applicable:** NAA  
**CSU GE:** E1  
**District GE:** None  
**IGETC:** None

### FCS-070 - Child Development

Students will study the child from the prenatal period through adolescence. The physical, social-emotional and cognitive 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. This course is equivalent to CHAD 68 at SJSU.

**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** L

**Prerequisite:** (ENGL 092 and READ 101) or ESL 091; all with C or better

**Advisory Level:** Read: None  
Write: None  
Math: None

**Transfer Status:** None  
**Degree Applicable:** AA/AS  
**CSU GE:** D, E  
**District GE:** D  
**IGETC:** None

### FCS-138 - Work Experience

Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

**Lecture Hours:** None  
**Lab Hours:** 2.07  
**Repeatable:** 15  
**Grading:** O

**Corequisite:** 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.

**Advisory Level:** Read: 3  
Write: 3  
Math: None

**Transfer Status:** None  
**Degree Applicable:** AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

## French

### FREN-001A - Elementary French

Students develop elementary skills in listening, reading, speaking and writing. Students will acquire vocabulary, structures and patterns necessary for comprehension of standard spoken and written French at the American Council on the Teaching of Foreign Languages (ACTFL) Novice Mid to Novice High sub-levels. The course provides insights into the diversity of French and francophone cultures and civilizations.

**Lecture Hours:** 5  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** O

**Credit by Exam:** Yes

**Advisory Level:** Read: 3  
Write: 3  
Math: None

**Transfer Status:** None  
**Degree Applicable:** AA/AS  
**CSU GE:** C2  
**District GE:** C2  
**IGETC:** 6A

### FREN-001B - Elementary French

Students continue to develop elementary skills in listening, reading, speaking and writing. Students acquire vocabulary and grammatical structures and patterns necessary for comprehension of standard spoken and written French at the American Council on the Teaching of Foreign Languages (ACTFL) Novice High to Intermediate Low sub-levels. The course provides insights into the diversity of French and francophone cultures and civilizations.

**Lecture Hours:** 5  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** O

**Credit by Exam:** Yes

**Prerequisite:** FREN 001A with C or better

**Advisory Level:** Read: 4  
Write: 4  
Math: None

**Transfer Status:** None  
**Degree Applicable:** AA/AS  
**CSU GE:** C2  
**District GE:** C2  
**IGETC:** 6A, 3B

### FREN-002A - Intermediate French

Students develop intermediate skills in listening, reading, speaking and writing. Students acquire vocabulary and grammatical patterns and structures necessary for comprehension of standard spoken and written French at the intermediate level. This course includes an expanded discussion of French culture and daily life.

**Lecture Hours:** 5  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** O

**Prerequisite:** FREN 001B with C or better

**Advisory Level:** Read: 3  
Write: 3  
Math: None

**Transfer Status:** None  
**Degree Applicable:** AA/AS  
**CSU GE:** C2  
**District GE:** C2  
**IGETC:** 6A, 3B

### FREN-002B - Intermediate French

Students continue to develop intermediate skills in listening, reading, speaking and writing. Students acquire vocabulary and grammatical patterns and structures necessary for comprehension of standard spoken and written French at the intermediate level. An emphasis on the reading of novels, short stories, poems and plays in French as a means of enhancing basic French language skills. This course includes an expanded discussion of French culture and daily life.

**Lecture Hours:** 5  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** O

**Prerequisite:** FREN 002A with C or better

**Advisory Level:** Read: 3  
Write: 3  
Math: None

**Transfer Status:** None  
**Degree Applicable:** AA/AS  
**CSU GE:** C2  
**District GE:** C2  
**IGETC:** 6A, 3B

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**SJCC Course Catalog**
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: 1.81  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

GEOG-010  - Introduction to Physical Geography
Students study the earth's physical environment with focus on atmosphere, weather, climate, internal and external landscape formation, vegetation, human-caused changes, and the interaction among these elements. The spatial location of unique landscapes will be explored using maps, globes, mapping exercises, and possibly a field trip.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE:  B1, D  District GE: B1, D  IGETC:  4

GEOG-011  - Introduction to Cultural Geography
Students will explore the human elements of geography, including population distribution, land use patterns, religion, language, trade, economics, migration, development, and political landscapes. Students will study the correlation of these human elements with physical elements using maps, globes, mapping exercises, and possibly a field trip.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE:  D  District GE: D  IGETC:  4

GEOG-012  - World Regional Geography  Units: 3
Students are introduced to the world's cultural regions and nations as interpreted by geographers, including physical, cultural, and economic features. Spatial and historical influences on population growth, transportation networks, and natural environments are discussed. Identification and importance of the significant features of regions and their relationship to their respective cultures, economies, topography, climate, politics, and environmental issues are examined.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE:  D  District GE: D  IGETC:  4

Geology

GEOL-010  - Physical Geology  Units: 3
Students are introduced to geologic processes related to volcanoes, earthquakes, landslides, erosion, tsunami, and Earth resources. The relationship of these processes to each other and to overarching geologic concepts, such as plate tectonics, the rock cycle and the water cycle will be examined. Major focuses include the impact these processes have on civilization and communicating geologic concepts. The scientific method is illustrated as it relates to analyzing geologic problems. GEOL 010 taken with GEOL 010L meets the lab science requirement for graduation/transfer.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE:  B1  District GE: B1  IGETC:  5A

GEOL-010L  - Physical Geology Laboratory  Units: 1
Students will study minerals, rocks, and sediments and the processes that form them. These and other geologic processes will be related to plate tectonics, the rock cycle and the water cycle. A major focus is on using the scientific method to study these geologic processes and concepts. Projects will include using technology to conduct experiments that model geologic processes, interpreting maps and other images, and studying geologic processes in the field. Fieldtrip(s) will be required. GEOL 010 taken with GEOL 010L meets the lab science requirement for graduation/transfer.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Corequisite:  GEOL 010
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE:  B3  District GE: B3  IGETC:  5C

GEOL-015  - Earth Science  Units: 3
Students survey the major fields of earth science including geology, astronomy, oceanography and meteorology. Plate tectonics, the lives of stars, earthquakes, tides, and extreme weather will be covered. The relationship of these processes to each other and to overarching earth science concepts, such as the rock cycle, the water cycle, and the evolution of the universe will be examined. Major focuses include the impact these processes have on civilization and communicating science concepts. The scientific method is illustrated as it relates to analyzing earth science problems.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE:  B1  District GE: B1  IGETC:  5A

GEOL-015L  - Earth Science Laboratory  Units: 1
Students will study the highlights of geology, astronomy, oceanography, and meteorology. Students will perform laboratory experiments and modeling activities covering topics such as plate tectonics, the lives of stars, earthquakes, tides and extreme weather. Students examine the relationship of these processes to each other and to overarching earth science concepts such as the rock and water cycles, ocean currents, weather patterns, and the solar system. A major focus is on using the scientific method to study these processes and concepts.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Corequisite:  GEOL 015
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE:  B3  District GE: B3  IGETC:  5C
### Geology

**GEO-098 - Directed Study**

Individual or small groups of students, with previous course work in the discipline, 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 numbers 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: 1.81  Repeatable: 17  Grading: L
Pre requisite: GEOL-010 with C or better

**Advisory Level:**
- Read: 3
- Write: 3
- Math: None

**Transfer Status:**
- CSU
- Degree Applicable: AA/AS
- CSU GE: None
- District GE: None
- IGETC: None

### Global Studies

**GLOBL-001 - Introduction to Global Studies**

Students are introduced to the emerging field of Global Studies. Students gain an interdisciplinary view of globalization and global perspectives that include consideration of social, cultural, religious, political, and geographical factors that affect the world community. Significant economic trends and environmental issues and sustainability will also be addressed.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

**Advisory Level:**
- Read: 3
- Write: 3
- Math: None

**Transfer Status:**
- CSU/UC
- Degree Applicable: AA/AS
- CSU GE: D
- District GE: D
- IGETC: 4

**GLOBL-002 - Global Issues**

Students are introduced to the origins, current status, and future trends of major transnational issues confronting the global community. They will study current world population trends, and explore meeting human needs for food, water, energy, and health care. Issues addressed include human rights, global inequality, international conflict and cooperation, and our collective responsibility to establish a sustainable environment for future generations.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

**Advisory Level:**
- Read: 3
- Write: 3
- Math: None

**Transfer Status:**
- CSU/UC
- Degree Applicable: AA/AS
- CSU GE: D
- District GE: D
- IGETC: 4

**GLOBL-007 - Global Citizenship/Civics**

Students will acquire knowledge and skills to gain a better understanding of multicultural perspectives on national and transnational political issues, the global economy, and worldwide social development. Students, as global citizens, will be encouraged to envision and effect positive change in their communities and develop an understanding of how local, national, and global challenges affect them, and how their actions affect others in the world.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

**Advisory Level:**
- Read: 4
- Write: 3
- Math: None

**Transfer Status:**
- CSU
- Degree Applicable: AA/AS
- CSU GE: D
- District GE: D
- IGETC: None

**GLOBL-098 - Directed Study**

Individual or small groups of students, with previous course work in the discipline, 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 numbers 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: 1.81  Repeatable: 17  Grading: L
Pre requisite: GLOBL 001 with C or better and project approval by sponsoring faculty, division dean, and Vice President of Academic Affairs

**Advisory Level:**
- Read: 3
- Write: 3
- Math: None

**Transfer Status:**
- CSU
- Degree Applicable: AA/AS
- CSU GE: None
- District GE: None
- IGETC: None

### Guidance

**GUIDE-010 - Transfer Success**

Students will engage in a comprehensive review of the transfer process, including a study of higher education systems, transfer admissions practices, major preparation, financial planning, and current topics related to transfer. This course offers students an opportunity to develop an individualized transfer plan in preparation for transfer to a 4-year college.

Lecture Hours: 1  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

**GUIDE-085 - Blueprint for Success**

Students will explore and clarify their belief systems, values, and attitudes. Students will identify personal strengths and weaknesses by examining and identifying barriers and learning how to overcome obstacles for their success. They will learn how to apply techniques such as time and stress management, and goal setting.

Lecture Hours: 1  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

**GUIDE-087 - College Study Techniques**

Students learn study skill techniques and strategies to build confidence as a college student including identifying individual learning styles, effective study habits, and reducing test anxiety. Students identify personal and educational values and create a plan for college success. Students learn problem solving and creative thinking skills, and will be introduced to the library and resources. Emphasis is on acquisition of skills for the attainment of life-long success in academic and personal development.

Lecture Hours: 3  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
GUIDE-096  -  Career and Life Planning  

Units: 3

Students examine career/major options, as well as attainment of life-long success in academic, professional, and personal development. Emphasis is on interest and personality testing, values clarification, career information, research skills, individual skills assessment, decision making and goal setting. Students acquire skills in professional planning including job search techniques, resume writing, and interviewing.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  District GE: E  IGETC: None

GUIDE-097  -  Orientation to College

Units: 1

Students develop skills necessary to access information for college success, including goal setting, the identification of college facilities and resources, the understanding of policies, programs, course offerings, and services. Students will also learn about certificate programs, general education requirements for transfer and graduation, as well as the registration process and basic educational planning.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

GUIDE-097A  -  Orientation to College - Part I

Units: 0.5

Students receive an introduction to San Jose City College, including programs, support services, academic policies, and educational options. Students will learn key terms and ideas that support student success. At the conclusion of the course, students will be able to identify or explain the California higher education system, important SJCC programs and services, the differences between high school and college, and retention strategies for student success.

Lecture Hours: 0.5  Lab Hours: None  Repeatable: No  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

GUIDE-098  -  Directed Study in Guidance

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: 1.81  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

GUIDE-100  -  Diagnostic Learning

Units: 0.5

This course is designed for students whose learning styles have impeded academic performance in traditional classroom settings. Using designated assessment tools students will learn their academic strengths and weaknesses. Students will also be introduced to services and accommodations provided through Disabilities Support Program and Services (DSP&S) for those who have a specific learning disability. Appropriate recommendations and referrals will be made.

Lecture Hours: 0.5  Lab Hours: None  Repeatable: No  Grading: K

Open Curriculum: An assessment test is required prior to first day of class

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 - Reading Strategies

Units: 1

This is an individualized course designed for students who have difficulty reading due to a weakness in one or more of the learning modalities involved in the reading process. Students will acquire skills in left-to-right visual tracking, decoding, sight vocabulary, reading rate, comprehension, and use of curriculum materials appropriate to their needs.

Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: K

Open Curriculum: An assessment test is required prior to first day of class

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 - Writing Strategies

Units: 1

This is an individualized course designed for students with specific learning disabilities that impede the mastery of writing skills. Students will study aspects of writing such as, organization, structure, coherence, punctuation, and grammar. Curriculum materials appropriate to the student's needs will be used in achieving course objectives.

Lecture Hours: None  Lab Hours: 3  Repeatable: No  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

GUIDE-108  -  Diagnostic Learning - Mathematical Strategies

Units: 1

This is an individualized course designed for students who have difficulty with one or more of the learning modalities involved in the acquisition of math skills. Students will use curriculum materials and acquire learning strategies appropriate to their needs in achieving skills mastery in arithmetic and algebra.

Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: K

Open Curriculum: An assessment test is required prior to first day of class

Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None
GUIDE-115  -  Computer Assisted Instruction  

Students with disabilities will learn basic computer skills. Students will use adaptive hardware and software technology depending on their functional limitations and abilities. This is a self-paced introductory course.

Lecture Hours: None  Lab Hours: 3  Repeatable: No  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

GUIDE-119  -  Orientation to College for Students with Disabilities

This course orients students with disabilities to college. Students will gain information on the Disabilities Support Program & Services (DSP&S), SJCC college facilities, policies, programs, course offerings, and services including special needs, accommodations, technological assistive devices and software, and academic adjustments. Students also will be given an overview of general education requirements, vocational and transfer majors, degrees, registration process and educational planning.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: K

Open Curriculum: An assessment test is required prior to first day of class

Advisory Level:  Read: None  Write: None  Math: None

Transfer Status: None  Degree Applicable: NAA

CSU GE: None  District GE: None  IGETC: None

GUIDE-130  -  College and Life Success

Students will acquire skills and resources that will help them to become successful college students as well as aid them throughout their lives. Topics will include college policies, procedures, programs, and academic and student services. They will develop critical thinking and study skills, gain awareness of learning styles and strategies, and time management. Career research, selection, self-assessment, and educational planning will be introduced. Students examine their health wellness, stress management, and financial literacy. They will increase awareness of cultural diversity and intercultural communication both professionally and personally, including instructor-student interaction and student-student relationships.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: E  District GE: E  IGETC: None

GUIDE-150  -  Adaptive MS Office and Word Processing

Students with various disabilities will receive training on specialized adaptive hardware and software while learning introductory Microsoft (MS) Office and word processing skills. Students will use adaptive hardware and software technology depending on their functional limitations and abilities. This is a self-paced introductory course.

Lecture Hours: 1.5  Lab Hours: 1.5  Repeatable: No  Grading: K

Recommended: Knowledge of the keyboard

Advisory Level:  Read: 2  Write: 2  Math: None

Transfer Status: None  Degree Applicable: NAA

CSU GE: None  District GE: None  IGETC: None

GUIDE-151  -  Basic Computerized Job Readiness Skills for Students with Disabilities

Students with various disabilities will learn basic computer skills related to job readiness skills and resume development. Students will be introduced to specialized adaptive hardware and software technology to create basic resumes, cover letters, and be able to use the internet for basic job readiness tasks.

Lecture Hours: None  Lab Hours: None  Repeatable: No  Grading: K

Advisory Level:  Read: 2  Write: 2  Math: None

Transfer Status: None  Degree Applicable: NAA

CSU GE: None  District GE: None  IGETC: None

HED-011  -  Dynamic Health Concepts

Students will explore current issues in health and wellness with emphasis on making lifelong healthy choices. Highlighted topics include global and national issues, mental health, use of tobacco, alcohol and illegal drugs, nutrition, infectious and noninfectious diseases including risk factors and prevention, human sexuality, and environmental health. Primary emphasis is directed to the individual's total emotional, intellectual, and social health.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: E  District GE: E  IGETC: None

HSCI-008  -  Medical Terminology

Students receive a thorough grounding in basic medical terminology through a study of root words, prefixes and suffixes. Medical terminology is the study of the principle of medical word building to help the student develop the extensive medical vocabulary used in health care occupations. The study focuses on correct pronunciation, spelling and use of medical terms. Students will develop a basic knowledge of body systems through the further study of pathology, laboratory tests, and diagnostic treatment procedures.

Lecture Hours: 3  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

HSCI-098  -  Directed Study in Health Science

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: 1.81  Repeatable: 17  Grading: 0

Advisory Level:  Read: 3  Write: 3  Math: None

Transfer Status: CSU  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None
HSCI-138 - Work Experience

Units: 1 - 8

Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 2.07 Repeatable: 15 Grading: 0

Corequisite: 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.

Advisory Level:
Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

HIST-001 - Survey of American History

Units: 3

Students are provided a broad approach to the social, constitutional, economic and political history of the U.S. with emphasis upon key events, issues and their backgrounds. HIST 001, along with POLSC 001, satisfies the District requirements in U.S. History and Constitution, and in state and local government.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level:
Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

HIST-009 - Women in American History

Units: 3

Students will analyze the social, political, and economic aspects of women's lives. Students will examine the interaction of race, class, gender and the issue of dominance and subordination of women. This is a historical survey course on women in the United States from pre-Columbian to present times.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level:
Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D District GE: D IGETC: 4

HIST-010A - Development of Western Culture I

Units: 3

Students study the political, cultural, and philosophical development of Western culture and society through the study of the institutions, thought and the 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. Students are also introduced to the ideas/accomplishments of significant men and women in each period.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level:
Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D District GE: D IGETC: 3B

HIST-010B - Development of Western Culture II

Units: 3

Students study the development of Western culture and society through the study of the institutions, thought and the literary and artistic expression from the Renaissance to modern times. Emphasis is placed on understanding the facets of modern civilization by tracing the social, cultural, and political thought of the past. Students are also introduced to the ideas/accomplishments of significant men and women in each period.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level:
Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D District GE: D IGETC: 3B

HIST-011A - World History to 1500

Units: 3

Students are introduced to the world's regions and civilizations as interconnected entities from antiquity to 1500. Students will examine the fundamental economic, social, political, and ideological elements of human culture in historical context. Students are also introduced to the ideas and accomplishments of significant men and women in each period and region.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level:
Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D District GE: D IGETC: 4

HIST-011B - World History From 1500

Units: 3

Students are introduced to the world's regions and civilizations as interconnected entities from 1500 to the present. Students will examine the fundamental economic, social, political, and ideological elements of human culture in historical context. Students are also introduced to the ideas and accomplishments of significant men and women in each period and region.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level:
Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D District GE: D IGETC: 4

HIST-017A - History of the United States

Units: 3

Students will learn about the history of the United States from pre-Columbian times to Reconstruction. This course is a survey of the history of the United States which, with History 017B, satisfies the requirement in United States History, Constitution and American Ideals. History 017A or History 017B may not be combined with History 001 to meet the requirement in United States History, Constitution and American Ideals.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level:
Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

### HIST-017B - History of the United States

<table>
<thead>
<tr>
<th>Units: 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students examine the history of the United States from Reconstruction to the present. Along with History 017A, History 017B satisfies the requirement in United States History, Constitution and American Ideals. History 001 may not be combined with either History 017A or History 017B to meet the requirement in United States History, Constitution and American Ideals.</td>
</tr>
<tr>
<td>Lecture Hours: 3</td>
</tr>
<tr>
<td>Lab Hours: None</td>
</tr>
<tr>
<td>Repeatable: No</td>
</tr>
<tr>
<td>Grading: L</td>
</tr>
<tr>
<td>Advisory Level:</td>
</tr>
<tr>
<td>Transfer Status: CSU/UC</td>
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<tr>
<td>IGETC: None</td>
</tr>
</tbody>
</table>

### HIST-021 - African American History

<table>
<thead>
<tr>
<th>Units: 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will examine the historical development of African Americans from pre-Colonial Africa, to enslavement in the &quot;New World&quot;, to their establishment as US citizens who shape the economic, political, social actions and consciousness of the nation. Topics will include slavery and race, the Era of Reconstruction, the Jim Crow south, and the Civil Rights era.</td>
</tr>
<tr>
<td>Lecture Hours: 3</td>
</tr>
<tr>
<td>Lab Hours: None</td>
</tr>
<tr>
<td>Repeatable: No</td>
</tr>
<tr>
<td>Grading: L</td>
</tr>
<tr>
<td>Advisory Level:</td>
</tr>
<tr>
<td>Transfer Status: CSU/UC</td>
</tr>
<tr>
<td>CSU GE: D</td>
</tr>
<tr>
<td>IGETC: None</td>
</tr>
</tbody>
</table>

### HIST-024 - History and Culture of the American Indian

<table>
<thead>
<tr>
<th>Units: 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students survey the history and culture of American Indians in America from Pre-Colombian to present times. Students will study similarities and differences among Indian nations and the interaction of American Indians with European settlers. Students will also examine the disempowerment and dispossession of their lands and cultures. The impact of post-American Revolution policies, acts, laws, and doctrines directed at American Indians will also be covered.</td>
</tr>
<tr>
<td>Lecture Hours: 3</td>
</tr>
<tr>
<td>Lab Hours: None</td>
</tr>
<tr>
<td>Repeatable: No</td>
</tr>
<tr>
<td>Grading: L</td>
</tr>
<tr>
<td>Advisory Level:</td>
</tr>
<tr>
<td>Transfer Status: CSU/UC</td>
</tr>
<tr>
<td>CSU GE: D</td>
</tr>
<tr>
<td>IGETC: 4</td>
</tr>
</tbody>
</table>

### HIST-098 - Directed Study in History

<table>
<thead>
<tr>
<th>Units: 0.5 - 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Lecture Hours: None</td>
</tr>
<tr>
<td>Lab Hours: 1.81</td>
</tr>
<tr>
<td>Repeatable: 17</td>
</tr>
<tr>
<td>Grading: O</td>
</tr>
<tr>
<td>Advisory Level:</td>
</tr>
<tr>
<td>Transfer Status: CSU</td>
</tr>
<tr>
<td>CSU GE: None</td>
</tr>
<tr>
<td>IGETC: None</td>
</tr>
</tbody>
</table>

### HUMNT-001 - Introduction to Visual and Performing Arts

<table>
<thead>
<tr>
<th>Units: 3</th>
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</thead>
<tbody>
<tr>
<td>Students will be introduced to the basic conceptual vocabulary used in the perception and descriptive analysis of dance, music, theater, and visual art in this interdisciplinary course. Students will use these concepts to interpret art objects in context and in life situations. Examples presented are chosen for their artistic integrity and cultural diversity. Field trips at live art events are typically required.</td>
</tr>
<tr>
<td>Lecture Hours: 3</td>
</tr>
<tr>
<td>Lab Hours: None</td>
</tr>
<tr>
<td>Repeatable: No</td>
</tr>
<tr>
<td>Grading: L</td>
</tr>
<tr>
<td>Credit by Exam: Yes</td>
</tr>
<tr>
<td>Advisory Level:</td>
</tr>
<tr>
<td>Transfer Status: CSU/UC</td>
</tr>
<tr>
<td>CSU GE: C1</td>
</tr>
<tr>
<td>IGETC: 3A</td>
</tr>
</tbody>
</table>

### HUMNT-002 - Introduction to World Literature

<table>
<thead>
<tr>
<th>Units: 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students are introduced to a variety of literary works from around the world, from the 17th to the 21st century, the present, which are significant in illuminating both the universality and diversity of human experience. Readings in this course are chosen for their literary, historical, cultural, philosophical, and psychological importance.</td>
</tr>
<tr>
<td>Lecture Hours: 3</td>
</tr>
<tr>
<td>Lab Hours: None</td>
</tr>
<tr>
<td>Repeatable: No</td>
</tr>
<tr>
<td>Grading: L</td>
</tr>
<tr>
<td>Prerequisite: ENGL 092 and READ 101 or ESL 091; all with C or better or assessment</td>
</tr>
<tr>
<td>Advisory Level:</td>
</tr>
<tr>
<td>Transfer Status: CSU/UC</td>
</tr>
<tr>
<td>CSU GE: C2</td>
</tr>
<tr>
<td>IGETC: 3B</td>
</tr>
</tbody>
</table>

### HUMNT-003 - Introduction to Women's Studies

<table>
<thead>
<tr>
<th>Units: 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will study the experiences and history of women in the United States and around the world. They will examine the effect of gender on issues such as race, class, sexual orientation, and globalization. Students will analyze the social, political, and economic conditions of women both past and present. This is an interdisciplinary course that incorporates perspectives from history, ethnic studies, anthropology/sociology, literature, economics, art, theater, and science.</td>
</tr>
<tr>
<td>Lecture Hours: 3</td>
</tr>
<tr>
<td>Lab Hours: None</td>
</tr>
<tr>
<td>Repeatable: No</td>
</tr>
<tr>
<td>Grading: L</td>
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<tr>
<td>Advisory Level:</td>
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<tr>
<td>Transfer Status: CSU/UC</td>
</tr>
<tr>
<td>CSU GE: C2, D</td>
</tr>
<tr>
<td>IGETC: 3B, 4</td>
</tr>
</tbody>
</table>

### IRON-100 - Orientation and Trade Science

<table>
<thead>
<tr>
<th>Units: 2.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course is an introduction to Ironworker's Apprenticeship trade science. Apprentices will study Ironworker's rules and regulations, record keeping, evaluations and advancement, work ethic, sexual harassment avoidance training, basic tools, safety, introduction to construction math, green construction practices, and fire watch and traffic flagger training. They will become acquainted with specifications that constitute a safe and healthful working environment. Apprentices will also be introduced to topics including lifting, measuring, basic knots, green construction, flagger, and related safety.</td>
</tr>
<tr>
<td>Lecture Hours: 2</td>
</tr>
<tr>
<td>Lab Hours: 1.5</td>
</tr>
<tr>
<td>Repeatable: No</td>
</tr>
<tr>
<td>Grading: L</td>
</tr>
<tr>
<td>Corequisite: Student must be a registered Ironworker Apprentice with a participating employer</td>
</tr>
<tr>
<td>Advisory Level:</td>
</tr>
<tr>
<td>Transfer Status: None</td>
</tr>
<tr>
<td>CSU GE: None</td>
</tr>
<tr>
<td>IGETC: None</td>
</tr>
</tbody>
</table>
Ironworker Apprentices are introduced to the structure of ferrous metals and their reaction to heat. They will acquire knowledge of the equipment and materials employed in the use of shielded metal-arc and gas shielded-arc, and oxy-acetylene welding.

Ironworker Apprentices are introduced to rigging operations such as wire rope, chains, slings, cranes, helicopters, ladders, and scaffolds. Other topics include rigging safety, knot recognition and strength identification, as well as knot application to rigging.

Ironworker Apprentices are introduced to reinforcing operations such as wire rope, chains, slings, cranes, helicopters, ladders, and scaffolds. Other topics include rigging safety, knot recognition and strength identification, as well as knot application to rigging.

Ironworker Apprentices are introduced to the erection of precast concrete and metal buildings. Topics include rigging, handling, and installing these in a safe and economical manner. Reading and interpreting charts, tables, and blueprints will also be covered.

Ironworker Apprentices are introduced to welding operations such as wire rope, chains, slings, cranes, helicopters, ladders, and scaffolds. Other topics include rigging safety, knot recognition and strength identification, as well as knot application to rigging.

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Ironworker Apprentices are introduced to the erection of precast concrete and metal buildings. Topics include rigging, handling, and installing these in a safe and economical manner. Reading and interpreting charts, tables, and blueprints will also be covered.
**Ironworker Apprenticeship**  

**IRON-170 - Structural I**  
Units: 1.5  
Ironworker Apprentices study the theory and practice of blueprint reading, structural erection procedures, and proper steel structure construction.  
Lecture Hours: 1 Lab Hours: 1.5 Repeatable: No Grading: L  
Corequisite: Student must be a registered Ironworker Apprentice with a participating employer  
Advisory Level: Read: 2 Write: 2 Math: None  
Transfer Status: None Degree Applicable: AS  
CSU GE: None District GE: None IGETC: None  

**IRON-171 - Structural II**  
Units: 1.5  
Ironworker Apprentices study the theory and practice of advanced blueprint reading related to complex structure construction. Structural erection procedures including the operation of mobile and tower cranes and proper construction of various steel structures are also covered.  
Lecture Hours: 1 Lab Hours: 1.5 Repeatable: No Grading: L  
Prerequisite: IRON 170 with C or better  
Corequisite: Student must be a registered Ironworker Apprentice with a participating employer  
Advisory Level: Read: 2 Write: 2 Math: None  
Transfer Status: None Degree Applicable: NAA  
CSU GE: None District GE: None IGETC: None  

**IRON-180 - Architectural I**  
Units: 1.5  
Ironworker Apprentices are introduced to architectural and ornamental iron working. Apprentices are provided detailed knowledge of the procedures and practices employed by the ironworker in architectural and ornamental iron working. Tools, anchors, fasteners, various layout instruments, and construction of curtain walls will also be covered.  
Lecture Hours: 1 Lab Hours: 1.5 Repeatable: No Grading: L  
Corequisite: Student must be a registered Ironworker Apprentice with a participating employer  
Advisory Level: Read: 2 Write: 2 Math: None  
Transfer Status: None Degree Applicable: NAA  
CSU GE: None District GE: None IGETC: None  

**Japanese**  

**JAPAN-001A - Elementary Japanese**  
Units: 5  
Students are introduced to reading, writing, and speaking skills in novice-level Japanese. Students will learn the sound, grammar, and writing systems of Japanese. Students will also study the language in the context of Japanese culture and history. This course corresponds to two years of high school study and is not recommended for native speakers of Japanese.  
Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
CSU GE: C2 District GE: C2 IGETC: 6A  

**JAPAN-001B - Elementary Japanese**  
Units: 5  
This course is a continuation of Elementary Japanese 001A. Students are provided continuing practice in the basic communication skills of speaking, reading, and writing of Japanese. Sixty five (65) new Chinese characters will be taught. Customs and cultural aspects will be discussed.  
Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L  
Prerequisite: JAPAN 001A with C or better  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
CSU GE: C2 District GE: C2 IGETC: 6A  

**JAPAN-002A - Intermediate Japanese**  
Units: 5  
This course is a continuation of Japanese 001B. Students review and expand knowledge of the structure of the Japanese language. Students practice speaking, reading and writing at intermediate-level of Japanese language competency. Students also continue to learn social and cultural aspects of Japan, as well as Japanese cultural values.  
Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L  
Prerequisite: JAPAN 001B with C or better  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
CSU GE: C2 District GE: C2 IGETC: 3B, 6A  

**JAPAN-002B - Intermediate Japanese**  
Units: 5  
This course is a continuation of Japanese 002A. Students review and expand their knowledge of the structure of the Japanese language. Students practice speaking, reading, and writing at the high-intermediate level of Japanese language competency. Students also continue to learn social and cultural aspects of Japan including different levels of speech to reflect different strata of Japanese society.  
Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L  
Prerequisite: JAPAN 002A with C or better  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
CSU GE: C2 District GE: C2 IGETC: 3B, 6A  

**Journalism**  

**JOURN-021 - Mass Media and Society**  
Units: 3  
Students will study mass media and its relationship to and impact on society. Students will cover topics including basic theories in mass communication, media history, and analysis of media production. Students will also explore legal, ethical, and social issues related to the media.  
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
CSU GE: D District GE: D IGETC: 4
**JOURN-022 - News Writing and Reporting for the Media**

Students are introduced to the fundamentals of gathering and organizing information, and writing selected news and feature stories for print, electronic, and social media. Students explore the development of multiple reliable sources while covering stories of campus news. Students are introduced to interview techniques, ethical and legal issues in reporting, preparation of content for various media outlets, and Associated Press style.

Lecture Hours: 3 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

**JOURN-023 - Intermediate Newswriting and Reporting**

Students will conduct in-depth research and analyze news and current events while covering on- and off-campus beats as beat reporters. Students will continue to develop newswriting and reporting skills for the media by creating video and audio segments, as well as blogging.

Lecture Hours: 3 Lab Hours: None Grading: L

Prerequisite: JOURN 022 with a grade of C or better

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

**JOURN-032A - Media Production 1**

Students will focus on the practical application of writing and producing news using the City College Times, a school newspaper, in print, online, and emerging media. Students will work in the following areas: researching, writing, and editing articles; taking photographs and creating graphic illustrations; developing multimedia stories; or designing pages, and advertising. Ethics and legal aspects of communication will also be covered.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Recommended: Successful completion of ENGL 092, consumption of commercial news, willingness to commit the time needed to produce the newspaper

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

**JOURN-032B - Media Production 2**

Students will continue to develop writing and production techniques and take on a leadership and management role in this second level media production course. They will use the City College Times, a school newspaper, in print, online, and emerging media. Students will gain practical experience in the following areas: researching, writing, and editing articles; taking photographs and creating graphic illustrations; developing multimedia stories; designing, and advertising. Ethics and legal aspects of communication and media leadership/management are also covered.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: JOURN 032A with C or better

Recommended: Successful completion of ENGL 092, consumption of commercial news, willingness to commit the time needed to produce the newspaper

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

**JOURN-032C - Newspaper Lab - Beginning Editorial Management and Advertising**

This course provides instruction in management of the newspaper, including editing, leadership, and organization. Students will also develop and manage advertising for the newspaper.

Lecture Hours: None Lab Hours: 9 Repeatable: No Grading: L

Recommended: Successful completion of ENGL 092, consumption of commercial news, willingness to commit the time needed to produce the newspaper

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

**JOURN-032D - Newspaper Lab-Production and Design**

Students will illustrate and design newspaper pages. Students use state of the art publications laboratory with the latest industry software to produce the college's print and online newspaper.

Lecture Hours: None Lab Hours: 9 Repeatable: No Grading: L

Recommended: Successful completion of ENGL 092, consumption of commercial news, willingness to commit the time needed to produce the newspaper

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

**JOURN-035A - Introduction to Editorial Management**

Students will acquire introductory level skills of managing the production and the editorial function of the college print and online publications. They will focus on working with the media staff to develop news and feature coverage of campus and community events and issues. Students will learn workflow management and develop leadership skills in collaborative project-based classroom environment. This course is designed for editors of the college student media.

Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: No Grading: L

Corequisite: JOURN 022 or JOURN 032A or JOURN 032B

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

**JOURN-035B - Intermediate Editorial Management**

Students will acquire intermediate level skills of managing the editorial function of producing college media. They will focus on directing media staff to develop news and feature coverage of campus and community events and issues. Students continue to learn workflow management, work under pressure, meet deadlines, and build leadership skills.

Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: No Grading: L

Prerequisite: JOURN 035A with C or better

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
Journalism

JOURN-035C - Intermediate Editorial Management
Units: 1

Students will acquire intermediate level skills of managing the production of the editorial function of the college print and online newspaper. They will focus on working with newspaper staff to create news and feature coverage of campus and community events and issues. Students will continue to learn to manage workflow, resolve conflicts, develop strategic plans, solve problems, work under pressure, meet deadlines, coach staff, and develop leadership skills in a collaborative project-based classroom environment. This course is designed for editors of the college print and online newspaper.

Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: No Grading: L
Prerequisite: JOURN 035B with C or better

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

JOURN-035D - Advanced Editorial Management
Units: 1

Students will acquire advanced level skills of managing the production and editorial function of the college print and online newspaper. They will focus on working with newspaper staff to create news and feature coverage of campus and community events and issues. Students will manage workflow, resolve conflicts, develop strategic plans, solve problems, work under pressure, meet deadlines, coach staff, and assume leadership skills. This course is designed for editors of the college print and online newspaper.

Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: No Grading: L
Prerequisite: JOURN 035C with C or better

Advisory Level: Read: 3 Write: 3 Math: None
Transfer 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: 1.81 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

JOURN-138 - Work Experience
Units: 1 - 8

Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 2.07 Repeatable: 15 Grading: O

Recommended: 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.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

JOURN-150 - Introduction to Public Relations
Units: 3

Students are introduced to the field of public relations, including its principles, history and development. They will examine the ethical and legal aspects of public relations and its role in society and the global economy. Students will plan and execute effective communications strategies, and they will write and produce messages designed for distribution to various target audiences.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Recommended: JOURN 022 with a C or better.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

JOURN-160 - Introduction to Photojournalism
Units: 3

Students are introduced to the theory and techniques of storytelling through pictures. The course emphasizes the role of photojournalists in the media using the camera as a reporting and communication tool. Topics covered are news and feature photography, photo essays, composition, lighting, impact of and creativity for various kinds of media, including print and online. Ethical and legal issues in photography will also be introduced in this course. Students must provide their own digital camera and have access to Photoshop.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Recommended: JOURN 032A

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

Kinesiology, Wellness and Athletics

KIN-005 - Introduction to Kinesiology
Units: 3

Students will be introduced to various subdisciplines related to Kinesiology, the study of human movement. Students will examine the areas of history, sociology, biomechanics, physiology, and psychology, as they relate to the sport and exercise environment. In addition, students will explore three career pathways involving the study of human movement: teaching, research, and professional practice.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

KIN-010 - Sports in Society
Units: 3

Students will examine cultural, historical, and political influences and problems associated with sports. Topics include ethics, gender participation, race and ethnicity, and the influence and impact of media on sports.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D, E District GE: D, ES IGETC: None
KIN-095  - Life Skills for the Athlete  Units: 3
Athletes acquire life skills to manage academics, athletics, and work. Topics will include time management, academics, study skills, personal hygiene, health, nutrition, relationships, and conduct. Athletes will attend a variety of college workshops.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE:  E  District GE:  E  IGETC: None

KIN-011  - Sport-Specific Training for the Intercollegiate Athlete  Units: 1
This course is designed to prepare the intercollegiate student athlete for the competitive season and reduce the risk of injury. The course includes intercollegiate-level sport-specific skills, drills, conditioning, team organization, play, and evaluation and is designed to prepare student athletes both physically and mentally for competition. It may be repeated to meet requirements for California Community College Athletic Association (CCCAA) eligibility.
Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: L
Recommended: Students should possess intercollegiate athletic skills as determined by coaching staff to remain enrolled in this course
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE:  E  District GE:  E  IGETC: None

KIN-057  - Cross-Training for the Intercollegiate Athlete  Units: 1
This course is designed to prepare the intercollegiate athlete for the competitive season. Cross-training will include muscular strength and endurance, cardiovascular endurance, and flexibility. It may be repeated to meet the requirements of the California Community College Athletic Association (CCCAA) eligibility.
Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE:  E  District GE:  E  IGETC: None

KINAM-012A  - Intercollegiate Basketball - Men  Units: 2
Student athletes will practice and participate in men's intercollegiate basketball competition. They will improve skills in leadership, team play, sportsmanship, and in balancing academics and athletics. Students may also participate in college and community activities.
Lecture Hours: None  Lab Hours: 6  Repeatable: 1  Grading: L
Prerequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE:  None  District GE:  None  IGETC: None

KINAM-012B  - Intercollegiate Basketball - Men  Units: 1
Student athletes will practice and participate in men's intercollegiate basketball competition. They will improve skills in leadership, team play, sportsmanship, and in balancing academics and athletics. Students may also participate in college and community activities.
Lecture Hours: 0  Lab Hours: 3  Repeatable: 1  Grading: L
Prerequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE:  None  District GE:  None  IGETC: None

KINAM-018  - Intercollegiate Cross-Country - Men  Units: 3
Student athletes will practice and participate in men's intercollegiate cross-country competition. They will improve skills in leadership, team play, sportsmanship, and in balancing academics and athletics. Students may also participate in college and community activities. Participation in off-campus competitions is required.
Lecture Hours: None  Lab Hours: 10  Repeatable: 3  Grading: L
Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE:  None  District GE:  None  IGETC: None

KINAM-020  - Intercollegiate Football  Units: 3
Student athletes will practice and participate in men's intercollegiate football. Students will develop skills in leadership, team play, sportsmanship, and in balancing academics and athletics. Students may also participate in college and community activities. Participation in off-campus competitions is required.
Lecture Hours: None  Lab Hours: 10  Repeatable: 3  Grading: L
Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE:  None  District GE:  None  IGETC: None

KINAM-024  - Intercollegiate Golf  Units: 3
Student athletes will practice and participate in men's intercollegiate golf competition. Students will develop skills in leadership, team play, sportsmanship, and in balancing academics and athletics. Students may also participate in college and community activities. Participation in off-campus competitions is required.
Lecture Hours: None  Lab Hours: 10  Repeatable: 3  Grading: L
Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE:  None  District GE:  None  IGETC: None
Kinesiology, Wellness and Athletics

KINAM-048 - Intercollegiate Track and Field - Men
Units: 3
Student athletes will practice and participate in intercollegiate competition in men's track and field. They will improve skills in leadership, team play, sportsmanship, and in balancing academics and athletics. Students may also participate in college and community activities. Participation in off-campus competitions is required.
Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: L
Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

KINAW-012A - Intercollegiate Basketball - Women
Units: 2
Student athletes will practice and participate in women's intercollegiate basketball competition. They will improve skills in leadership, team play, sportsmanship, and in balancing academics and athletics. Students may also participate in college and community activities.
Lecture Hours: None Lab Hours: 6 Repeatable: 1 Grading: L
Prerequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

KINAW-012B - Intercollegiate Basketball - Women
Units: 1
Student athletes will practice and participate in women's intercollegiate basketball competition. They will improve skills in leadership, team play, sportsmanship, and in balancing academics and athletics. Students may also participate in college and community activities.
Lecture Hours: None Lab Hours: 3 Repeatable: 1 Grading: L
Prerequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

KINAW-018 - Intercollegiate Cross-Country - Women
Units: 3
Student athletes will practice and participate in women's intercollegiate cross-country competition. Students will improve skills in leadership, team play, sportsmanship, and in balancing academics, and athletics. Students may also participate in college and community activities. Participation in off-campus competitions is required.
Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: L
Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

KINAW-040 - Intercollegiate Softball - Women
Units: 3
Student athletes will practice and participate in women's intercollegiate softball competition. They will improve skills in leadership, team play, sportsmanship, and in balancing academics and athletics. Students may also participate in college and community activities. Participation in off-campus competitions is required.
Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: L
Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

KINAW-048 - Intercollegiate Track and Field - Women
Units: 3
Student athletes will practice and participate in women's intercollegiate competition in women's track and field. They will improve skills in leadership, team play, sportsmanship, and in balancing academics and athletics. Students may also participate in college and community activities. Participation in off-campus competitions is required.
Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: L
Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

KINAW-052 - Intercollegiate Volleyball
Units: 3
Student athletes will practice and participate in women's volleyball. Students will be involved in physical conditioning, skill development, team work development, development of competition strategies, and intercollegiate league play. Students may also participate in college and community activities. Participation in off-campus competitions is required.
Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: L
Corequisite: Medical examination clearance and athletic eligibility. Commission on Athletics Constitution and By-Laws.
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

KINPE-008 - Archery
Units: 1
Students develop the fundamental skills of archery as a target shooting sport. Students acquire knowledge in the safe use and proper care of tackle, along with range safety.
Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None
KINPE-008B - Intermediate Archery  Units: 1
Students continue development of archery techniques, including practice at increased target distances. There will be increased emphasis on the skill development of anchoring, aiming, release, follow through and overall shooting form, and developing a consistent shooting rhythm. Students learn team and individual competition scoring.

Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: KINPE-008 with C or better
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  District GE: E  IGETC: None

KINPE-009 - Badminton  Units: 1
Students will learn the basic skills, rules, and strategies of badminton for singles, doubles, and mixed doubles play. The class is for all skill levels.

Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  District GE: E  IGETC: None

KINPE-012 - Basketball  Units: 1
Students will develop cardiovascular conditioning and learn the techniques, rules and strategies of the game of basketball.

Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  District GE: E  IGETC: None

KINPE-013 - Advanced Football  Units: 1
Students study the advanced plays, and scoring of offensive and defensive strategies of football. Students will also review the rules and etiquette of playing in a football game.

Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  District GE: E  IGETC: None

KINPE-019 - Tae Kwon Do  Units: 1
Students learn the forms, techniques, practice, and etiquette of Tae Kwon Do. Students acquire techniques of Tae Kwon Do including basic forms, basic kicking, and combination of kicking and punching, and self-defense.

Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  District GE: E  IGETC: None

KINPE-023 - Cardio Kickboxing  Units: 1
Cardio kickboxing is an aerobic conditioning activity combining punches, kicks, and other kickboxing moves. Students acquire kickboxing skills designed to enhance cardiovascular endurance, muscular strength, and balance and coordination.

Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  District GE: E  IGETC: None

KINPE-030 - Fit for Life  Units: 1
Students will learn about fitness techniques, cardiorespiratory endurance, muscle endurance, strength, and flexibility through a variety of exercises. The effects of nutrition and diet on body composition and weight control will also be covered.

Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  District GE: E  IGETC: None

KINPE-038 - Soccer  Units: 1
Students acquire the knowledge and physical skills required for playing soccer, including offensive and defensive strategies and rules of soccer. This course is open to all skill levels and is not intercollegiate.

Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  District GE: E  IGETC: None
KINPE-039 - Hatha Yoga
Units: 1
Students will learn to control body, breath and mind through exercises, asanas (poses), breathing (pranayamas) and meditation techniques. Students will study techniques to increase flexibility, endurance, balance, and ways to enhance the ability to concentrate. The practice of yoga also encourages stress release.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  District GE: E  IGETC: None

KINPE-040 - Softball
Units: 1
Students will learn the skills of pitching, hitting, fielding, catching, base running, throwing, sliding, and team offense and defense. Softball strategies and rules and regulations of the game will also be covered.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  District GE: E  IGETC: None

KINPE-041 - Pilates Mat Workout
Units: 1
Students apply the principles of "Pilates" to resistance exercises on the mat to improve muscle strength, joint stability, flexibility, and postural alignment. Emphasis is placed on active movement integrating alignment, breath, control, flow, and precision. Students must provide their own exercise mat.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  District GE: E  IGETC: None

KINPE-043 - Body Sculpting
Units: 1
Students will study the muscular system of the human body and the principles of resistance training. They will use total body sculpting techniques and equipment, such as hand weights, resistance bands, and exercise mats.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  District GE: E  IGETC: None

KINPE-044 - Core, Alignment, and Resistance Exercise on the Ball
Units: 1
Exercise on the Ball
This exercise course focuses on the "core" muscles, bones, and joints of the abdomen and back of the human body. Students will utilize the stability ball and resistance apparatus to improve and encourage postural alignment, muscle strength, joint stability, mobility, and flexibility. Modifications of the exercises will be included to make this non-to-low impact class suitable for all fitness levels.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  District GE: E  IGETC: None

KINPE-048 - Track and Field
Units: 1
Students will acquire and develop the track and field skills of sprinting, endurance running, throwing of track and field implements, and jumping in track and field activities.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  District GE: E  IGETC: None

KINPE-052 - Volleyball
Units: 1
Students acquire the skills used in volleyball, including passing, setting, spiking, serving, and blocking. Team offensive and defensive strategies, and rules and regulations are covered. The class is for all skill levels.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  District GE: E  IGETC: None

KINPE-053 - Walking/Jogging for Health
Units: 1
Students are introduced to the benefits of exercise through walking/jogging and to the principles of exercise which will increase cardiovascular conditioning, endurance, and flexibility.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  District GE: E  IGETC: None
KINPE-055 - Step Aerobics  
Units: 1  
Students will learn how to improve or maintain cardio-vascular fitness using music with step aerobics. Safety, strength, flexibility, and nutrition components will be included. Modifications for various fitness levels will be taught.  
Lecture Hours: None  
Lab Hours: 3  
Repeatable: No  
Grading: L  
Advisory Level: Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: E  
District GE: E  
IGETC: None  

KINPE-056 - Beginning Weight Training  
Units: 1  
Students are introduced to basic weight training techniques in order to develop muscular strength and fitness. Students will learn and execute various weight lifting techniques and weight resistance exercises. In addition, students will perform cardio and core workouts.  
Lecture Hours: None  
Lab Hours: 3  
Repeatable: No  
Grading: L  
Advisory Level: Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: E  
District GE: E  
IGETC: None  

KINPE-056B - Intermediate Weight Training  
Units: 1  
Students develop intermediate weight lifting techniques. Emphasis will be on progressive weight resistance exercises, form and technique, safety, and specialized muscle development.  
Lecture Hours: None  
Lab Hours: 3  
Repeatable: No  
Grading: L  
Open Curriculum: No prerequisite, corequisite or levels  
Advisory Level: Read: None  
Write: None  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None  

KINPE-059 - Yoga For Stress Management  
Units: 1  
Students learn yoga asanas (movements), meditation, and relaxation techniques in order to manage their stress at school, home, work, and in every day interactions with others.  
Lecture Hours: None  
Lab Hours: 3  
Repeatable: No  
Grading: L  
Advisory Level: Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: E  
IGETC: None  

LABOR-015 - Local Union and Community Leadership  
Units: 3  
Students will study leadership development and interpersonal relationships in union and community groups. Techniques to handle problems in social and group conflict are highlighted. This course is designed for persons employed in occupations covered by an organized labor contract.  
Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L  
Advisory Level: Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: D  
District GE: D  
IGETC: None  

LABOR-020 - Workers' Rights  
Units: 1  
Students study the legal rights and obligations of employees, unions, and employers under California and federal labor laws. Emphasis is placed on the employee's right under collective bargaining to organize, picket, and strike. Students also examine the structure and procedures of governmental regulatory agencies charged with the enforcement of employment law.  
Lecture Hours: 1  
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  

LABOR-022 - Labor Negotiations and Dispute Resolution  
Units: 1  
Students will be given an overview of the collective bargaining process in contemporary labor relations. Students study the ways labor and management 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.  
Lecture Hours: 1  
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  

LABOR-023 - Labor in American Society  
Units: 1  
Students examine the principles and beliefs of American trade unionism. Topics include how unions have advanced the interests of their members and workers. Students will explore current examples of union innovation and compare them with traditional union practices in America.  
Lecture Hours: 1  
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
LABOR-024 - Leadership and Communication Units: 1
Students will learn interpersonal leadership skills needed for union and community organizations. Students will focus on active listening, confrontation, and problem solving techniques in work and community settings. Students study volunteer motivation, accountability methods, coalition building strategies, and effective management of small group meetings.
Lecture Hours: 1 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

LABOR-025 - Labor Organizing and Political Action Units: 1
Students study the techniques utilized in the formation of labor unions in the public and private sectors. Students will also study the ways modern unions function in the political arena.
Lecture Hours: 1 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

LABOR-031 - Survey of Contemporary Labor and Social Issues Units: 1
Students will study topics that focus on the use of the political process, and issues such as education, a living wage, effects of poverty and inequality, and health care for workers and their families. Students will acquire knowledge to engage in more effective social action.
Lecture Hours: 1 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

LABOR-033 - Solving Worksite Problems Units: 1
Students study how to address problems in the unionized workplace. Students develop skills to utilize union power through member activism, leadership development, creation of committees, action plans, and effective communications.
Lecture Hours: 1 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

LABOR-034 - Immigrant Leadership Training Units: 3
Students will develop the vision, skills, and tools necessary for immigrant leadership. Students acquire leadership skills by assessing current levels of immigrant involvement within the community and by developing strategies to overcome barriers to civic engagement.
Lecture Hours: 3 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

LABOR-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: 1.81 Repeatable: 17 Grading: O
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 - Work Experience Units: 1 - 8
Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.
Lecture Hours: None Lab Hours: 2.07 Repeatable: 15 Grading: L
Corequisite: Be employed or a volunteer at an approved worksite for the minimum number of hours per unit as stipulated for paid and unpaid status.
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
LASER-098 - Directed Study-Laser Technology

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 with 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.

Prerequisite: Completion of the following course(s) and project approval is required by sponsoring faculty, division dean, and Vice President of Academic Affairs. LASER 102 with C or better

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LASER-100 - Introduction to Photonics

Units: 4

Students study the principles of photonics and learn the techniques and skills typically performed by an entry-level laser/electro-optics technician. Topics covered include optics and laser principles, laser performance analysis, and good laser practices. LASER 100 is the introductory course leading to certificates and an AS Degree/certificates in Laser Technology.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L

Credit by Exam: Yes

Advisory Level: Read: 3 Write: 3 Math: 3

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LASER-101 - Laser Optics

Units: 4

Students study ABCD matrix characterization and prototyping, testing and performance optimization of laser components and systems. Course emphasis is on lenses, polarizers, waveplates, optical coatings, laser resonators and Gaussian beams, interferometers, and spectrometers. Laser Optics is the second course leading to certificates and an AS Degree/certificates in Laser Technology.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: LASER 100 with C or better

Advisory Level: Read: 3 Write: 3 Math: 3

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LASER-102 - Intermediate Laser Technology

Units: 4

Students learn the fundamentals of solid state laser technology and introductory theory of pulsed laser systems. Students also learn nonlinear optics, harmonics generation, and principles for q-switching. Intermediate Laser Technology is one of the required courses leading to certificates and an AS degree in Laser Technology.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: LASER 100 with C or better

Advisory Level: Read: 3 Write: 3 Math: 3

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LASER-103 - Advanced Laser Technology

Units: 4

Students study in-depth theory and treatment of pulsed and solid state lasers. Students will learn to assemble, troubleshoot, repair, and characterize a simple laser for optimal performance and determine laser and laser analyzer tolerances to establish their scopes and limitations. Advanced Laser Technology is one of the required courses leading to certificates and an AS degree in Laser Technology.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: LASER 102 with C or better

Advisory Level: Read: 3 Write: 3 Math: 3

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LASER-104 - Fiber Laser Technology

Units: 4

Students build on knowledge of advanced laser theory to study fiber laser technology. Topics include fiber optics, cw (continuous wave) fiber lasers, Q-switched and Mode-locked fiber lasers, and MOPA's. Students will acquire skills to assemble, test, and troubleshoot fiber lasers and amplifiers.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: LASER 103 with C or better

Advisory Level: Read: 3 Write: 3 Math: 3

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LASER-138 - Work Experience

Units: 1 - 8

Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 2.07 Repeatable: 15 Grading: L

Corequisite: 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.

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LASER-160 - Introduction to CNC Laser Applications

Units: 5

Students are introduced to the basics of laser machine tools, safety, and applications such as cutting, drilling, abating, welding, and marking. Students learn to write and run a G-code program to produce a part.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: 2

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
# Learning Skills

### LS-090 - Directed Tutoring Experience Units: 1

Students will gain knowledge about tutoring to provide effective academic assistance to others. Students assess, compare and contrast tutoring techniques to address different learning styles, and emphasize study skills and discipline-specific tutoring needs.

<table>
<thead>
<tr>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Repeatable</th>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>None</td>
<td>No</td>
<td>L</td>
</tr>
</tbody>
</table>

**Advisory Level:**

- Read: 3  
- Write: 3  
- Math: None

**Transfer Status:**

- CSU GE: None
- District GE: None
- IGETC: None

### LS-210 - Supervised Tutoring Units: None

Students will be tutored on an individual basis or within small groups by student tutors in basic skills, academic, and vocational subject areas necessary to the overall success and retention of students. Students must be referred by an instructor or a counselor.

<table>
<thead>
<tr>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Repeatable</th>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>3</td>
<td>Yes</td>
<td>N</td>
</tr>
</tbody>
</table>

**Open Curriculum:** An assessment test is required prior to first day of class

**Advisory Level:**

- Read: None  
- Write: None  
- Math: None

**Transfer Status:**

- CSU GE: None
- District GE: None
- IGETC: None

# Library Studies

### LIB-015 - Electronic Research and the Internet Units: 3

Students will acquire skills and competencies to use electronic information sources for course-related or personal research. Students will learn and apply the principles of information competency: define information searches, select the sources appropriate to their needs, use criteria for evaluating information sources, and document sources using accepted formats.

<table>
<thead>
<tr>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Repeatable</th>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
<td>No</td>
<td>L</td>
</tr>
</tbody>
</table>

**Advisory Level:**

- Read: 3  
- Write: 3  
- Math: None

**Transfer Status:**

- CSU/UC: Degree Applicable: NONC
- CSU GE: None
- District GE: None
- IGETC: None

# Machine Technology

### MACH-098 - Directed Study in Machine Technology 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.

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<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Repeatable</th>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>1.81</td>
<td>17</td>
<td>O</td>
</tr>
</tbody>
</table>

**Advisory Level:**

- Read: 2  
- Write: 2  
- Math: None

**Transfer Status:**

- CSU GE: None
- District GE: None
- IGETC: None

### MACH-100 - Shop Math and Drawing Units: 4

Students study shop mathematics and drawings for the machine trades.

**Lecture Hours:** 4  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** L  
**Credit by Exam:** Yes

**Advisory Level:**

- Read: 3  
- Write: 3  
- Math: None

**Transfer Status:**

- CSU GE: None  
- Degree Applicable: AA/AS
- District GE: None  
- IGETC: None

### MACH-101 - Introduction to Machine Technology Units: 3

Students will be introduced to machining, including the safe and correct use of mills, lathes, band saws, grinders, and drill presses. Students will interpret engineering drawings and solid models as well as appreciate the significance of measurement both in inch and metric systems. Students will also learn to identify metals and their significant properties. Geometry will be reviewed.

**Lecture Hours:** 2  
**Lab Hours:** 3  
**Repeatable:** No  
**Grading:** L  
**Credit by Exam:** Yes

**Advisory Level:**

- Read: 3  
- Write: 3  
- Math: 1

**Transfer Status:**

- CSU GE: None  
- Degree Applicable: AA/AS
- District GE: None  
- IGETC: None

### MACH-109 - Introduction to Coordinate Measurement Machine Units: 3

Students will study the parts and requirements of a B&S Microval Coordinate Measuring Machine (CMM). Setup, calibration, and measurement techniques will be demonstrated. Special emphasis will be placed on software differences and macro-programming for measurement routines.

**Lecture Hours:** 2  
**Lab Hours:** 3  
**Repeatable:** No  
**Grading:** L  
**Credit by Exam:** Yes

**Advisory Level:**

- Read: 3  
- Write: 3  
- Math: None

**Transfer Status:**

- CSU GE: None  
- Degree Applicable: AA/AS
- District GE: None  
- IGETC: None

### MACH-110 - Geometric Dimensioning & Tolerancing (GD&T) Measurement Units: 4

Students learn Geometric Dimensioning and Tolerancing (GD&T) symbols and interpretation, and their related application and inspection. Students will also learn practical precision measurement and instrument selection. This course helps students prepare for the GD&T Technologist certification exam.

**Lecture Hours:** 3  
**Lab Hours:** 3  
**Repeatable:** No  
**Grading:** L  
**Credit by Exam:** Yes

**Prerequisite:** MACH 100 or MACH 120 both with C or better

**Advisory Level:**

- Read: 3  
- Write: 3  
- Math: 1

**Transfer Status:**

- CSU GE: None  
- Degree Applicable: AA/AS
- 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>MACH-120</td>
<td>Basic CNC Machining Center/CNC Mill</td>
<td>4.5</td>
<td>Students will study basic set-up procedures and safe use of CNC (Computerized Numerical Controls) Machining Centers/CNC Mill. Students will be introduced to CNC codes, control functions, examining and editing programs, part production, and the proper use of speeds and feeds. Students will use different measurement tools to inspect dimensions according to blueprint specifications. They will also learn basic blueprint reading and the use of the sine bar.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Lecture Hours: 3 Lab Hours: 5 Repeatable: No Grading: L Credit by Exam: Yes</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Advisory Level: Read: 3 Write: 3 Math: 1</td>
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<tr>
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<td></td>
<td>Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None</td>
</tr>
<tr>
<td>MACH-123</td>
<td>Basic CNC Lathe</td>
<td>4.5</td>
<td>Students will study basic set-up procedures and the safe use of CNC (Computerized Numerical Controls) Turning Centers or CNC Lathes. Students will be introduced to the use of CNC lathe codes and control functions. Students will examine and edit programs, determine proper use of speeds and feeds to produce parts. They will inspect final product according to blueprint specifications.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lecture Hours: 3 Lab Hours: 5 Repeatable: No Grading: L Credit by Exam: Yes</td>
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<td></td>
<td>Advisory Level: Read: 3 Write: 3 Math: 1</td>
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<td></td>
<td></td>
<td>Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None</td>
</tr>
<tr>
<td>MACH-126</td>
<td>Advanced CNC Machining Center and Turning Center</td>
<td>4.5</td>
<td>Students study advanced set-up procedures and the safe use of CNC (Computerized Numerical Controls) Mills and CNC Lathes. Students will study industry techniques in the set-up of CNC Mills and CNC Lathes, including work hold devices, indexing and rotary devices, and various machine operations. Students will use different measurement tools to inspect dimensions, applying more advanced concepts.</td>
</tr>
<tr>
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<td></td>
<td>Lecture Hours: 3 Lab Hours: 5 Repeatable: No Grading: L Credit by Exam: Yes</td>
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<tr>
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<td>Advisory Level: Read: 3 Write: 3 Math: 1</td>
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<td></td>
<td></td>
<td></td>
<td>Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None</td>
</tr>
<tr>
<td>MACH-129</td>
<td>CNC Programming and Operations</td>
<td>4.5</td>
<td>Students will learn to optimize Computer Numerical Control (CNC) programs and operations in both CNC Mills and CNC Lathes. They will study how to increase equipment utilization and avoid equipment downtime. This class introduces students to different CAD/CAM systems and their application to basic CNC programs. Students learn to create, load, correct, and save CNC programs. They will use a Coordinate Measurement Machine (CMM) to inspect parts and generate inspection reports.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Lecture Hours: 3 Lab Hours: 5 Repeatable: No Grading: L Credit by Exam: Yes</td>
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<td></td>
<td>Advisory Level: Read: 3 Write: 3 Math: 1</td>
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<td></td>
<td></td>
<td></td>
<td>Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None</td>
</tr>
<tr>
<td>MACH-138</td>
<td>Work Experience</td>
<td>1 - 8</td>
<td>Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lecture Hours: None Lab Hours: 2.07 Repeatable: 15 Grading: O Corequisite: 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.</td>
</tr>
<tr>
<td>MACH-151A</td>
<td>Advanced Lathe Practices</td>
<td>4</td>
<td>Students learn advanced and safe operation of the lathe, including work holding devices, single point threading, taper turning, knurling, and radius cutting. Students also learn to use calculation and measurement tools.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L Prerequisite: MACH 101 with C or better</td>
</tr>
<tr>
<td>MACH-151B</td>
<td>Advanced Milling Machine Practices</td>
<td>4</td>
<td>Students learn the theory and application of advanced machine tool 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.</td>
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<tr>
<td></td>
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<td></td>
<td>Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L Prerequisite: MACH 101 with C or better</td>
</tr>
<tr>
<td>MACH-153A</td>
<td>Operator/Programmer I</td>
<td>5</td>
<td>Students are introduced to Computerized Numerical Control (CNC) milling machines. Students are instructed in machining techniques with emphasis on terminology, pre-planning skills, and basic program writing for Manual Data Input (MDI) applications. Laboratory exercises will focus on CNC controls.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L Credit by Exam: Yes Prerequisite: MACH 101 or MACH 120 or MACH 123 or MACH 126 or MACH 129; all with C or better</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Advisory Level: Read: 3 Write: 3 Math: 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None</td>
</tr>
</tbody>
</table>
**Machine Technology**

**MACH-153B - Operator/Programmer II**

Units: 5

This course is designed to develop the skills required of a Computer Numerical Control (CNC) Programmer/Operator. Students learn pre-planning, program generation, machine set-up, machine operation, and editing requirements with emphasis placed on CNC milling. The laboratory applications primarily focus on the use of Electronic International Agency (EIA) controls.

Lecture Hours: 3  Lab Hours: 6  Repeatable: No  Grading: L

Credit by Exam: Yes
Prerequisite: MACH 153A with C or better

Advisory Level:
Read: 3  Write: 3  Math: 1

Transfer Status: CSU  Degree Applicable: AA/AS  CSU GE: None  District GE: None  IGETC: None

**MACH-154 - Introductory CAD/CAM Operations for Machinists and Operators**

Units: 2

Students utilize latest versions of MasterCAM, using computers with various operating systems, to prepare CNC Computerized Numerical Control (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: L

Credit by Exam: Yes
Prerequisite: MACH 129 with C or better

Recommended: Completion of CA 020D, or fundamental computer skills and knowledge of Microsoft Office applications are recommended

Advisory Level:
Read: 3  Write: 3  Math: 1

Transfer Status: CSU  Degree Applicable: AA/AS  CSU GE: None  District GE: None  IGETC: None

**MACH-158 - Advanced CAD/CAM Operations for Machinists and Operators**

Units: 2

Students prepare CNC (Computerized Numerical Control) Turning/Milling programs of moderately complex parts using latest versions of MasterCAM software. There will be an emphasis on speed, accuracy, planning, and job documentation.

Lecture Hours: 1  Lab Hours: 3  Repeatable: No  Grading: L

Credit by Exam: Yes
Prerequisite: MACH 154 with C or better

Advisory Level:
Read: 3  Write: 3  Math: 1

Transfer Status: CSU  Degree Applicable: AA/AS  CSU GE: None  District GE: None  IGETC: None

**MACH-159 - Introduction to CNC Programming Macros**

Units: 2

The student will learn basic Fanuc macro structure and develop practical macro applications. The emphasis of the course will be on correct programming style and applications development for efficient and productive CNC usage. Students develop customized macro routines that can be used in the workplace.

Lecture Hours: 1  Lab Hours: 3  Repeatable: No  Grading: L

Credit by Exam: Yes

Advisory Level:
Read: 3  Write: 3  Math: None

Transfer Status: CSU  Degree Applicable: AA/AS  CSU GE: None  District GE: None  IGETC: None

**MACH-160 - Introduction to CNC Laser Applications**

Units: 5

This introductory course will expose students to the basics of laser machine tools, safety, and applications such as cutting, drilling, welding, and marking.

Lecture Hours: 4  Lab Hours: 4  Repeatable: No  Grading: L

Advisory Level:
Read: 3  Write: 3  Math: 2

Transfer Status: CSU  Degree Applicable: AA/AS  CSU GE: None  District GE: None  IGETC: None

**MACH-165 - Mill Setups I**

Units: 1.5

Students are introduced to mill setup skills used by setup machinists. Students study the types and classes of jigs and fixtures and their application to sample simple parts. Students will demonstrate setting up the workholding on a machine tool, modelling the workholding and part in CAD/CAM. Students will also evaluate workholding costs.

Lecture Hours: 1  Lab Hours: 0.5  Repeatable: No  Grading: L

Advisory Level:
Read: 3  Write: 3  Math: 2

Transfer Status: None  Degree Applicable: AS  CSU GE: None  District GE: None  IGETC: None

**Mathematics**

**MATH-013 - Intermediate Algebra**

Units: 5

Students will review elementary algebra topics and further their skills in solving absolute value in equations and inequalities, quadratic functions and complex numbers, radicals and rational exponents, exponential and logarithmic functions, inverse functions, and sequences and series. This course continues the Algebra sequence and is a prerequisite to transfer level math courses.

Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: O

Prerequisite: MATH 111 with P grade, or placement based on assessment

Advisory Level:
Read: 3  Write: 3  Math: None

Transfer Status: None  Degree Applicable: AS  CSU GE: None  District GE: None  IGETC: None

**MATH-014 - Geometry**

Units: 3

Students will study logical proofs, simple constructions, and numerical calculations. The course involves the study of plane geometric figures and relationships.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O

Prerequisite: MATH 111 with C or P grade, or placement based on assessment

Advisory Level:
Read: 3  Write: 3  Math: None

Transfer Status: None  Degree Applicable: AS  CSU GE: None  District GE: None  IGETC: None
MATH-021 - Precalculus Algebra  Units: 4
Students will study topics which include basic algebraic concepts, complex numbers, equations and inequalities, graphs of functions, linear and quadratic functions, polynomial functions of higher degree, rational, exponential, absolute value, and logarithmic functions, sequences and series, and conic sections. This course is designed to prepare students for the level of algebra required in calculus. Students may not take a combination of MATH 021 and MATH 025.
Lecture Hours: 4  Lab Hours: None  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: MATH 013 with C or better
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UIC  Degree Applicable: AA/AS
CSU GE: B4  District GE: B4  IGETC: 2A

MATH-022 - Trigonometry  Units: 3
Students will study trigonometric functions and equations, basic identities, graphing, inverse trigonometric functions, vectors, polar coordinates, and polar equations. This course in numerical and analytical trigonometry is designed to prepare students for the level of trigonometry and advanced algebraic concepts necessary for calculus. Students may not take a combination of MATH 022 and MATH 025.
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
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: B4  District GE: B4  IGETC: None

MATH-025 - Precalculus Algebra and Trigonometry  Units: 6
Students will study basic algebraic concepts, complex numbers, equations and inequalities, graphs of functions, system of equations and inequalities, linear and quadratic functions, polynomial functions of higher degree, rational, exponential, logarithmic, and trigonometric functions, inverse functions, basic identities, vectors, polar coordinates and graphs, and conic sections. This course is an intensive combined course in college algebra and trigonometry designed primarily as preparation for calculus. Students may take both MATH 021 and MATH 022 or take only MATH 025.
Lecture Hours: 6  Lab Hours: None  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: MATH 013 and MATH 014, all with C or better
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UIC  Degree Applicable: AA/AS
CSU GE: B4  District GE: B4  IGETC: 2A

MATH-051 - Mathematics for General Education  Units: 3
Students will study topics in mathematics including sets, number theory, consumer math, geometry, basic probability, statistics, and modeling. This course is intended for non-science majors. Successful completion of this course will fulfill the general education requirement in Mathematics for the California State University (CSU) system.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: MATH 013 with C or better
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UIC  Degree Applicable: AA/AS
CSU GE: B4  District GE: B4  IGETC: None

MATH-052 - Mathematics for Elementary Education  Units: 3
Students will study the development of quantitative reasoning skills through in-depth exploration of the structures of the real number system and subsystems, elementary number theory, and the use of manipulatives to present mathematical concepts to children. Students will develop lesson plans and teaching techniques appropriate for an elementary school setting. Additionally, there will be an emphasis on comprehension and analysis of mathematical concepts and applications of logical reasoning. Mathematics 52 is designed especially for prospective elementary school teachers.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: MATH 013 and MATH 014, both with C or better
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UIC  Degree Applicable: AA/AS
CSU GE: B4  District GE: B4  IGETC: None

MATH-061 - Finite Mathematics  Units: 3
Students will study how to apply algebra to solve problems in economics, the behavioral sciences, and the social sciences. Course topics include systems of linear equations and inequalities, matrices, linear programming, set theory, counting techniques, probability theory, and the mathematics of finance.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: MATH 013 with C or better
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UIC  Degree Applicable: AA/AS
CSU GE: B4  District GE: B4  IGETC: 2A

MATH-062 - Calculus for Business and the Social Sciences  Units: 3
Students study functions and graphs; limits; continuity; differentiation and integration of polynomials, rational functions, power functions, exponential functions, and logarithmic functions; partial differentiation; and applications of these topics in business and social science. This course includes single variable calculus and an introduction to multivariable calculus with applications for students majoring in business or social science.
Lecture Hours: None  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: MATH 021 or MATH 025, with C or better
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UIC  Degree Applicable: AA/AS
CSU GE: B4  District GE: B4  IGETC: 2A

MATH-063 - Elementary Statistics  Units: 3
Students are introduced to the study of statistics. Students will learn methods of displaying data, descriptive statistics, basic concepts of probability theory, random variables, common statistical distributions, estimates and sample size, hypothesis testing, goodness-of-fit test, contingency table analysis, tests of two independent population parameters, Chi-square, ANOVA, and regression and correlation. Students will apply basic statistical concepts to data from education, business, social sciences, and natural sciences. To aid in the analysis of data, the use of computational technology will be required.
Lecture Hours: None  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: MATH 013 with C or better
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UIC  Degree Applicable: AA/AS
CSU GE: B4  District GE: B4  IGETC: 2A
Mathematics

MATH-064 - Integrated Statistics I Units: 5
Students are introduced to concepts and methods of statistics with an emphasis on data analysis. Students will study topics including methods for collecting data, graphical and numerical descriptive statistics, correlation, simple linear regression, and basic concepts of probability. MATH 064 is the first semester of a two-semester course sequence in Integrated Statistics. This sequence of courses is designed as an alternate path for non-math/science/engineering majors planning to transfer to a California State University (CSU). It is required that students meet with a counselor before enrolling in this sequence of courses.
Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: K
Prerequisite: MATH 311 with P grade, or placement based on assessment
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

MATH-065 - Integrated Statistics II Units: 5
Concepts and methods of statistics with an emphasis on data analysis. Students will study methods for collecting data, graphical and numerical descriptive statistics, correlation, simple linear regression, basic concepts of probability, confidence intervals, hypothesis tests for means and proportions, and chi-square tests. MATH 065 is the second semester of a two-semester course sequence. This sequence of courses is designed as an alternate path for non-math/science/engineering majors planning to transfer to a California State University (CSU).
Lecture Hours: 5 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

MATH-070 - Discrete Mathematics Units: 4
Students prepare for further study in mathematics, computer science, or other sciences. Students will learn and apply concepts and ideas in logic, Boolean algebra, methods of proofs, induction, sequences, set theory, counting techniques, probability, recursion, relations, graphs, and trees.
Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: L
Credit by Exam: Yes
Prerequisite: (MATH 021 and MATH 022) or MATH 25, all with C or better, or equivalent
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B4 District GE: B4 IGETC: None

MATH-071 - Calculus I with Analytic Geometry Units: 5
This is the first course in calculus for students majoring in mathematics, physical science, computer science, or engineering. Students will study functions and inverse functions, limits, the derivative as a limit, continuity, rules of differentiation, chain rule, implicit differentiation, applications of differentiation, linear approximations, related rates, optimization problems, antiderivatives, Riemann sums, the Fundamental Theorem, the substitution rule for integration and applications of integration to the calculation of areas between curves and volumes of solids of revolution.
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
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B4 District GE: B4 IGETC: 2A

MATH-072 - Calculus II with Analytic Geometry Units: 5
Students study techniques of integration, applications of integration to areas, volumes, average values of functions, arc lengths, surfaces of revolution, problems in physics and engineering, use of parametric equations and polar equations to plot curves and compute derivatives, areas and arc length, a thorough study of infinite sequences, infinite and power series, and an introduction to differential equations.
Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L
Credit by Exam: Yes
Prerequisite: MATH 071 with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B4 District GE: B4 IGETC: 2A

MATH-073 - Multivariable Calculus Units: 5
Students study the concepts of differential and integral calculus extended to multivariable functions. The course content includes vectors; dot products; cross products; surfaces in three dimensions; derivatives, integrals, arc length and curvature for vector-valued functions; partial derivatives; the chain rule; tangent planes; maximum and minimum values of functions of several variables; the Lagrange multiplier method; multiple integrals; and vector calculus. This is the third course in calculus for students majoring in mathematics, physical science, computer science, or engineering.
Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L
Credit by Exam: Yes
Prerequisite: MATH 072 with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B4 District GE: B4 IGETC: 2A

MATH-077 - Differential Equations Units: 4
Students will study ordinary differential equations and their applications, including methods for solving first order equations, linear equations of arbitrary orders, and systems of linear differential equations. Students are introduced to Laplace transforms, series solutions, and some theoretical aspects of differential equations such as existence and uniqueness of solutions, the phase plane, and stability of equilibrium solutions for autonomous equations.
Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: L
Credit by Exam: Yes
Prerequisite: MATH 072 with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B4 District GE: B4 IGETC: 2A

MATH-078 - Linear Algebra Units: 3
Students study systems of linear equations, matrices, determinants, vector spaces and their properties, linear transformations, eigenvalues and eigenvectors, diagonalization, inner product vector spaces, orthogonality, and applications. This course is designed for students majoring in mathematics, computer science, statistics, or engineering.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Credit by Exam: Yes
Prerequisite: MATH 072 with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B4 District GE: B4 IGETC: 2A
MATH-098  - Directed Study in Mathematics  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: 1.81  Repeatable: 17  Grading: O
Prerequisite: Completion of the following course(s) and project approval is required by sponsoring faculty, division dean, and Vice President of Academic Affairs, MATH 025 or MATH 063 with C or better grade
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

MATH-111  - Elementary Algebra  Units: 5
Students will study operations on real numbers and algebraic expressions, linear equations and inequalities, and algebraic methods for solving application problems. They will also study systems of linear equations, laws of exponents, operations on polynomials, solving quadratic equations by factoring, and operations on rational expressions and rational equations.
Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: K
Prerequisite: MATH 311 with P grade, or placement based on assessment
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

MATH-311  - Pre-Algebra  Units: 3
Students will study the fundamental operations in arithmetic and other math concepts including a basic introduction to algebra. This course is designed to give students the math foundation they need to be successful in an elementary algebra course. Topics include: integers, fractions, decimals, percents, order of operations, unit conversions, algebraic expressions, equations, basic geometric shapes and graphing, and simple applications.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: K
Prerequisite: Placement based on math assessment.
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

MATH-511  - Math for IT Careers  Units: None
Students solve problems and do calculations encountered in the Information Technology field. Basic math concepts are applied to understanding units of Metric measurements related to computer memory and disk storage. Students will also learn to use calculator and spreadsheet applications available on computers to perform numeric calculations.
Lecture Hours: None  Lab Hours: None  Grading: N
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NC
CSU GE: None  District GE: None  IGETC: None

MATH-521  - Math for Medical Assisting  Units: None
Students solve problems and do calculations encountered in the Medical Assisting field. Basic math concepts are applied to problems such as conversion within the Metric system and conversion between Decimal and Metric systems.
Lecture Hours: None  Lab Hours: None  Grading: N
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: NC
CSU GE: None  District GE: None  IGETC: None

Mathematics

Meat Cutting Apprenticeship

MCUT-001  - Meat Cutting I  Units: 3
This is the first of two Meat Cutter Apprenticeship courses. Students must be enrolled in the Santa Clara County Meat Cutter's Joint Apprenticeship to enroll. Students learn safety and sanitation related to meat cutting as well as classification, identification, handling, and curing of meats.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Corequisite: Student must be employed as a meat cutter apprentice with a participating employer.
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

MCUT-002  - Meat Cutting II  Units: 3
This is the second of two Meat Cutter Apprenticeship courses leading to Journeyman status. Students must be enrolled in the Santa Clara County Meat Cutter Apprenticeship to enroll. Students learn safety and sanitation related to meat cutting as well as classification, identification, handling, and curing of meats.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Corequisite: Student must be employed as a meat cutter apprentice with a participating employer.
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

MCUT-138  - Work Experience  Units: 1 - 8
Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.
Lecture Hours: None  Lab Hours: 2.07  Repeatable: 15  Grading: C
Corequisite: 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.
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
MA-004 - Structure and Function of the Human Body
Units: 4
Students will study basic human anatomy structures and physiology concepts related to each of the body systems. Correlating pathologies and therapies will be covered in relation to each of the body systems. This course is designed for, but is not limited to, students in Medical Assisting and Allied Health programs and not recommended for pre-med or nursing majors.
Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Recommended: Completion of MATH 310 or 311 or higher with a P grade or higher
Advisory Level: Read: 4 Write: 4 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MA-005 - Medical Office Emergencies
Units: 2
Students will acquire the knowledge and skills necessary to handle emergency procedures in medical offices including hospital settings. Students will learn to evaluate cardiac arrest and/or an obstructed airway, and safely perform Cardiopulmonary Resuscitation (CPR) intervention. Students will obtain the knowledge to disseminate information to various regulatory emergency agencies. Upon successful completion, students will earn CPR certification.
Lecture Hours: 1.5 Lab Hours: 0.5 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

MA-006 - Introduction to Medical Assisting
Units: 3
Students will acquire knowledge of the administrative and clinical medical assistant’s scope of practice in a medical office setting or outpatient facility. The study of health and disease, medical ethics and legal aspects of medical assisting will also be examined.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Recommended: Completion of MA 005 strongly recommended
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

MA-007 - Medical Front Office Procedures
Units: 3
Students will gain the knowledge and skills necessary to perform the duties of a Front Office/Medical Records Assistant. Topics will include the use of medical office technology, prioritization and delegation of tasks, medical scheduling, reports and records management, and related legal and ethical issues. Various forms of communication with patients, physicians, and staff in medical office settings or health care facilities will be explored.
Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

MA-008 - Medical Office Financial Procedures
Units: 3
Students will gain the knowledge and skills necessary to perform medical office financial procedures. Topics will include credits and collections, bookkeeping, medical insurance, payroll, and banking procedures in medical office settings or health care facilities.
Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

MA-009 - Electronic Health Records and Medical Billing
Units: 3
Students will gain the knowledge and skills necessary to develop and maintain electronic medical records using a variety of computerized software systems. Students will also acquire the knowledge and ability to prepare and submit medical billing for a variety of private and government-sponsored health insurance plans.
Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L
Recommended: Students should have basic computer/software utilization abilities
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

MA-011 - Medical Coding
Units: 2
Students will acquire basic knowledge of the functions of coding used in the medical field. Students will learn to interpret and locate codes in the CPT (Current Procedural Terminology) manual and ICD-10-CM (International Classification of Diseases-10-Clinical Modifications) manual.
Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: HSCI 008 and (BIOL 071 or BIOL 020 or MA 004), all with C or better
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

MA-012 - Medical Assisting Administrative Practicum Experience
Units: 4
Students will acquire medical front office administrative experience under the supervision of a licensed healthcare professional in a board-certified medical office setting or outpatient facility. Students will also gain competencies in professional communication and patient instruction within the legal boundaries of a practicing Medical Assistant in the State of California. Students will be required to complete a minimum of 160 hours of unpaid medical office experience.
Lecture Hours: 0.5 Lab Hours: 10.5 Repeatable: No Grading: L
Prerequisite: MA 005 and MA 006 and MA 007 and MA 008 and MA 009 and MA 011, all with C or better
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None
### MA-020 - Physical Examination Procedures
**Units:** 3

This course prepares a student to perform a variety of clinical tasks in the medical assisting field. Skill competencies include preparing the exam room, obtaining patient medical histories, taking vital signs, assisting with physical examinations, instruments for examination, nutritional education planning, orthopedic bracing/casting, performing electrocardiograms, and handling medical emergencies.

<table>
<thead>
<tr>
<th>Lecture Hours:</th>
<th>2</th>
<th>Lab Hours:</th>
<th>3</th>
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<td>District GE: None</td>
<td>IGETC: None</td>
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</table>

### MA-021 - Medical Office Laboratory
**Units:** 3

Students learn to execute and evaluate typical laboratory tests performed in a medical office or general lab setting. Specimen collection and handling, analysis techniques, quality assurance and control, and the interpretation of normal and abnormal lab values are emphasized. Students will also acquire phlebotomy skills.

<table>
<thead>
<tr>
<th>Lecture Hours:</th>
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<th>Lab Hours:</th>
<th>3</th>
<th>Repeatable:</th>
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<tr>
<td>Recommended:</td>
<td>Completion of MATH 310 or 311 or higher with a P grade or higher</td>
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<td>District GE: None</td>
<td>IGETC: None</td>
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### MA-022 - Medical Asepsis and Surgical Procedures
**Units:** 3

Medical assisting students study the theory and practice involved in assisting with minor office surgeries and wound care. This course also includes instrument sterilization procedures, sterile technique, and sterile field protocols.

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<thead>
<tr>
<th>Lecture Hours:</th>
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<th>Repeatable:</th>
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<td>District GE: None</td>
<td>IGETC: None</td>
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</table>

### MA-023 - Medication Administration for Medical Assistants
**Units:** 3

Students study the theory and practice of oral, topical, and parenteral medication administration. Students will learn injection safety, techniques, and site selection. Medication dosage calculations are emphasized as well as the handling of possible medication side effects and emergencies pertaining to medication administration.

<table>
<thead>
<tr>
<th>Lecture Hours:</th>
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<th>Lab Hours:</th>
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<td>District GE: None</td>
<td>IGETC: None</td>
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</table>

### MA-024 - Medical Assisting Clinical Experience
**Units:** 4

Students will acquire medical back office clinical experience under the supervision of a licensed healthcare professional in a board-certified medical office setting or outpatient facility. Students will also gain competencies in professional communication and patient instruction within the legal boundaries of a practicing Medical Assistant in the State of California. Students will be required to complete a minimum of 160 hours of unpaid medical office experience.

<table>
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<th>Lecture Hours:</th>
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<td>IGETC: None</td>
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</table>

### MA-500A - Fundamentals of Medical Terminology I
**Units:** None

This is the first course exposing students to the language of Medicine. Students define, build, and analyze terms as well as develop a vocabulary of combining forms, prefixes, and suffixes. They develop the ability to pronounce and spell terms correctly and use them in an appropriate context. It is highly recommended that students successfully complete this course before taking MA 500B. Unlimited repeats. Pass/No Pass only. Open entry/Open exit.

<table>
<thead>
<tr>
<th>Lecture Hours:</th>
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<tr>
<td>Recommended:</td>
<td>It is highly recommended that students successfully complete this course before taking MA 500B</td>
<td></td>
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</tr>
<tr>
<td>Advisory Level:</td>
<td>Read:</td>
<td>None</td>
<td>Write:</td>
<td>None</td>
<td>Math:</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Transfer Status:</td>
<td>None Degree Applicable: NC</td>
<td>CSU GE: None</td>
<td>District GE:</td>
<td>IGETC: None</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### MA-500B - Fundamentals of Medical Terminology II
**Units:** None

This is the second course exposing students to the language of Medicine. Students will learn medical terminology as it relates to each body system. Students learn medical terms and their abbreviations for organs, diseases, symptoms, and for diagnostic, treatment and surgical procedures. It is highly recommended that students successfully complete MA 500A before taking MA 500B. Unlimited repeats. Pass/No Pass only. Open entry/Open exit.

<table>
<thead>
<tr>
<th>Lecture Hours:</th>
<th>2</th>
<th>Lab Hours:</th>
<th>None</th>
<th>Repeatable:</th>
<th>Yes</th>
<th>Grading:</th>
<th>N</th>
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</thead>
<tbody>
<tr>
<td>Recommended:</td>
<td>It is highly recommended that students successfully complete MA 500A before taking MA 500B</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Advisory Level:</td>
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<td>None</td>
<td>Write:</td>
<td>None</td>
<td>Math:</td>
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</tr>
<tr>
<td>Transfer Status:</td>
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<td>CSU GE: None</td>
<td>District GE:</td>
<td>IGETC: None</td>
<td></td>
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</tr>
</tbody>
</table>

### MA-501 - Introduction to Healthcare Professions
**Units:** None

This course exposes students to various aspects of the health care field. Students will explore a variety of health-related disciplines, learn associated entry-level skills, and compare the educational and credentialing requirements, as well as job opportunities of various careers within health care. Professional behavior, effective communication, and time management skills related to health care will also be examined with emphasis on ethics and cultural competence. Unlimited repeats. Pass/No Pass only. Open Entry/Open Exit.

<table>
<thead>
<tr>
<th>Lecture Hours:</th>
<th>3</th>
<th>Lab Hours:</th>
<th>None</th>
<th>Repeatable:</th>
<th>Yes</th>
<th>Grading:</th>
<th>N</th>
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<tbody>
<tr>
<td>Advisory Level:</td>
<td>Read:</td>
<td>None</td>
<td>Write:</td>
<td>None</td>
<td>Math:</td>
<td>None</td>
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<td>Transfer Status:</td>
<td>None Degree Applicable: NC</td>
<td>CSU GE: None</td>
<td>District GE:</td>
<td>IGETC: None</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Meteorology**

**METEO-010 - Weather and Climate**

This course introduces students to the fundamental principles of atmospheric science, focusing on the interaction of the atmosphere with the earth's surface. Students will learn about weather systems, climate patterns, and atmospheric processes that influence daily weather conditions and long-term climate variability. Topics may include weather forecasting, climate modeling, and the impact of human activities on climate. Students will develop skills in using meteorological data to analyze and interpret weather phenomena.

**Units:** 3

**Hydrology**

**WATR-100 - Hydrology**

This course provides an introduction to the study of water resources and hydrologic processes. Students will learn about the distribution, movement, and quality of groundwater and surface water resources, as well as the impacts of human activities on these systems. The course covers topics such as the hydrologic cycle, water quality, and the role of hydrology in environmental management and conservation.

**Units:** 3

**Music**

**MUSIC-050B - Beginning Piano**

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. Students will expand their knowledge of basic theory concepts such as the 5-finger pattern, intervals, chords, simple chord progressions, and scales. This course reinforces concepts taught in the MUSIC 050A. Students will harmonize simple melodies, transpose and improvise simple pieces and patterns.

**Lecture Hours:** None  **Lab Hours:** 3  **Repeatable:** No  **Grading:** L  

Advisory Level: Read: 3  Write: 3  Math: None  
Transfer Status: CSU/UC  Degree Applicable: AA/AS  
CSU GE: None  District GE: None  IGETC: None

**MUSIC-020 - Class Piano**

This course is designed for intermediate pianists to improve technique and interpretive abilities. Study and testing materials are drawn from a graduated series of exercises, etudes, 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. The student will learn approaches to improvisation and other creative activities.

**Lecture Hours:** None  **Lab Hours:** 3  **Repeatable:** No  **Grading:** L  

Prerequisite: MUSIC 050B, with grade C or better

Advisory Level: Read: 3  Write: 3  Math: None  
Transfer Status: CSU/UC  Degree Applicable: AA/AS  
CSU GE: None  District GE: None  IGETC: None

**MUSIC-058A - Beginning Guitar**

This is a beginning course in classical, folk and pop guitar. Students are introduced to technique and musicianship through a series of exercises, songs, and rhythmic studies, as well as fundamental tone production. Students will also study hand and arm positions, and playing postures.

**Lecture Hours:** None  **Lab Hours:** 3  **Repeatable:** No  **Grading:** L  

Prerequisite: MUSIC 008A with C or better

Advisory Level: Read: 3  Write: 3  Math: None  
Transfer Status: CSU/UC  Degree Applicable: AA/AS  
CSU GE: None  District GE: None  IGETC: None

**MUSIC-058B - Beginning Guitar**

This is the second semester, beginning course in classical folk and pop guitar. Students will further develop their music-reading ability and basic guitar technique through the study of exercises, scales, and simple music pieces for solo and duet guitar. Students also will learn how to tune the guitar.

**Lecture Hours:** None  **Lab Hours:** 3  **Repeatable:** No  **Grading:** L  

Prerequisite: MUSIC 058A with C or better

Advisory Level: Read: 3  Write: 3  Math: None  
Transfer Status: CSU/UC  Degree Applicable: AA/AS  
CSU GE: None  District GE: None  IGETC: None

**MUSIC-083 - Exploring The World of Music**

Students will be introduced to 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  **Repeatable:** No  **Grading:** L

Advisory Level: Read: 3  Write: 3  Math: None  
Transfer Status: CSU/UC  Degree Applicable: AA/AS  
CSU GE: C1  District GE: C1  IGETC: 3A
### Music

#### MUSIC-091 - Music Appreciation: Western Civilization

<table>
<thead>
<tr>
<th>Units: 3</th>
</tr>
</thead>
</table>

Students will gain, or expand, an appreciation of the music of western cultures through the development of aural skills. The course focuses on the relationships between composers and the times in which they lived. Included in each unit of study is a discussion of the influence of government, philosophy, art, and religion on musical composition. Attendance at a live performance will be required.

<table>
<thead>
<tr>
<th>Lecture Hours: 3</th>
<th>Lab Hours: None</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
</tr>
</thead>
</table>

**Advisory Level:** Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

CSU GE: C1 District GE: C1 IGETC: 3A

#### MUSIC-095 - Music Appreciation: Jazz

<table>
<thead>
<tr>
<th>Units: 3</th>
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</thead>
</table>

The student who has little or no previous experience in musical performance or listening to the traditions of jazz music will study the musical elements of jazz and appraise the development of the jazz art form as a product of culture. They will also study how to aurally distinguish the elements of jazz music, and trace the evolution of styles and structures of jazz from its inception to the present time.

<table>
<thead>
<tr>
<th>Lecture Hours: 3</th>
<th>Lab Hours: None</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
</tr>
</thead>
</table>

**Advisory Level:** Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

CSU GE: C1 District GE: C1 IGETC: 3A

#### MUSIC-098 - Directed Study in Music

<table>
<thead>
<tr>
<th>Units: 0.5 - 9</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Lecture Hours: None</th>
<th>Lab Hours: 1.81</th>
<th>Repeatable: 17</th>
<th>Grading: O</th>
</tr>
</thead>
</table>

**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

<table>
<thead>
<tr>
<th>Units: 3</th>
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</thead>
</table>

Students study 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. This 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. Students will analyze musical styles relevant to various cultures and historical periods.

<table>
<thead>
<tr>
<th>Lecture Hours: 3</th>
<th>Lab Hours: None</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
</tr>
</thead>
</table>

**Advisory Level:** Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

CSU GE: C1 District GE: C1 IGETC: None

### Oceanography

#### OCEAN-010 - Descriptive Oceanography

<table>
<thead>
<tr>
<th>Units: 3</th>
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</thead>
</table>

Students will study the ocean environment covering the geological, physical, chemical, and biological aspects of the sea. The course will explore the relationship of these processes to each other and to overarching oceanographic concepts, such as plate tectonics, ocean circulation, and the water cycle. A major focus will include the impact these processes have on civilization. The scientific method is illustrated as it relates to analyzing oceanographic problems.

<table>
<thead>
<tr>
<th>Lecture Hours: 3</th>
<th>Lab Hours: None</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
</tr>
</thead>
</table>

**Advisory Level:** Read: 3 Write: 3 Math: 2

Transfer Status: CSU/UC

Degree Applicable: AA/AS

CSU GE: B1 District GE: B1 IGETC: 5A,5B

### Philosophy

#### PHIL-010 - Introduction to Philosophy: Metaphysics and Epistemology

<table>
<thead>
<tr>
<th>Units: 3</th>
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</thead>
</table>

Students are introduced to the philosophical history and disciplines of metaphysics and epistemology from Socrates to Wittgenstein. They will examine the ideas and methods of Western philosophy concerning knowledge, reality, and values. Topics include the sources and limits of knowledge and the nature of reality. Other topics that will be examined from a philosophical perspective include the nature of the self, truth, ethics, religion, science, language, beauty and art, and political theory.

<table>
<thead>
<tr>
<th>Lecture Hours: 3</th>
<th>Lab Hours: None</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
</tr>
</thead>
</table>

**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-011 - Introduction to Political and Aesthetic Philosophies

<table>
<thead>
<tr>
<th>Units: 3</th>
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</thead>
</table>

This course focuses on the various forms of political and aesthetic philosophies. Students study the basic values of different political ideals and governmental systems as well as the fundamental issues of judgment of beauty in art and literature and their relevance to the meaning of history of the world. Field trips may be required.

<table>
<thead>
<tr>
<th>Lecture Hours: 3</th>
<th>Lab Hours: None</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
</tr>
</thead>
</table>

**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-011 - Introduction to Political and Aesthetic Philosophies

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<thead>
<tr>
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<tr>
<th>Lecture Hours: 3</th>
<th>Lab Hours: None</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
</tr>
</thead>
</table>

**Advisory Level:** Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

CSU GE: C2 District GE: C2 IGETC: 3B
### Philosophy

**PHIL-012 - Introduction to Existentialism:**

*The Meaning of Life*

Students focus on 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. Selected readings range from Dostoevsky to Heidegger.

- **Lecture Hours:** 3
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** L

**Required:** Successful completion of PHIL 010

**Advisory Level:**

- Read: 3
- Write: 3
- Math: None

**Transfer Status:**

- CSU/UC
- Degree Applicable: AA/AS

**IGETC:**

- None

**District GE:**

- C2

**PHIL-014 - Introduction to Peace Studies**

Students will explore the philosophy of peace activists over the past two centuries from the era of the first efforts to promote civil and human rights through non-violent means and methods. Students will examine primary texts of noted peace activists from diverse cultures and philosophical and religious traditions.

- **Lecture Hours:** 3
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** L

**Advisory Level:**

- Read: 3
- Write: 3
- Math: None

**Transfer Status:**

- CSU/UC
- Degree Applicable: AA/AS

**CSU GE:**

- None

**District GE:**

- None

**IGETC:**

- None

**PHIL-051 - Introduction to Asian Philosophy**

Students will examine the philosophies of India, China, Japan and Vietnam. Students will learn the fundamentals of Veda, Buddhism, The I-Ching, Confucianism, Taoism, Kim Van Kieu, and Islamic thought.

- **Lecture Hours:** 3
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** L

**Recommended:** PHIL 010

**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 and Critical Thinking**

Students are introduced to formal and informal logic and critical thinking. Students will be instructed in the methodology and the applications of formal logic including symbolic and sentential logic with emphasis on truth tables, validity, categorical propositions, Venn diagrams, syllogism, inductive and deductive reasoning. Emphasis will be given on the logic systems entailed by language, word-functions, definition, and common logical fallacies.

- **Lecture Hours:** 3
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** L

**Advisory Level:**

- Read: 3
- Write: 3
- Math: 2

**Transfer Status:**

- CSU/UC
- Degree Applicable: AA/AS

**CSU GE:**

- A1

**District GE:**

- A1,A3

**IGETC:**

- 1B

**PHIL-065 - Introduction to Ethics**

Students focus on the various theories of the philosophy of ethics and how these theories provide analytic tools to investigate contemporary moral issues. Selected readings range from Aristotle to John Rawls.

- **Lecture Hours:** 3
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** L

**Recommended:** Completion of PHIL 010

**Advisory Level:**

- Read: 3
- Write: 3
- Math: None

**Transfer Status:**

- CSU/UC
- Degree Applicable: AA/AS

**CSU GE:**

- C2

**District GE:**

- C2

**IGETC:**

- 3B

### Photography

**PHOTO-022 - Beginning Photography**

Students learn the fundamentals of camera use and darkroom technique. The fundamentals of design and composition are explored through various assignments. Students will examine the relationship between photography and other art forms, photography as a social documentary tool, and photography as an art form and vocational skill. Digital photography will be introduced. Students must provide their own 35mm camera. Field trips to museums and galleries may be included.

- **Lecture Hours:** 2
- **Lab Hours:** 4
- **Repeatable:** No
- **Grading:** L

**Advisory Level:**

- Read: 3
- Write: 3
- Math: None

**Transfer Status:**

- CSU/UC
- Degree Applicable: AA/AS

**CSU GE:**

- None

**District GE:**

- None

**IGETC:**

- None

**PHOTO-062 - Intermediate Photography**

Students learn the intermediate practice and theory of photography. Topics include black-and-white photography skills, color theory and vision, flash, lighting, digital imaging, and the history of photography. Students will examine issues within photography, ways to conceptualize the finished image, and how photography is used in print and electronic media. Students must provide their own 35mm camera. Field trips to museums and galleries may be included.

- **Lecture Hours:** 2
- **Lab Hours:** 4
- **Repeatable:** No
- **Grading:** L

**Prerequisite:** PHOTO 022 with C or better

**Advisory Level:**

- Read: 3
- Write: 3
- Math: None

**Transfer Status:**

- CSU/UC
- Degree Applicable: AA/AS

**CSU GE:**

- None

**District GE:**

- None

**IGETC:**

- None
PHOTO-076 - Photoshop 1

This is a comprehensive overview of Photoshop basics. Students will study a broad range of topics including selection techniques, channel operations, collaging with layer masks, retouching, tonal range, and color theory, 8-bit grayscale, 24-bit color, colorizing black and white, photo manipulation, artistic effects, design, layout, and type. This course will also provide students with extensive hands-on training.

Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

PHOTO-077 - Photoshop 2

Students will explore Photoshop at an advanced level to complete complex and creative digital images. Students will continue to build skills in color correction, channels, masks, effects, and filters. This course is intended for students of photography, art, journalism, web, print design, and video and all who are interested in expanding their basic Photoshop skills.

Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L
Prerequisite: PHOTO 076 with C or better

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

PHOTO-079 - Beginning Digital Photography

This is a beginner's course in Digital Photography. Students will learn to use DSLR (digital single lens reflex) cameras professionally using both manual and advanced program modes, such as light, lens, shutter, exposure, depth, motion, and color balance. Students will study post-production principles such as tonal range, color correction, dodging and burning, layer masking, print, and multi-device output. Software used are Photoshop, Lightroom, Aperture, and iPhoto. Class activities require weekly shooting assignments, thorough organization, advanced image editing, and on-going print preparation (including wide format).

Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L
Recommended: PHOTO 076

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

PHOTO-098 - Directed Study in Photography

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: 1.81 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

PHYS-002A - Algebra/Trigonometry-Based

Students will study basic principles: vectors, Newton's laws of motion, work, and the conservation principles of energy, momentum, elasticity, and thermodynamics. Also covered in this course will be gravitation, fluids, waves, and simple harmonic motion. This is the first of a two-semester course in general physics for students not needing calculus-based physics.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: MATH 013 with C or better

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1,B3 District GE: B1, B3 IGETC: 5A, 5C

PHYS-002B - Algebra/Trigonometry-Based

Students will apply the principles of conservation of energy, and linear and angular momentum to topics in electricity, magnetism, optics, and modern physics. This is the second of a two-semester course in general physics for students not needing calculus-based physics.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: PHYS 002A with C or better

Advisory Level: Read: 3 Write: 3 Math: 3
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1,B3 District GE: B1, B3 IGETC: 5A, 5C

PHYS-004A - General Physics

This course is one of four courses in calculus-based general physics classes for majors in physics, chemistry, engineering, mathematics or other sciences. Students are introduced to the general principles of mechanics at an elementary level. Specific topics include kinematics, Newton's laws of motion, work and energy, momentum, rotation, simple harmonic motion, universal gravitation, and fluids. Elementary applications of these principles are introduced using a problem solving approach.

Lecture Hours: 4 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: MATH 072 with C or better or equivalent
Corequisite: MATH 072 with C or better

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1,B3 District GE: B1, B3 IGETC: 5A, 5C

PHYS-004B - General Physics

This course is one of four courses in calculus-based general physics classes for majors in physics, chemistry, engineering, mathematics or other sciences. Students are introduced to the general principles of mechanics at an elementary level. Specific topics include kinematics, Newton's laws of motion, work and energy, momentum, rotation, simple harmonic motion, universal gravitation, and fluids. Elementary applications of these principles are introduced using a problem solving approach.

Lecture Hours: 4 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: PHYS 004A and MATH 073 both with C or better
Corequisite: Or concurrent enrollment in MATH 073

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1,B3 District GE: B1, B3 IGETC: 5A, 5C
PHYS-004C - General Physics

Students are introduced to general principles of optics and thermodynamics at a calculus-based level. This is one of four courses in calculus-based general physics, serving students majoring in engineering, chemistry, physics, mathematics and other sciences. 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. Other topics include special relativity and modern physics. A problem solving approach is used, emphasizing both conceptual understanding and basic mathematical modeling.

Lecture Hours: 4 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: PHYS 004A and MATH 073 both with C or better
Corequisite: Or concurrent enrollment in MATH 073
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1,B3 District GE: B1, B3 IGETC: 5A, 5C

PHYS-004D - General Physics

This course is last of four calculus-based, general physics classes to apply and extend the concepts developed in PHYS 004A for students majoring in physics, chemistry, engineering, mathematics, or other sciences. Students will study the general principles of relativity and modern physics introduced at an elementary but calculus-based level. Specific topics include principles of relativity, atomic physics, wave nature of particles, elementary quantum mechanics, and their applications to condensed matter, nuclear physics, particle physics, and cosmology. Elementary applications of these principles are introduced using a problem solving approach.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: PHYS 004A and MATH 073 both with C or better
Corequisite: Or concurrent enrollment in MATH 073.
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1,B3 District GE: B1, B3 IGETC: 5A, 5C

PHYS-098 - Directed Study in Physics

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: 1.81 Repeatable: 17 Grading: L
Prerequisite: Completion of the following course(s) and project approval is required by sponsoring faculty, division dean, and Vice President of Academic Affairs.; PHYS 002A with C or better
Advisory Level: Read: 3 Write: 3 Math: 3
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

POLSC-001 - Politics and Government in America

Students are introduced to national, California, and local governments and politics with an emphasis on the U.S. Constitution and the national government. Students will examine the historical origins of the development of the U.S. Constitution and the philosophy and principles used by the framers in the late 18th century. POLSC 001, along with HIST 001 satisfies the District requirements in the study of U.S. Constitution, California, and local governments.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS

POLSC-002 - Comparative Politics

Students are introduced to the comparative study of politics by examining the government, politics, and public policies of nations. Similarities and differences are explored and evaluated. Emphasis will be placed on contemporary political problems and how various nations confront and attempt to solve them. Attendance at an off-campus event will be required.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D District GE: D IGETC: 4

POLSC-004 - International Relations

The student is introduced to the study of world politics. Students will be provided with a framework for analyzing world events and the broader dynamics of the relations among nations. Emphasis will be on theories of international relations, the causes and prevention of war, international law and organizations, international political economy, and the foreign policy process both in the United States and abroad. Attendance at an off-campus event will be required.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D District GE: D IGETC: 4

POLSC-005 - International Law and Human Rights

This course focuses on the history and development of international law. Students will survey various instruments of international law as they address human rights. Particular emphasis will be given to recognized international law in regions such as the Middle East, Europe, the Organization of American States (OAS), Africa, and Asia.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: D District GE: D IGETC: None
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

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**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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**Psychology**

PSYCH-010  -  General Psychology  
**Units: 3**

Students are introduced to the major theories, areas of study, and methodologies of contemporary psychology and the scientific study of human behavior. Topics addressed include biological and neurological processes and structure, genetics, life span development, consciousness, sensory processes, perception, learning, memory, language and thought, intelligence, motivation and emotion, stress, personality, psychopathology, and psychotherapy.

**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** L

**Advisory Level:**  
**Read:** 3  
**Write:** 3  
**Math:** None

**Transfer Status:** CSU/UC  
**Degree Applicable:** AA/AS

**CSU GE:** D  
**District GE:** D  
**IGETC:** 4

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PSYCH-012  -  Social Psychology  
**Units: 3**

This course introduces students to the study of how people think about, influence, and relate to one another. Topics include self concept, misperception, beliefs, attitudes, conformity, prejudice, liking, attitude change, first impressions, aggression, conflict, peacemaking, and service to others.

**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** L

**Recommended:** PSYCH 010

**Advisory Level:**  
**Read:** 3  
**Write:** 3  
**Math:** None

**Transfer Status:** CSU/UC  
**Degree Applicable:** AA/AS

**CSU GE:** D  
**District GE:** D  
**IGETC:** 4

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PSYCH-020  -  Psychology of Stress Reduction  
**Units: 3**

Students are presented 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 evidenced-based stress reduction methods will be taught in the contexts of student and work life settings.

**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** L

**Recommended:** completion of PSYCH 010

**Advisory Level:**  
**Read:** 3  
**Write:** 3  
**Math:** None

**Transfer Status:** CSU  
**Degree Applicable:** AA/AS

**CSU GE:** D, E  
**District GE:** D, E  
**IGETC:** None

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PSYCH-022  -  Research Methods in Psychology  
**Units: 3**

Students will study various research methods with an emphasis on research design, experimental procedures, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology will be illustrated through a selected review of current research in neurophysiology, sensation, perception, learning, memory and/or human development.

**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** L

**Prerequisite:** PSYCH 010 and MATH 063, both with C or better

**Advisory Level:**  
**Read:** 4  
**Write:** 4  
**Math:** None

**Transfer Status:** CSU/UC  
**Degree Applicable:** AA/AS

**CSU GE:** D  
**District GE:** D  
**IGETC:** 4

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PSYCH-031  -  Biological Psychology  
**Units: 3**

Students are introduced to the scientific study of the biological basis of behavior and its fundamental role in the neurosciences. Physiological, hormonal, and neurochemical mechanisms, and brain-behavior relationships underlying the psychological phenomena of sensation, perception, regulatory processes, emotion, learning, memory, and psychological disorders will be addressed. Ethical standards for human and animal research are discussed. The history of the scientific study of brain-behavior relationships and mental processes will also be addressed.

**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** L

**Prerequisite:** PSYCH 010 with C or better

**Advisory Level:**  
**Read:** 3  
**Write:** 3  
**Math:** None

**Transfer Status:** CSU/UC  
**Degree Applicable:** AA/AS

**CSU GE:** B2, D  
**District GE:** B2, D  
**IGETC:** 4, 5B

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PSYCH-035  -  Psychology of Women  
**Units: 3**

Students will study significant physical and psychological issues of women within an historical, familial, societal, and cultural framework. A variety of experiences and issues that uniquely concern women, which are traditionally examined from a male point of view, will be explored. The concepts of development, adaptation, well-being, and the diversity of women will be included using psychological theories and current research.

**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** L

**Advisory Level:**  
**Read:** 3  
**Write:** 3  
**Math:** None

**Transfer Status:** CSU/UC  
**Degree Applicable:** AA/AS

**CSU GE:** D, E  
**District GE:** D, E  
**IGETC:** 4

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PSYCH-060  -  Personal Growth and Adjustment  
**Units: 3**

This course is a study of psychological processes through which people manage to cope with the demands and challenges of everyday life. Students examine a broad variety of topics including personality patterns, values, social and intimate relationships, adjustments to development through the life span and psychological/physical wellness as they influence and are affected by adjustment. Students analyze effective and ineffective personal growth and adjustment in the context of contemporary and complex society.

**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** L

**Advisory Level:**  
**Read:** 3  
**Write:** 3  
**Math:** None

**Transfer Status:** CSU/UC  
**Degree Applicable:** AA/AS

**CSU GE:** D, E1  
**District GE:** D, E  
**IGETC:** 4

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**SJCC Course Catalog  Political Science**
**Psychology**

**PSYCH-092 - Developmental Psychology**  Units: 3

Students are introduced to developmental psychology. Human development is traced from conception through death. Students will study the biological, cognitive, emotional, and social factors affecting development and the interaction of these factors throughout the lifespan. Social contexts that influence the course of development such as culture, socioeconomic status, and historical time and place will be examined. Developmental tasks and potential developmental crises are identified for each of the age groups.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS

**CSU GE:** D, E  **District GE:** D, E  **IGETC:** 4

**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: None  Lab Hours: 1.81  Repeatable: 17  Grading: O

Advisory Level:  Read: 3  Write: 3  Math: None

Transfer Status: CSU  Degree Applicable: AA/AS

**CSU GE:** None  **District GE:** None  **IGETC:** None

**PSYCH-099 - Abnormal Psychology**  Units: 3

Students study the application of psychological principles to the diagnosis, understanding, and treatment of abnormal patterns of behavior. Students also study the 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

Recommended: Completion of PSYCH 010

Advisory Level:  Read: 3  Write: 3  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS

**CSU GE:** D  **District GE:** D  **IGETC:** None

**PSYCH-100 - Human Sexuality**  Units: 3

Students will study scientific information on human sexual functioning. Topics will include current research findings related to sexual behavior, social learning of sexual roles, anatomy and physiology of sexual response, social-cultural influence pertaining to sexual behavior, sexual adjustment and maladjustment. The course will also include topics covering sexual orientations, and, legal and political aspects of sexual behavior.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS

**CSU GE:** D, E  **District GE:** D, E  **IGETC:** 4

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**Reading**

**READ-101 - Analytical Reading**  Units: 4

Students will read, discuss, and write about a variety of academic topics, contemporary themes, and social problems, using articles, text chapters, and fiction commonly assigned in college-level courses. Students will acquire proficiency in critical analysis and research, as well as vocabulary development, comprehension, and study skills.

Lecture Hours: 4  Lab Hours: None  Repeatable: No  Grading: K

Prerequisite: (4 units of READ 301 or ENGL 322) and (ENGL 330 or ENGL 335); all with P grade or placement based on assessment.

Advisory Level:  Read: None  Write: None  Math: None

Transfer Status: None  Degree Applicable: NAA

**CSU GE:** None  **District GE:** None  **IGETC:** None

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**READ-301 - Essentials of Reading**  Units: 4

Students will read, discuss, and write about a variety of academic topics, contemporary themes, and social problems, using articles, text chapters, and fiction typical of those found in college courses. Students acquire reading comprehension and vocabulary development skills and are introduced to critical reading and research.

Lecture Hours: 4  Lab Hours: None  Repeatable: No  Grading: K

Prerequisite: 3 units of (ENGL 321 or ENGL 341) or 6 units of READ 350 or (ESL 312 and ESL 313); all with P grade or placement based on assessment.

Advisory Level:  Read: None  Write: None  Math: None

Transfer Status: None  Degree Applicable: NAA

**CSU GE:** None  **District GE:** None  **IGETC:** None

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**READ-350 - Practical Reading**  Units: 6

Students will develop practical reading, writing, and study skills needed for success in college. Emphasis will be on identifying main ideas of readings, improving comprehension, increasing vocabulary, and building basic computer skills. Students will read a range of materials, including magazines and newspapers, online materials, and fiction.

Lecture Hours: 6  Lab Hours: None  Repeatable: No  Grading: K

Open Curriculum: An assessment test is required prior to first day of class

Advisory Level:  Read: None  Write: None  Math: None

Transfer Status: None  Degree Applicable: NAA

**CSU GE:** None  **District GE:** None  **IGETC:** None

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**Real Estate**

**REST-098 - Directed Study in Real Estate**  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: 1.81  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
### REST-122 - Principles of Real Estate

Students will explore the fundamental elements of real estate including real property characteristics, ownership, legal aspects, and the business of real estate. Class discussions will include a closer examination of the appropriate methods of co-ownership, the relationship between a broker and his salesperson, California real estate licensing laws, and real estate contracts. Students will solve various problems dealing with the business of real estate. This is a required course for the California Real Estate Salesperson license, an elective for the California Real Estate Broker license, and prepares students to take the state licensing exams.

**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** O

**Advisory Level:**  
- Read: 3  
- Write: 3  
- Math: 2

**Transfer Status:** CSU Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

### REST-123 - Real Estate Appraisal

Students will learn the fundamental principles and procedures in appraising real property. They will examine and apply highest and best use analysis, the cost, sales comparison, and income approaches to value, and reconciliation of value indicators to valuation problems involving different property types with a primary focus on residential property. This is a required course for the California Real Estate Broker license and an elective for the California Real Estate Salesperson license.

**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** K

**Recommended:** REST 122 Principles of Real Estate

**Advisory Level:**  
- Read: 3  
- Write: 3  
- Math: 2

**Transfer Status:** CSU Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

### REST-124 - Legal Aspects of Real Estate

Students will examine the legal system, laws, and regulations as they apply to real property interests, the real estate profession, real estate transactions, and land use. Topics will include a review and critique of cases involving dispute resolution, protecting rights of possession and use, professional conduct of licensees, deeds and contracts, discriminatory practices, common interest developments and homeowners associations, and land use restrictions and environmental issues. This is a required course for the California Real Estate Broker license, an elective for the California Real Estate Salesperson license, and is designed to help prepare students for the California Real Estate Broker exam.

**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** L

**Prerequisite:** REST 122 with C or better

**Advisory Level:**  
- Read: 3  
- Write: 3  
- Math: None

**Transfer Status:** CSU Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

### REST-125 - Real Estate Practice

Students will study the operational aspects of agents engaged in the real estate business. Topics include, getting started in the business with respect to broker business models, regulatory requirements, and legal issues. Students will explore the various duties of an agent with emphasis on dual agency relationships. Students examine the marketing and sales cycle, transaction fulfillment process including listing, valuing, and marketing properties. This course also covers due diligence, contract negotiations, and the escrow process through closing. Tax issues, property management and leasing will also be covered. This is a required course for both the California Real Estate Salesperson and Real Estate Broker licenses.

**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** L

**Recommended:** It is highly recommended that students complete REST-122 Principles of Real Estate either prior to or concurrently with REST 125 - Real Estate Practice.

**Advisory Level:**  
- Read: 3  
- Write: 3  
- Math: 2

**Transfer Status:** CSU Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

### REST-126 - Real Estate Finance

Students will gain an overview of the residential finance system, including federal policy controls, the mortgage markets, and their relative influence on mortgage interest rates. Students will explore the essential elements of finance instruments and different loan programs with an examination of the internal structure of adjustable rate mortgages. Students will evaluate different scenarios for borrower loan qualifications based on current lending process and regulatory requirements involved in financing. Students will also study seller financing alternatives and mortgage default remedies. This is a required course for the California Real Estate Brokers license and an elective for the California Real Estate Salesperson license.

**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** L

**Recommended:** It is highly recommended that students complete REST-122 Principles of Real Estate either prior to or concurrently with Real Estate Finance.

**Advisory Level:**  
- Read: 3  
- Write: 3  
- Math: 2

**Transfer Status:** CSU Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

### REST-127 - Real Estate Property Management

Students will study the operational and legal aspects of real estate property management including business operations, marketing, leasing, tenant relations, and the physical and financial management of income producing properties. Students will examine the differences between the leasing and management of residential property and commercial office and retail properties. This course is an elective for both the California Real Estate Salesperson and California Real Estate Broker licenses.

**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Grading:** L

**Recommended:** It is highly recommended that students complete REST-122 Principles of Real Estate either prior to or concurrently with Real Estate Property Management.

**Advisory Level:**  
- Read: 3  
- Write: 3  
- Math: 2

**Transfer Status:** CSU Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None
REST-128 - Real Estate Economics Units: 3
Students study real estate using two major branches of economics: urban economics and financial economics. Students will examine and analyze the real property space and asset markets, including residential and commercial, with a special emphasis on the investment attributes and analysis of income producing property. This course is an elective for both the California Real Estate Broker and California Real Estate Salesperson licenses.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L Prerequisite: REST 122 with B or better
Recommended: Students should be proficient with a financial calculator and proficient with Excel spreadsheet software.
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

REST-138 - Work Experience Units: 1 - 8
Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.
Lecture Hours: None Lab Hours: 2.07 Repeatable: 15 Grading: O Corequisite: 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.
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

Sign Language

SL-001A - American Sign Language 1 Units: 3
Students are introduced to the expressive and receptive skills of American Sign Language (ASL). Students will acquire vocabulary and grammar to achieve beginning proficiency. Students will study aspects of Deaf Culture and ASL history in class and through attendance at Deaf cultural events. This course corresponds to two years of high school study.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: None

SL-001B - American Sign Language 2 Units: 3
Students will continue the development of expressive and receptive skills in American Sign Language (ASL). Students will acquire vocabulary and grammar knowledge to achieve intermediate proficiency in the classroom and through attendance at Deaf cultural events. Students will study aspects of Deaf culture and Deaf history.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: SL 001A with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 6A, 3B

SL-002A - American Sign Language 3 Units: 3
Students review and expand fluency in receptive and expressive conversational skills in this low-advanced course in American Sign Language (ASL). Vocabulary, fingerspelling, and grammar will progress through the use of medium-length prepared and self-generated dialogues and stories. Students will attend Deaf culture events and study complex aspects of Deaf culture.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: SL 001B with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 6A, 3B

SL-002B - American Sign Language 4 Units: 3
Students will expand their fluency in receptive and expressive conversational skills in this advanced American Sign Language (ASL) course. Students will practice receiving and expressing vocabulary, grammar, non-manual behaviors, fingerspelling, and numbers through longer prepared and self-generated dialogues and stories. Students who complete this course may qualify for bilingual certification leading to interpreter training or Deaf studies programs. Students will attend Deaf cultural events and study more complex aspects of Deaf culture.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: SL 002A with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 6A, 3B

SL-015 - Deaf Culture Units: 3
Students study 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. Students also study the deaf culture in relation to other cultures in America. Attendance at a Deaf event will be required.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D District GE: D, ES IGETC: 4

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: 1.81 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
**Sociology**

**SOC-010 - Introduction to Sociology**

Units: 3

Students use a sociological approach in the study of human behavior that includes a variety of perspectives. Students explore important concepts and principles in sociology, including culture, social structure, socialization, social institutions, groups, social interaction, social inequality, collective behavior, and social change in human societies.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU/UC  
Degree Applicable: AA/AS

CSU GE: D  
District GE: D  
IGETC: 4

**SOC-011 - Social Problems**

Units: 3

Students explore sociological perspectives on contemporary social problems in the United States. Students examine the social processes through which issues come to be viewed as social problems and the dynamics through which groups attempt to respond to and solve these problems.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU/UC  
Degree Applicable: AA/AS

CSU GE: D  
District GE: D  
IGETC: 4

**Solar & Renewable Energy**

**SOLAR-102 - Introduction to Photovoltaic Installation**

Units: 3.5

Students are introduced to solar photovoltaic (PV) power systems and their installation. Students study PV topics including jobsite safety, solar energy fundamentals, electricity basics, modules fundamentals, system components, and mechanical and electrical design. Upon successful completion the student will have a rudimentary knowledge for an entry level position in the field. The lab will provide hands-on experience with a variety of systems encountered in the industry.

Lecture Hours: 2.5  
Lab Hours: 3  
Repeatable: No  
Grading: L

Advisory Level:  
Read: 3  
Write: 3  
Math: 1

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

**SOLAR-103 - NABCEP Exam Preparation**

Units: 1.5

Students will review the theory of solar PV (photovoltaic) systems and their installation and prepare for the NABCEP (North American Board of Certified Energy Professionals) exam. NABCEP certification requires that students pass an industry-designed exam, based on learning objectives developed by subject matter experts. NABCEP certification is an industry recognized demonstration of basic knowledge, comprehension, and application of key terms and concepts of photovoltaic system operations. Students holding the Entry Level Certificate may find that their employment opportunities in energy careers are enhanced. Students taking the NABCEP exam at the end of the course are liable for the appropriate NABCEP fee.

Lecture Hours: 1.5  
Lab Hours: None  
Repeatable: No  
Grading: L

Recommended: SOLAR 102

Advisory Level:  
Read: 3  
Write: 3  
Math: 2

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

**SOLAR-138 - Work Experience**

Units: 1 - 8

Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 40 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None  
Lab Hours: 2.07  
Repeatable: 15  
Grading: O

Corequisite: 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.

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

**Spanish**

**SPAN-001A - Elementary Spanish**

Units: 5

This is the first of two courses designed to develop basic ability to understand, speak, read, and write the Spanish language. Students will acquire vocabulary and grammar knowledge to achieve novice-level proficiency in Spanish language skills. Students also will study cultural aspects of Latin America and Spain. This course corresponds to two years of high school study and is not recommended for native speakers of Spanish.

Lecture Hours: 5  
Lab Hours: None  
Repeatable: No  
Grading: L

Credit by Exam: Yes

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU/UC  
Degree Applicable: AA/AS

CSU GE: C2  
District GE: C2  
IGETC: 6A

**SPAN-001B - Elementary Spanish**

Units: 5

This is the second of two courses designed to develop basic ability to understand, speak, read, and write the Spanish language. Students will acquire vocabulary and grammar knowledge to achieve mid to advanced-novice-level proficiency in Spanish language skills. Students also will study cultural aspects of Latin America and Spain. This course corresponds to two years of high school study and is not recommended for native speakers of Spanish.

Lecture Hours: 5  
Lab Hours: None  
Repeatable: No  
Grading: L

Prerequisite: SPAN 001A with C or better

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU/UC  
Degree Applicable: AA/AS

CSU GE: C2  
District GE: C2  
IGETC: 6A, 3B

**SPAN-002A - Intermediate Spanish**

Units: 5

This is a course designed to further develop the ability to understand, speak, read, and write the Spanish language. Students will acquire vocabulary and grammar knowledge to achieve mid-intermediate level proficiency in Spanish language skills. Students also will study cultural aspects of Latin America and Spain.

Lecture Hours: 5  
Lab Hours: None  
Repeatable: No  
Grading: L

Prerequisite: SPAN 001B with C or better

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU/UC  
Degree Applicable: AA/AS

CSU GE: C2  
District GE: C2  
IGETC: 6A, 3B
Spanish

SPAN-002B - Intensive Intermediate Spanish Units: 5
This is a course designed to further develop the ability to understand, speak, read, and write the Spanish language. Students will acquire vocabulary and grammar knowledge to achieve intermediate-level proficiency in Spanish language skills. Students also will study cultural aspects of Latin America and Spain.
Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L
Prerequisite: SPAN 002A with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 3B, 6A

SPAN-022A - Spanish for Spanish Speakers Units: 5
This is the first in a two-course sequence designed to serve the needs of students whose first or home language is Spanish. Students will develop reading skills through Spanish and Latin American essays, short stories, and journalistic writings. Students will develop awareness of English interference, and understanding of dialectical differences that effect writing skills. Students build oral expression and critical thinking skills through commentary and cultural/historical presentations.
Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L
Prerequisite: SPAN 001B with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2, B3 District GE: C2, B3 IGETC: 6A

SPAN-022B - Spanish for Spanish Speakers Units: 5
This is the second in a two-course sequence specially designed to serve the needs of students whose first or home language is Spanish. Students will continue to develop reading skills through Spanish and Latin American essays, short stories, and journalistic writings. Students will further develop writing skills, awareness of English interference, and understanding dialectical differences, and oral expression and critical thinking through commentary and cultural/historical presentations.
Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L
Prerequisite: SPAN 022A with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 6A

SPAN-091A - Conversational Spanish Units: 3
Students develop communicative skills through vocabulary acquisition, listening comprehension, pronunciation, and basic grammar. Students will acquire the ability to use colloquial Spanish in everyday situations at a novice level and become acquainted with some cultural aspects of Spanish-speaking communities around the world.
Lecture Hours: 3 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

SPAN-091B - Conversational Spanish Units: 3
Students continue to develop communicative skills through practice with vocabulary acquisition, listening comprehension, pronunciation, and basic grammar. Students work towards competency in the use of colloquial Spanish in everyday situations. They will advance their knowledge of cultural aspects of Spanish-speaking communities around the world.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: SPAN 091A, with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

SPAN-098 - Directed Study in Spanish 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: 1.81 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

Theatre Arts

THEAT-002 - Beginning Acting Units: 3
Students will apply basic acting theory and techniques to in-class performances and develop skills of interpretation of drama, using script analysis and characterization. Special attention is paid to skills for performance: memorization, stage movement, vocal production, and improvisation.
Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C1 IGETC: None

THEAT-003 - Intermediate Acting Units: 3
Students apply basic acting techniques to intermediate character study and scene work in classical and modern styles. Students will expand their understanding of the acting process through in-class performances, monologues, and scenes.
Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: THEAT 002 with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
THEAT-015 - Theatre History 1  Units: 3
Students examine the history of theatre from its origins through the 17th Century. The history and development of theatre and dramatic literature are studied in relationship to cultural, political, and social conditions. Plays are read for analysis of structure, plot, character, and historical relevance. Students may be required to attend a live theatre performance.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  District GE: C2  IGETC: 3B

THEAT-020 - Introduction to Theatre  Units: 3
Students are introduced to elements of theatre production including playwriting, acting, directing, design, and criticism. Students explore periods, styles, and genres of theatre through play reading, discussion, film viewing, and by attending and evaluating live theatre productions. The course focuses on the relationship of theatre to various cultures and historical periods, and on the contributions of significant theatre artists and companies.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C1  District GE: C1  IGETC: 3A

THEAT-022 - Script Analysis  Units: 3
Students develop methodology for reading, analyzing, and understanding play scripts intended for production in a variety of genres and styles. Investigative techniques are used to determine how to read a play for its structure, scrutinizing the playwright's methods of creating theatre through plot, character and imagery, and understanding what scripts "mean" to the professional theatre artist and theatre-goer as distinct from other forms of literature.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

THEAT-027 - Stagecraft  Units: 3
Students learn the basic concepts of theatre production design, set construction and rigging, prop construction, backstage organization, stage management, and the theory and practice of theatrical lighting and sound.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: C1  IGETC: None

THEAT-030 - Theatre Rehearsal and Performance  Units: 1 - 2
Students participate as actors during rehearsals and performances of a theatrical production. They will analyze the script, build a physical and psychological characterization, practice vocal and movement techniques for performance, and work as a member of a creative ensemble.

Lecture Hours: None  Lab Hours: 3 - 6  Repeatable: 2  Grading: L

Prerequisite: General Audition

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

THEAT-033 - Technical Theatre in Production  Units: 1 - 2
Students gain practical experience in technical theatre production in one or more of the following activities: building and maintaining sets, properties, and costumes; rigging, focusing and running lights; setting up and using sound equipment; stage and house management.

Lecture Hours: None  Lab Hours: 3 - 6  Repeatable: 1  Grading: L

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

THEAT-040 - Introduction to Film  Units: 3
Students will be introduced to film and electronic media through viewing and analysis of cinema and video productions from a variety of cultures. The work of filmmakers and vidographers is examined including screenwriting, cinematography, editing, visual and sound design, acting, and directing.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C1  District GE: C1  IGETC: 3A

THEAT-050 - Introduction to Theatre Design  Units: 3
Students are introduced to basic principles of theatrical design and receive practical experience for use in all formal theatrical applications including scenery, lighting, sound, costumes, makeup, properties, theatrical equipment and construction techniques.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L

Advisory Level: Read: 3  Write: 3  Math: 2
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
**Theatre Arts**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAT-051</td>
<td>Costume Design</td>
<td>3</td>
<td>Students will learn stage costume design and construction. They will create and construct costumes appropriate to a wide range of stage productions. This course covers costume history and research, design principles, costing materials and equipment, and basic construction techniques. Students may be required to attend a play.</td>
</tr>
<tr>
<td>THEAT-052</td>
<td>Stage Makeup</td>
<td>3</td>
<td>Students will be introduced to the basic techniques of designing and applying stage makeup. Makeup techniques covered in this course will include: contouring the face with highlights and shadows, applying bases, eye makeup, special effects makeup, hair and wig dressing. Makeup and hair design for modern and period plays will be surveyed. Students may be required to attend a play.</td>
</tr>
<tr>
<td>THEAT-053</td>
<td>Stage Lighting</td>
<td>3</td>
<td>Students will learn basic theories and methods of stage lighting for all production types. Students also examine stage lighting optics, instrument selection and rigging, color theory, basic electricity, circuiting and control systems, and lighting design principles. The course emphasizes technical lighting facts, aesthetics, and design concept development. Students may be required to attend a play.</td>
</tr>
</tbody>
</table>

**Transportation**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRANS-010</td>
<td>Introduction to Transit Industry Careers</td>
<td>0.5</td>
<td>Students are introduced to the wide variety of professions available in the public transit industry and are guided to determine whether this is a career path they want to pursue. Students gain an understanding of the various departments and career pathways within the public transit industry.</td>
</tr>
<tr>
<td>TRANS-011</td>
<td>Commercial Drivers License Permit Preparation</td>
<td>0.5</td>
<td>Students will study the requirements and acquire knowledge necessary to obtain a California Commercial Driver permit. Students will also learn about career options available to commercial drivers.</td>
</tr>
<tr>
<td>TRANS-012</td>
<td>Mechanical/Electrical Skills for Transit Fleet Maintenance</td>
<td>0.5</td>
<td>Students study the basic mechanical and electrical skills used in transportation fleet maintenance. Students will gain knowledge of essential movement, electrical, tool, measurement, testing concepts, and terminology needed for a career in public transportation fleet maintenance.</td>
</tr>
<tr>
<td>TRANS-013</td>
<td>Intro to Health and Safety in Transit Maintenance</td>
<td>0.5</td>
<td>Students study the fundamental principles of industrial health and safety in the transportation fleet maintenance workplace. The student will gain essential knowledge of safe work principles and practices needed in transportation maintenance.</td>
</tr>
<tr>
<td>TRANS-014</td>
<td>Public Service Foundations for Transit Workers</td>
<td>2</td>
<td>Students are introduced to public transit agencies and the personal and interpersonal skills needed in serving the public. This course prepares students for entry-level positions in transportation operations. Topics will include communication, customer service, and opportunities for promotion.</td>
</tr>
</tbody>
</table>
**TRANS-110 - Public Service and Stress Management for Public Transit Employees**

Students are introduced to the relationship between delivering professional public service and managing stress factors inherent in the transit industry. Students will acquire fundamental knowledge of public service strategies and stress management skills needed for a career in transit industry operations.

- **Units:** 1

- **Lecture Hours:** 1
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** L

- **Advisory Level:** Read: 2, Write: 2, Math: None
- **Transfer Status:** None
- **Degree Applicable:** NAA

- **CSU GE:** None
- **District GE:** None
- **IGETC:** None

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**TRANS-120A - Peer Mentoring for Public Transit Workers: One-on-One**

Students are introduced to the basic elements of one-on-one peer mentoring in a transit industry environment. Students will acquire fundamental knowledge of the personal and interpersonal skills needed to be an effective peer mentor in entry-level transit operations.

- **Units:** 1

- **Lecture Hours:** 1
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** L

- **Advisory Level:** Read: 2, Write: 2, Math: None
- **Transfer Status:** None
- **Degree Applicable:** NAA

- **CSU GE:** None
- **District GE:** None
- **IGETC:** None

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**TRANS-130 - Interpersonal Communication for Transit Workers**

Students are introduced to the principles of effective interpersonal communication in public transit professions. Topics will include verbal and non-verbal communication, active listening, and accountability in communication.

- **Units:** 1

- **Lecture Hours:** 1
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** L

- **Advisory Level:** Read: 2, Write: 2, Math: None
- **Transfer Status:** None
- **Degree Applicable:** NAA

- **CSU GE:** None
- **District GE:** None
- **IGETC:** None

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**TRANS-131 - Labor/Management Problem Solving in Public Transit**

Students are introduced to the principles of effective labor/management problem solving in public transit professions. Topics will include an overview of labor and management, trust building, and developing problem solving strategies.

- **Units:** 1

- **Lecture Hours:** 1
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** L

- **Advisory Level:** Read: 2, Write: 2, Math: None
- **Transfer Status:** None
- **Degree Applicable:** NAA

- **CSU GE:** None
- **District GE:** None
- **IGETC:** None

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**TRANS-132 - Performance Coaching for Public Transit Leaders**

Students are introduced to the principles of effective performance coaching in unionized public transit professions. Topics will include leadership roles, management styles, and positive performance coaching.

- **Units:** 1

- **Lecture Hours:** 1
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** L

- **Advisory Level:** Read: 2, Write: 2, Math: None
- **Transfer Status:** None
- **Degree Applicable:** NAA

- **CSU GE:** None
- **District GE:** None
- **IGETC:** None

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**VIET-001A - Elementary Vietnamese**

Students develop skills for oral and written communication in the Vietnamese language. Students study essential components of the language including pronunciation, vocabulary, grammar and syntax, and introduction to Vietnamese literature and culture. Not recommended for native speakers of Vietnamese. This course corresponds to two years of high school study.

- **Units:** 5

- **Lecture Hours:** 5
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** L

- **Advisory Level:** Read: 3, Write: 3, Math: None
- **Transfer Status:** CSU/UC
- **Degree Applicable:** AA/AS

- **CSU GE:** C2
- **District GE:** C2
- **IGETC:** 6A

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**VIET-001B - Elementary Vietnamese**

Students further develop skills in oral and written communication in the Vietnamese language. Students will cover essential language components including spelling, pronunciation, intonation, vocabulary, grammar, syntax structure, as well as continue examination of Vietnamese literature and culture.

- **Units:** 5

- **Lecture Hours:** 5
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** L

- **Prerequisite:** VIET 001A with C or better

- **Advisory Level:** Read: 3, Write: 3, Math: None
- **Transfer Status:** CSU/UC
- **Degree Applicable:** AA/AS

- **CSU GE:** C2
- **District GE:** C2
- **IGETC:** 6A

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**WE-088A - General Work Experience**

General Work Experience Education is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience need not be related to the students' educational goals, and can be paid or unpaid. Each unit of credit awarded requires 75 hours of paid employment, or 60 hours of unpaid employment. A maximum of 6 units of General Work Experience credit may be earned. Internship/job placement is not guaranteed.

- **Units:** 1 - 6

- **Lecture Hours:** 1 - 6
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** V

- **Corequisite:** 1. Need not be enrolled in any other class during the semester besides Work Experience.
- **2.** 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
Transferring to a Four-Year College/University

San Jose City College provides students with the freshman and sophomore years of a four-year college or university program. Students planning to transfer to a four-year college or university may complete their lower-division general education and major preparatory requirements at San Jose City College. Careful planning will permit transfer with junior (upper-division) standing, and help avoid taking courses that do not meet needed requirements.

Students are advised to meet early and regularly with a counselor to ensure a smooth transition to the transfer institution. Counselors work with students to develop Student Educational Plans (SEPs) that map out the courses needed for successful transfer.

Transfer Preparation

Main Components of a Typical Transfer Plan

1. **GENERAL EDUCATION REQUIREMENTS**
   Bachelor degree programs from the University of California (UC) and California State University (CSU) require a program of general education. The CSU pattern is called the General Education Breadth Requirement (CSU GE-Breadth). The Intersegmental General Education Transfer Curriculum (IGETC) is a pattern valid for the UC and CSU systems. Some high unit majors and certain UC campuses may have different requirements, so please consult a counselor.

2. **LOWER-DIVISION MAJOR PREPARATION REQUIREMENTS**
   Major preparatory courses are the specific lower-division courses required for a students’ chosen major. Impacted or Selective Majors (majors with competitive admissions) may require all or most major preparatory courses to be completed prior to transfer. The lower-division major requirements may differ depending on the institution; therefore it is important for students to review the major requirements at www.ASSIST.org as well as consult with a counselor.

3. **ELECTIVES**
   Electives are additional transferable courses earned to meet the total number of required transfer units.

Transferability of Courses

Students may transfer a maximum of 70 community college semester units to most public four-year colleges and universities. Courses in excess of 70 units may still be used to meet transfer requirements. Many baccalaureate level courses at San Jose City College have been articulated with the UC and CSU as general education, major preparatory and/or elective courses. Articulated agreements between San Jose City College and the UC and CSU institutions can be found at www.ASSIST.org.
ASSIST and College Catalogs

ASSIST (www.ASSIST.org) is the official repository of transfer articulation information and agreements between the California Community Colleges and the UC and CSU systems. ASSIST provides reports on how California Community College courses may be applied toward UC and CSU general education and major preparatory requirements. Students are advised to meet with a counselor to learn how to use the information posted on ASSIST.

Transfer Admissions Agreements (TAA) / and Transfer Admission Guarantee (TAG)

Guaranteed Admissions

San Jose City College and 10 participating public and private four-year institutions are offering Transfer Admission Agreement (TAA)/Transfer Admission Guarantee (TAG) programs for students planning to transfer to participating colleges and universities. The TAA/TAG programs are for students who wish to have an early confirmed guaranteed admission.

TAA/TAG Benefits

- Students will have early confirmation of guaranteed admission and may receive priority registration.
- Students are registered in the Career/Transfer Center as a transfer student, making them eligible to participate in transfer-related workshops.
- AA/TA/participants will be added to the transfer mailing list to receive updated transfer information such as transfer workshops, four-year college transfer tours, and more.
- The application fee for some TAA/TAG participating institutions may be waived.

TAA/TAG Participating Institutions

University of California
- UC Davis
- UC Irvine
- UC Merced
- UC Riverside
- UC Santa Barbara
- UC Santa Cruz

Private/Independent Universities
- Golden Gate University
- National University
- Notre Dame de Namur University
- University of the Pacific

Associate Degrees for Transfer (ADT)

California Community Colleges are now offering associate degrees for transfer (ADT) to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide students a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system. Students also are given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. The priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of San Jose City College Associate Degrees for Transfer and to find which CSU campuses accept each degree, please go to www.adegreewithaguarantee.com. Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop a student educational plan that best meets their goals and needs.

California State University (CSU)

Admission Requirements for Transfer to CSU

To establish eligibility for CSU as a junior-level transfer, students must:

- Complete 60 CSU transferable units;
- Earn a GPA of 2.0 or higher in all transferable units;
- Be in good standing at the last college/university attended;
- Complete at least 30 units of the CSU GE-Breadth requirements with a grade of ‘C’ or better. The 30 units must include:
  - Three (3) courses in English Language Communication and Critical Thinking - Oral Communication, English Composition and Critical Thinking (CSU GE Area A1, A2, A3) all with a grade of ‘C’ or better,
  - One course (1) in transferable mathematics from Mathematics/Quantitative Reasoning (CSU GE Area B4) with a grade of ‘C’ or better;
  - Complete IGETC, if not completing the CSU GE-Breadth.

Notes: Competitive/selective campuses and/or majors may have higher/additional requirements; non-residents require a higher admissions GPA.

Some CSU campuses may consider students who have completed fewer than 60 transferable units if they meet the following requirements:

- Earn a GPA of 2.0 or higher in all transferable units;
- Are in good standing at the last college/university attended;
• Meet the admission requirements for a first-time freshman or have successfully completed necessary courses to make up high school deficiencies;
• Meet the eligibility index required of a freshman.

Priority Application Filing Dates for CSU
Summer Term: February 1 - 28 of that year
Fall Semester or Quarter: October 1–November 30
Winter Quarter: June 1 - 30 of previous year
Spring Semester or Quarter: August 1 - 31

CSU Resources
www.csumentor.edu
www.calstate.edu
www.ASSIST.org

University Of California (UC)

Admission Requirements for Transfer to UC
To establish eligibility as a junior-level transfer at a UC campus, students must:

• Complete 60 UC-transferable semester units (90 quarter units) of college credit with a GPA of at least 2.4 in all UC-transferable courses. Note: no more than 14 units may be taken Pass/No Pass.
• Complete the following seven-course pattern, earning a grade of ‘C’ or better in each course (all courses must be at least 3 semester/4 quarter units)
  o English Composition - 2 courses
  o Mathematical Concepts and Quantitative Reasoning - 1 course
  o Arts and Humanities;, Social and Behavioral Sciences and/or Physical and Biological Sciences - 4 courses chosen from at least two of these three subject areas

Notes: Most campuses require completion of this course pattern by the end of the spring term prior to fall admission; completion of IGETC will satisfy the seven-course pattern; some competitive campuses and/or majors have higher/additional requirements; non-residents require a higher admissions GPA. Consult a counselor for details.

UC General Education Requirements
Students may complete one of the following:

• Intersegmental General Education Transfer Curriculum (IGETC)*.
• General education requirements of the receiving UC campuses.

Notes: IGETC is not an admissions eligibility requirement; IGETC is not advisable for some high unit majors; UC San Diego’s Eleanor Roosevelt and Revelle Colleges and UC Berkeley Haas School of Business will NOT accept IGETC.

Major Preparation
Transfer students enter UC having satisfied most of the general education requirements for their degree. However, completing courses specific to a student’s major should be a higher priority than completing IGETC or campus specific general education. In addition to general education, UC is looking for applicants who have completed significant work within their chosen majors.

• Highly selective majors (e.g., sciences, engineering, psychology) evaluate student applications based on the major-preparation courses you have completed before transfer
• Course requirements for transfer students are different for each UC campus. Student can find requirements for major-preparation, as well as for IGETC/GE for each UC campus listed at www.ASSIST.org.

Course Sequences
When requirements are stated as a full-year sequence, students should complete the entire year before transferring, not just one semester course. It is ideal to complete the sequence at one community college.

Priority Application Filing Dates for UC
Fall Semester or Quarter: November 1 - 30
Winter Quarter/Spring Semester: July 1 - 31

UC Resources
www.universityofcalifornia.edu
www.ASSIST.org

Certification of General Education for Transfer to CSU and UC
CSU GE-Breadth and IGETC certification is the process by which the community college verifies that a student has completed all the required lower-division coursework for the CSU GE-Breadth or IGETC pattern. Students who transfer without certification may have to meet the general education requirements of the receiving campus. Certification is not automatic unless a student is receiving an Associate Degree for Transfer (ADT). Certification must be requested after acceptance to a CSU or UC campus. See a counselor for procedures on requesting certification.

Private and Out-of-State Colleges/Universities
Transfer requirements for private/independent and out-of-state institutions vary. Students should consult the transfer institution’s college catalog and/or website, as well as a college counselor who can advise students on the transfer institution’s requirements and preparation.

Students are ultimately responsible for ensuring that all transfer eligibility and coursework requirements as well as deadlines are met.
### Academic Freedom

**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. (Board Policy 4030).

**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. (Board Policy 4030).

### Attendance Requirements

Class attendance, like successful scholarship, is the responsibility of the individual student. It is assumed that each student will consider class attendance an absolute requirement. Excessive absences, tardiness, and leaving class early may be taken into consideration by instructors in assigning grades as a lack of participation.

A student may be dropped from class at the instructor’s discretion if the number of times absent exceeds the number of times the class meets in a week during a 16-week semester, or if they do not attend the first class meeting.

### Grades

Grades are a means of communicating student achievement within courses of instruction. College grades are defined as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Meaning</th>
<th>Grade Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4 grade points per unit</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3 grade points per unit</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2 grade points per unit</td>
</tr>
<tr>
<td>D</td>
<td>Barely Passing</td>
<td>1 grade points per unit</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0 grade points per units attempted with no units earned. May negatively affect progress.</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>0 grade points/units earned and no units attempted.</td>
</tr>
</tbody>
</table>
1. No notation ("W" or other) shall be made on the permanent record.

<table>
<thead>
<tr>
<th>NP</th>
<th>No Pass</th>
<th>0 grade points/no units earned and no units attempted. May negatively affect progress.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0 grade points/no units earned and no units attempted. May negatively affect progress.</td>
</tr>
</tbody>
</table>

**Pass/No Pass Grades**

(UNIT LIMITATIONS MAY EXIST AT TRANSFER INSTITUTIONS)

In accordance with the Education Code and the Administrative Code, San José City College has established a grading policy which adds the “P” (pass) and “NP” (no pass) grades to the standard letter grades (A,B,C,D,F) used in colleges and universities. Courses in which a “P” (pass) grade is earned will apply toward the 60 units required for graduation but will not affect the student’s grade point average. A course in which a “NP” (no pass) grade is earned will not apply toward graduation and will not affect the student’s grade point average. An excessive number of “NP” (no pass) grades will affect the student’s academic progress ratio, resulting in a low figure.

Offering courses for pass/no pass grades provides the opportunity for students to explore areas outside their current field of interest without undue concern for their grade point average. Students are expected to complete the course and comply with College attendance requirements and other expectations.

**SAN JOSE CITY COLLEGE OFFERS:**

1. Some courses solely for a pass/no pass (P or NP) grade
2. Some courses solely for a standard letter grade
3. Some courses in which the student may choose to complete the course for either a pass/no pass grade OR for a standard letter grade.

Courses which may be taken for an optional pass/no pass grade are identified in the class schedule each semester by a plus sign (+) in the credit column. Students must submit a Pass/No Pass Option form to the Admissions and Records Office to declare their intention to receive a letter grade. The course for either a pass/no pass grade OR for a standard letter grade.

The “P” (pass) grade will be given to indicate completion of a course with “C” or better work. A student may repeat a course in which a grade of “NP” (no pass) is earned.

**Administrative Symbols**

**Administrative Symbol “W” Withdrawal**

1. No notation ("W" or other) shall be made on the permanent record of the student who withdraws from a course or the College by the census day, of a term (the Monday nearest to the 20% point of the semester.
2. Withdrawal between the census day and the 14th week or 75% of the term of instruction shall be recorded as a “W” on the student’s permanent record.

3. The permanent record of a student who remains in class beyond the above time limit will show a letter grade other than a “W” grade, unless there are extenuating circumstances. Extenuating circumstances are defined as verifiable cases of accident, illness, or other circumstances beyond the control of the student.
4. “W” shall not be used in calculating grade point average, but excessive “W’s shall be used in calculation of “Progress Probation and Dismissal.”

**Administrative Symbol “IP” In Progress**

The administrative symbol “IP” is established to indicate coursework “in progress.” The symbol “IP” is not a grade; therefore, it has no value in calculating unit credit or grade point average. The required coursework to remove the “IP” must be completed by the end of the term following the date the “IP” was granted. If a student is assigned an “IP” at the end of a term and does not complete that course during the subsequent term, the appropriate faculty member will assign an evaluative symbol (grade) to be recorded on the student’s permanent record.

**Administrative Symbol “RD”, Report Delayed**

Only the Dean of Enrollment Services can assign the administrative symbol “RD”. It is to be used when there is a delay in reporting a grade due to extenuating circumstances. It is a temporary notation to be replaced by a permanent grade/symbol, as soon as possible. “RD” shall not be used in calculating grade point averages.

**Administrative Symbol “I”, Incomplete**

Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered by the instructor on the student’s permanent record. Based on a written agreement between the instructor and student, a student may complete the course work by no later than one year following the end of the term to receive an appropriate letter grade. If the student does not complete the course work before this deadline, the right of the student to make up the work is forfeited and the “I” will be replaced with the alternate letter grade assigned by the instructor at the time the incomplete was assigned.

A “Conditions for Removal of an Incomplete” form will contain the following documentation and shall be maintained by Admissions and Records.

- The condition(s) stated by the instructor for removal of the “I”;
- The letter grade to be assigned if the work has not been completed within the designated time limit;
- The signature of the student.

After a student has completed the required course work, the instructor will submit a Grade Change Form. The “I” symbol shall not be used in calculating units attempted or for grade points.

**Academic Grade Point Average**

The Academic Grade Point Average (GPA) is an index of the quality of a student’s work. To enable the calculation of the GPA, eligibility for honors and recognition, and other scholastic status, letter grades are converted to numerical form using the grade value as previously defined. Grades earned in non-degree applicable
courses will not be used when calculating a student's degree applicable grade point average. All developmental courses are only graded on a "P" (pass) and "NP" (no pass) basis; neither of these grades is considered in computing GPA. The GPA is calculated by dividing total grade points by total units attempted. Points are determined as follows:

**Grade Points**

- A = 4 points per unit
- B = 3 points per unit
- C = 2 points per unit
- D = 1 points per unit
- F = 0 points per unit

**Example:**

<table>
<thead>
<tr>
<th>Course Taken</th>
<th>Units Attempted</th>
<th>Grade Received</th>
<th>Grade Points</th>
<th>Total Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1A</td>
<td>3</td>
<td>A</td>
<td>4</td>
<td>12.0</td>
</tr>
<tr>
<td>Psychology 1</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>9.0</td>
</tr>
<tr>
<td>Math 13</td>
<td>5</td>
<td>C</td>
<td>2</td>
<td>10.0</td>
</tr>
<tr>
<td>Music 99</td>
<td>3</td>
<td>D</td>
<td>1</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
<td></td>
<td><strong>34.0</strong></td>
<td></td>
</tr>
</tbody>
</table>

34 DIVIDED BY 14 = 2.43 GPA

**Honors (Scholastic)**

Students who complete at least 6 units of work each semester with grades yielding a semester GPA of 3.50 or better are recognized for academic distinction by a notation on the semester grade report and transcript. Optional "P" (pass) and "NP" (no pass) grades will exclude a student from any scholastic honors. Mandatory "P" grades will not exclude a student as long as the student has earned at least 6 units of grades "A", "B", "C", or "D" within the semester.

**Dean's List:** Students must earn between a 3.5 and a 3.99 grade point average.

**President's List:** students must earn 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, students must have converted all optional "P/NP" grades to the earned letter grade.

**Repeating a Course**

Students may repeat any course in which they received a "D" or "F", provided they have not exceeded the maximum allowance of three enrollments, including withdrawal (W). The highest grade will be used in calculating the student's grade point average (GPA).

If the course is taken and repeated at San José and/or Evergreen Valley College, the lower grade will automatically be given the Academic Renewal (AR) designation and noted on the student's transcript. This allows students to have the benefit of the highest grade attained used in the computation of their GPA. The student's transcripts shall show the grades for all courses taken. If students are required to take the course a third time to achieve a minimum grade of "C", the second and third grades will be averaged into the overall GPA.

If the course is initially taken at another institution and repeated at SJCC, students may request to use the highest grade attained in the calculation of their GPA on their graduation petition. The change is not posted on the student's transcript.

Students may not repeat a course in which a final grade of "C", "P", or better was earned, unless the catalog indicates that the specific course may be repeated more than once.

**Catalog Requirements**

A student, for the purposes of meeting degree or certificate requirements, may elect to meet the requirements in effect at any time they were enrolled in the college provided the catalog is not more than seven (7) years old by the time of graduation. A major division may grant an exception to this requirement when the student is able to verify competency equivalent to this requirement.

A student is considered enrolled when the transcript shows one or more courses the student was enrolled in for a semester or term. The following academic symbols constitutes enrollment: "A", "B", "C", "D", "F", "P", "NP", "I", "IP", "RD", "W". A catalog year starts with the fall semester enrollment and extends to the end of the summer semester.

**Academic Probation and Dismissal**

A student who has attempted at least 12 semester units of college courses and has a cumulative grade point average of less than 2.0 will be placed on Academic Probation I.

A student on Academic Probation I who does not raise his/her cumulative grade point average to 2.0 or higher in the following semester will be placed on Academic Probation II. Veterans lose certification for Veterans Benefits after two semesters of academic probation; refer to Veterans Office in the Student Center.

A student on Academic Probation II who does not raise his/her cumulative grade point average to 2.0 or higher in the following semester of attendance will be dismissed. The first time a student is dismissed, he or she may apply for readmission (see section on readmission after dismissal).

**Removal of Poor Academic Status**

Once a student on academic probation raises his or her cumulative grade point average to a 2.0 or higher, s/he will be taken off Academic Probation status and will become a "student in good standing".

**Progress Probation and Dismissal**

Progress Probation is determined by the percentage of cumulative units with grades of "W", "NP", and "I" (Poor Progress grades). A student who has attempted 12 cumulative semester units of
college coursework will be placed on Progress Probation I if 50% or more of the cumulative units attempted do resulted in Poor Progress grades.

A student on Progress Probation I who does not reduce his/her percentage of cumulative poor progress units to below 50% will be placed on Progress Probation II.

If a student on Progress Probation II continues to have 50% or more of his/her cumulative units made up of Poor Progress grades in the following semester, s/he will be dismissed. The first time a student is dismissed, he or she may apply for readmission (see section on readmission after dismissal).

Removal of Poor Progress Status
In order to reverse poor progress status and become a student in good standing, a student must reduce the cumulative units of “W”, “N”, or “I” grades to less than 50% of his/her total units attempted.

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 must have their Petitions for Re-admission evaluated by a counselor. The counselor reviews the petition and recommends changes in the plan for success or the list of classes. The counselor may also require that a semester or more intervene before readmission.

- Approved petitions are valid for one semester only.
- Petitions for Readmission 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.

Credit-by-Examination
The San José-Evergreen Community College District supports the general proposition that the full value of classroom learning experience cannot be measured by any examination. Students who have achieved equivalent knowledge, understanding, and experience to that required by regular college courses may receive units of credit based on successful completion of a comprehensive course examination approved by the College and discipline faculty. Students may apply for Credit-by-Examination for any course that appears on the current list approved for credit by examination.

I. ELIGIBILITY
Any student applying for Credit-by-Examination will be expected to have had extensive experiences which have prepared them in the subject matter and for which they can provide acceptable evidence of those experiences at the time of application. The student must be registered at the College and in good academic standing.

II. APPLICATION AND ADMINISTRATION
A student may apply for Credit-by-Examination through the petition process for approved courses listed in the Catalog. The petition must be approved by the appropriate discipline faculty and by the Division Dean. Applicable fees and/or tuition must be paid at the Office of Admissions and Records. Arrangements for completing the examination and the actual administration will be made between the student and the instructor after the petition is approved. The examination itself may take a variety of forms, including written, oral, demonstration or a combination of methods.

III. AWARDING OF CREDIT
Upon completion of the examination, the administering instructor will verify the course and number of units to be received and will assign an appropriate grade. Students shall be offered a pass/no pass option if that option is normally available for the course. The student must achieve a grade of “C” or better to be awarded credit.

IV. LIMITATIONS
Credit-by-Examination coursework may not be counted as part of the 12-unit residency requirement necessary for graduation from the College. The amount of credit which may be earned and counted toward graduation at the College is limited to 12 semester units. No credit will be entered on the student’s permanent record until the student has completed 12 other units of study at SJCC. The course cannot duplicate any high school diploma requirements or college course which college credit is granted upon admission to SJCC. Students may not challenge a course that was previously challenged, nor may they subsequently take a course for which credit-by-examination was granted.

Advanced Placement Examinations
San José City College grants academic credit for successful completion of examinations of the Advanced Placement (AP) Program, International Baccalaureate (IB) and College Level Examination Program (CLEP). Credit awarded based on minimum passing scores may be applied differently for the AA/AS degree and for transfer; therefore, students are advised to consult with a counselor for information on how their scores will be applied based on their educational goals. Students may not receive duplicate credit for AP exams and the equivalent courses taken at the college.

The charts on pages 64-67 displays how credit is awarded for the following:

- San José City College AA/AS degree – units and GE equivalency
- CSU General Education Breadth pattern and units toward CSU transfer admission
- IGETC (Intersegmental General Education Transfer Curriculum) – GE pattern for CSU and/or UC

In order to receive academic credit toward the AA/AS degree and/or CSU GE Breadth/IGETC certification for exams, students must submit the official score reports to the Admissions and Records Office and request the score report to be entered into their student records. Credit shall be posted on the college transcript when the student has completed 12 units of study in the San José-Evergreen Community College District.
DEGREES AND CERTIFICATES

San Jose City College is authorized by the Board of Governors of the California Community Colleges to confer the Associate in Arts Degree for Transfer, Associate in Science Degree for Transfer, Associate in Arts degree, the Associate in Science degree, and the Certificate of Achievement upon students who complete the necessary requirements.

Associate Degrees for Transfer (AA-T and AS-T)

These degrees are conferred upon students who intend to complete a bachelor’s degree in a similar major at a California State University campus.

Associate in Arts Degree

The Associate in Arts (AA) degree is conferred upon students who complete the minimum of 60 degree applicable semester units with a grade point average of 2.0 or better and meet the degree graduation requirements.

Associate in Science Degree

The Associate in Science (AS) degree is conferred upon students who complete the minimum of 60 degree applicable semester units with a grade point average of 2.0 or better and meet the degree graduation requirements.
CHAPTER 9 — ADMINISTRATION, FACULTY AND STAFF

(Faculty and Administrators

Abel, Sean (2013) – Dean of Humanities and Social Science
B.A., University of Kansas
M.A., Lindenwood University

Adamczeski, Madeline (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

Apigo, Maritez (2016) – English as a Second Language
B.A., University of California, Los Angeles
M.A., San Francisco State University

Ayala-Austin, Eliazer (2016) – Dean of Counseling and Matriculation
A.A., Palomar College
B.A., University of California, Los Angeles
M.P.A., California State University, Northridge
M.S., National University
Ed.D., University of San Diego

Balajadia, Blake (2013) – Director of Student Development and Activities
B.S., San Jose State University

Banks, Roxie (2003) – Cosmetology
A.S., San José City College
B.S., University of Phoenix

Barbosa-Eguuonye, Claudia (2016) – Counselor/Metro Ed
M.A., San Jose State University

Bell, Judith (1996) – Art
B.A., M.A., Fullerton State University
M.F.A., Claremont Graduate School

Berke, Michael (2001) – Foreign Language (French)
B.A., M.A., University of California, Santa Barbara

Blair, Michelle (2000) – English
B.A., State University of New York at Purchase
M.F.A., Columbia University

Blair, Rufus (2008) – Sign Language
B.A., San Jose State University

Breheny, Jessica (2006) – English
B.A., San Francisco State University
M.A., State University of New York
Ph.D., University of California, Santa Cruz

Breland, Byron Clift (2014) – President
Ph.D., University of Southern California

Brodie, Marilyn (1989) – Director of CalWORKs/WIN Program

Cabrera, Jose (2007) – Chemistry
B.A., California State University - Los Angeles
M.S., Ph.D., University of California, Irvine

Cao, Dongmei (2003) – English/ESL
M.A., University of Texas, Pan-American
M.A., Hunan Teaching Institute

Carr, Percy (1975) – Kinesiology/Basketball Coach
B.A., M.A., Fresno State University

Castilla, Guillermo (2005) – Mathematics
B.S., National University of Mexico
M.A., University of California, Berkeley
Ph.D., University of California, Los Angeles

Chang, Janet C. (1999) – Director, Student Health Services
B.S., M.S., San Jose State University

Chapa, Aurelio (Javier) (2000) – English
B.A., University of California, Berkeley
M.A., Holy Names College

Chavez, Carlos (2013) – Counseling
A.S., Cabrillo College
B.A., California State Monterey Bay
M.A., San Jose State University

Chenportillo, Lezra (2015) – Counseling
B.A., M.A., University of Southern California
M.A., Point Loma Nazarene University

Chiem, Lila (1997) – Counseling
B.A., M.S., San Francisco State University

Cochran, Graciela (2005) – Mathematics
B.S., Universidad Nacional de Mar del Plata, Argentina
M.S., San Jose State University

Connor, Carlton (2007) – Kinesiology/Football Coach
B.S., San Jose State University

Conroy, Mary (1985) – Psychology
B.A., City College of New York
M.A., University of Minnesota
Ph.D., Stanford University

Cook, Mary (2014) – Alcohol and Drug Studies
B.A., California Baptist
M.S., San Jose State University

Covarrubias, Jesus (1997) – Social Sciences
B.A., University of California, Berkeley
M.A., Stanford University

Crawford, Marylin (2001) – Counselor/Coordinator, WIN
B.A., San Jose State University
M.A., University of California, Santa Cruz

Cronan, Jonathan (2016) – HVAC
A.S., WyoTech
Cruz-Johnson, Celia (2001) – Reading
B.A., M.A., InterAmerican University of Puerto Rico
Ph.D., Capella University

Daire, Meiko (2015) Counseling
M.A., Grand Canyon University

Datta, Sanhita (2008) – Biology
B.S., M.A., University of Calcutta
M.A., Eastern Illinois University
Ph.D., Drexel University

D’Eliscu, Peter (1996) – Biology
B.S., University of California, Irvine
M.A., San Jose State University
Ph.D., University of Arizona

Del Buono, Mai Le (2001) – Ethnic Studies
B.A., University of California, Davis
M.S.W., University of California, Berkeley
Ed.D., University of San Francisco

Del Rosario, Eugenia (2006) – Cosmetology
Cosmetology Certificate and License

Denham, Mary (2014) DSPS Counseling
A.A., Fresno City College
B.A., M.S., CSU, Fresno

Dickerson, Maniphone (2016) Associate Dean of Career and Technical Education
M.A., Southern Connecticut State University
Ph.D., University of South Florida

Divinia, Michael (1986) – Mathematics
A.B., Dickinson College
M.S., Ph.D., University of Rochester

Dutra, Elena (2007) – Counseling
B.A., California State University, Long Beach
M.A., San Jose State University

Edwards, Marlise (2014) – English
B.A., University of California, Santa Cruz
M.A., Ph.D., University of Chicago

Escobar, Jorge L. (2014) – Vice President of Administrative Services
B.S., Rider University (Lawrenceville, NJ)
B.A., Thomas Edison State College (Trenton, NJ)
Business Administration, Army Polytechnic School of Business (Quito, Ecuador)

Ferrell, Linda (1999) – Accounting
B.A., University of California, Davis
M.B.A., Santa Clara University

Frazier, Christopher (2001) – Mathematics
B.A., M.A., University of California, Santa Cruz

Fukui, Ikuko (1991) – Foreign Language (Japanese)/Social Science
B.F.A., Kobe College, Japan;
M.A., Stanford University

Gamez, Rebecca (2005) – Foreign Language (Spanish)
B.A., University of Notre Dame
M.A., University of Texas, Austin

Garcia, Valentin (2016) – Counseling
B.A., M.A., San Jose State University

Giacalone, Shelley (2015) – Communication Studies
B.A., University of California, Los Angeles
M.A., San Jose State University

Gonzalez, Fabio (2007) – Counseling
B.A., M.A., San Jose State University
Ed.D., University of California, Davis

Graham, Duncan W. (2014) – Vice President, Academic Affairs
A.A. De Anza College
B.A. Santa Clara University
M.A. San Jose State University

Gregor, Michelle (2002) – Art/Ceramics
B.F.A., University of California, Santa Cruz
M.F.A., San Francisco State University

Gutierrez, Robert (2003) – Director of Metas Program
A.A., San Jose City College
B.A., University of California at Santa Cruz;
M.A., University of Texas at Austin

Gutierrez, Suzanne (1986) – Psychology
B.A., M.A., San Jose State University
Ph.D., The City University, London, U.K.

Hagan, Rachel (2011) – Counseling
B.A., University of California, Santa Cruz
M.A., Sonoma State University

Harris, Lamel (2013) – Dean of Kinesiology & Athletics
A.A., West Valley College
B.A., Carroll College, Helena MT
M.A., CSU Dominguez Hills

Harris, Veronica (2014) Puente/Athletics Counselor
B.A., National University
M.S., San Jose State University

B.A., M.A., University of California, San Diego

Honesto, Sandra (2005) – Cosmetology
Cosmetology Certificate and License

Hines, Susan (2016) Dean, Library, Learning Resources and Distance Education
B.A., University of Alaska, Fairbanks
M.A., University of British Columbia
Ph.D., Georgia State University

Huntze-Rooney, Deborah (1991) – Physical Education/Women’s Softball Coach
B.A., Chico State University
M.Ed., Azuza Pacific University

Hurst, Karen (2014) – Biology
B.S., Stanford University
Ph.D., University of California, Los Angeles
Inguito, Kevin (2007) – English
B.A., San Francisco State University
M.F.A., University of Iowa

Johnson, Alan (2005) – Administration of Justice
B.S., M.S., San Jose State University
M.A., Cal Poly Pomona

Kahlon, Jagrup (2013) – Medical Assisting
B.S., San Jose State University

Kauffman, Jerry (2005) – Construction Technology
A.S., Evergreen Valley College
B.A., San Jose State University

Kimura, Keiko (2011) Dean of Language Arts
M.A., Teachers College, Columbia University
B.Sc., McGill University
Ed.D., Northern Illinois University

Kozlowski, Heidi (2002) – English
B.A., Washington State University
M.A., University of Idaho, Moscow

Kubo, Takeo (2008) Financial Aid Director
M.A., Santa Clara University
B.A., San Jose State University
A.A., Merced College

Lahai, Momoh (1998) – Business
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

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

Lipilina, Yelena (2005) – Esthetics
B.A., University St. Petersburg, Russia

Lomax, David – Construction Technology
B.S., University of Nevada, Las Vegas

Lopez, Alejandro (2010)
A.A., Modesto Junior College
B.A., California State University, Stanislaus
M.A., San Jose State University
J.D., University of Denver. Sturm College of Law

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., Jawaharlal Nehru University (India)
Ph.D., Miami University – Ohio

Mansfield, Stephen (2003) – Air Conditioning and Refrigeration
Certificate, San José City College

Martinez, Maricela (1998) – Career Technology Education (CTE), Counselor
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

McCall, Amber – Dance
M.F.A., University of California, Irvine
B.A., Butler University (Indiana)

McCallum, Leslyn (2005) – Communication Studies
B.A., Humboldt State University
M.A., University of Nevada, Reno

McCandless, Kevin (2006) – Mathematics
B.S., M.S., California Polytechnic State University

A.A., Cabrillo College
B.A., San Francisco State University
M.L.S., San Jose State University

Miller, Scott (2011) – Emergency Medical Services
A.A., De Anza College

Montemayor, Roland (2013) – Vice President, Student Affairs
B.A., M.A., San Jose State University

Morales-Anaya, Olga (2015) Counseling
B.A., M.A., San Jose State University

Nassab, Renza (2008) – Cosmetology
B.S., Almeda College and University

Newton, Mark A. (1993) – Biological Science
A.B., University of California, Berkeley
Ph.D., Arizona State University

Ngo, Tuan (2005) – Counseling
B.S., University of California, Davis
M.S., San Francisco State University

Nguyen, Kim Loan (2007) – Chemistry
B.S., University of California, Berkeley
Ph.D., University of California, Los Angeles

Oberg-Hearn, Terri (1989) – Physical Education/Kinesiology/Women’s
Basketball Coach
B.S., Fullerton State University
M.A., San Jose State University

Paiz, Teresa (2016) Interim Director of Admissions and Records
B.S., University of Phoenix

Pio, Wendy (2005) – Dental Assisting
A.A., San José City College
B.A., Phoenix University
B.A., M.A., Fresno State University

Pullen, Karen (1999) – Counselor/Articulation Officer
B.S., Ball State University
M.A., New York University

B.S., University of Nevada
M.S., Nova Southeastern University, Florida

Rahim, Hasan (2013) – Mathematics
Ph.D., Temple University

Randall, Lucas (2013) – Mathematics
B.A., M.A., University of California, Riverside

Reyes, Hermosa (1997) – Early Childhood Education
M.S., E.D., Northern Illinois University

Reyes, William (2014) – Counseling
B.S., M.S., San Francisco State University

Rice, Leslie (2001) – English
B.A., Brigham Young University
M.A., California State University, Hayward

Rios, Gabriela (2016) Mathematics

Robb, Douglas (1997) – Physical Education/Kinesiology
B.A., M.A., Saint Mary’s College of California

Rojo, Carlos (2016) – Biological Science
B.S., Rice University

Ronzano, Gina (2000) – Counseling
A.A., San Jose City College
B.S., Weber State University
M.A., San Jose State University

Rutland, Edina
B.A., University of Szeged, Hungary
M.A., California State University, Northridge
M.A., Ph.D., University of Nevada, Reno

Sanchez, Laura (1996) – Dental Assisting
B.A., M.A., John F. Kennedy University

Sharpe, Elizabeth (2008) – Early Childhood Education
M.Ed., Washington State University
B.A., University of California, Irvine

Simonson, Novella (1990) – English/English as a Second Language
B.A., M.A., San Jose State University

Smay, Jessica (2006) – Physical Sciences
B.A., Pomona College
M.S., University of California, Santa Barbara

Sola, Marc (2006) – Counseling
A.A., Pasadena City College
B.A., University of California, Los Angeles
M.S., San Francisco State University

Solano, Patricia (2016) Mathematics

Soman, Anuradha (2000) – Mathematics
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

Stewart, Beverly (1987) – Counseling
B.S., M.A., San Jose State University

Stryker, Joel (2003) – Biology
B.S., Cornell University
M.A., University of California, Berkeley

Sudarsana, Madhavi (2016) Early Childhood Education
B.S., M.A., Mumbai University

Sukuta, Sydney (2000) – Laser Technology/Physics
B.S., University of Arizona
Ph.D., University of Nevada, Reno

B.A., University of California, Davis
M.A., San Jose State University

Thompson, Ingrid (2014) – Dean of Business and Workforce Development
B.A., New School for Social Research
M.A., New York University
Ph.D., University of Toronto

Torres, Noe (2011) – English
B.A., San Jose State University
M.A., California Polytechnic State University

Tran, Angela (2000) – Mathematics
B.A., M.S., San Jose State University

Tran, Dorian (2005) – Counseling
B.A., University of California, San Diego
M.Ed., University of California, Los Angeles
P.P.S. credential, San José 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

Turner, Pamela (2000) – Counseling
B.S., University of Phoenix
M.A., University of San Francisco

Ulate, Isai (2007) – Machine Technology
B.S./B.A., M.B.A., University of Phoenix

Vasquez, Lisa (2009) – Reading
B.S., M.A., Santa Clara University

Cosmetology Certificate and License
CHAPTER 9 — ADMINISTRATION, FACULTY AND STAFF

White, Khalid (2008) – Afro-American Studies
B.A., Morehouse College
M.A., Harvard University
Ed.D., University of California, Davis

Wing, Robert (1996) – Librarian
B.S., University of California, Davis
M.L.S., San Jose State University

Yancey, David (1981) – Administration of Justice/History/Political Science
B.A., Sacramento State University
M.A., San Jose State University

Classified Staff

Adorador, Richard.................................Instructional Lab Tech II
Agrawal, Kavita................................................Staff Assistant III
Arias, Claudia.................................Program Coordinator
Armstead, Loretta............................Financial Aid Specialist II
Atchazo, Lolito..................................................Custodian
Avalos, Maria..................................................Administrative Secretary
Bello Melesio, Juan............................................Custodian
Beronilla, Marivic..............................Admissions & Records Coordinator I
Borella, Diane.............................................Instructional Support Assistant
Bozic, Duane...............................Instructional Laboratory Technician II
Brasil, Lina.......................................Instructional Laboratory Technician IV
Brillon, Lisa..............................Sr. Division Administrative Assistant
Bryan, Rosemarie..........................Instructional Assistant II
Buob, Kathleen.............................Instructional Support Assistant
Canales, Jessica..........................Sr. Division Administrative Assistant
Carpenter, Meredith.........................Program Assistant
Chung, Lan..............................Admissions & Records Assistant
Cheng, Justine................................Accounting Technician
Cheng, Travis..............................Health Services Office Assistant
Cowart, Cemone.................................Outreach/Recruitment Specialist
Davis, Dee..................................Sr. Division Administrative Assistant
Dowden, Peggy.............................Instructional Support Assistant II
Eckford, Elizabeth.............................Program Coordinator
Esquivel, Carla.................................Program Specialist
Fisher, Aungeane.........................Admissions and Records Technician
Flores, Elizabeth..............................Program Specialist
Francisco, Judith..............................Library Assistant
Franklin, Debbra.......................................Sr. Library Technician
Fukuman, Joyce.................................Instructional Lab Tech II
Garcia, Hilario.........................Outreach/Recruitment Specialist
Gasparyan, Margarita.....................Instructional Lab Tech III
Geer, Bruce....................................Network Technician
Gheibi, Peiman..............................Tutoring Center Coordinator
Gomes, Maria..................................................Custodian
Gonzales, Virginia........................Evaluations Specialist
Gonzalez, Isidro..............................Custodian
Gonzalez, Sandra.............Campus Personnel Services Coordinator
Green, Jennifer................................College Schedule Coordinator
Guererro, Raul.................................Groundskeeper II
Gullerud, Angela.........................Program Coordinator
Guzman, Debra........................Admissions and Records Technician
Heemskerk, Michele.......................Instructional Lab Technician III
Herrera, Deanna............................Fiscal College Coordinator
Hoopingarner, Kim........................Contracts Assistant
Jimenez, Linda.................................Business Services Coordinator
LeDee, Julinda.................................Sr. Division Administrative Assistant
Little, Lisa.................................Sr. Division Administrative Assistant
Lopez, Andrea.............................Sr. Division Administrative Assistant
Lopez, Maria....................................................Custodian
Lopez, Moran, Raul..............................Custodian
Lugo, Joe.................................Instructional Support Assistant, Subject Lead
Lui, Joyce........................................Research Analyst
Martinez, Xiomara........................Financial Aid Outreach Specialist
Matsumoto, Dennis.....................Financial Aid Specialist III
McGowan, JoAnn..........................Sr. Division Administrative Assistant
Medeiros, Haide..........................Custodian
Messenger, Stacy...............................Assessment Specialist
Moore, Elizabeth........................Library Technician
Moseley, Borking..........................Laboratory Clerk
Nakaso, Joanne.....................Adaptive Media Technology Specialist I
Nguyen, Tuyet..............................Laboratory Technician IV
Nuristani, Fazila..........................Academic Advising Specialist
Nolasco, Cres................................Network Technician
Partida, Sophia.............................Financial Aid Specialist III
Peper, Odila.............................Financial Aid Specialist II
Phan, Jasmine..............................Staff Assistant I
Pinkston, Lenora............................Academic Senate Program Assistant
<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Quinonez, Maria</td>
<td>Custodian</td>
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<tr>
<td>Ramic, Admir</td>
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<tr>
<td>Ramirez, Oscar</td>
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<td>Rhynes, Lani</td>
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<tr>
<td>Rodeo, Ariel</td>
<td>Systems Administrator</td>
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<tr>
<td>Rodriguez, Rogelio</td>
<td>Custodian</td>
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<tr>
<td>Rojas, Evelyn</td>
<td>Instructional Support Program Coordinator</td>
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<tr>
<td>Romero, Jose</td>
<td>Custodian</td>
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<tr>
<td>Romero, Patricia</td>
<td>Sr. Division Administrative Assistant</td>
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<tr>
<td>Ruano, Kristen</td>
<td>Curriculum Coordinator</td>
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<td>Ruiz, David</td>
<td>Custodian</td>
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<tr>
<td>Salazar, Arnold</td>
<td>Athletic Trainer</td>
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<td>Salazar, Corinne</td>
<td>Administrative Secretary</td>
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<tr>
<td>Santiago, Gabriel</td>
<td>Evaluations Specialist</td>
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<td>Ta, Phong</td>
<td>Instructional Lab Tech II</td>
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<td>Tran, Tuyet</td>
<td>Financial Aid Specialist I</td>
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<td>Truong, Anh</td>
<td>Financial Aid Specialist III</td>
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<tr>
<td>Vasquez, Carmen</td>
<td>Admissions and Records Assistant</td>
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<td>Vasquez, Carol</td>
<td>Program Coordinator</td>
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<td>Vu, Peter</td>
<td>Sr. Library Technician</td>
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<td>Wilson, Solomon</td>
<td>Academic Advising Specialist</td>
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<td>Woods, Raymond</td>
<td>Custodian</td>
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<td>Wright, Mary</td>
<td>Staff Assistant I</td>
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<tr>
<td>Yanari, Brandon</td>
<td>Program Specialist</td>
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<tr>
<td>Zagar, Susan</td>
<td>Instructional Support Assistant II</td>
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<tr>
<td>Brodie, Marilyn</td>
<td>Director of WIN/CalWORKs</td>
</tr>
<tr>
<td>Maniphone Dickerson</td>
<td>Associate Dean, Career and Technical Education</td>
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<tr>
<td>Escobar, Jorge</td>
<td>Vice President, Administrative Services</td>
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<td>Graham, Duncan</td>
<td>Vice President, Academic Affairs</td>
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<tr>
<td>Gutierrez, Robert</td>
<td>Director, Metas Program</td>
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<tr>
<td>Harris, Lamel</td>
<td>Dean, Kinesiology and Athletics</td>
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<tr>
<td>Hines, Susan</td>
<td>Dean, Library, Learning Resources and Distance Education</td>
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<tr>
<td>Kubo, Takeo</td>
<td>Director, Financial Aid</td>
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<tr>
<td>Montemayor, Roland</td>
<td>Vice President, Student Services</td>
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<tr>
<td>Paiz, Teresa</td>
<td>Interim Director, Admissions &amp; Records</td>
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<tr>
<td>Thompson, Ingrid</td>
<td>Dean, Business &amp; Workforce Development</td>
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**Supervisors**

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<tr>
<th>Employee Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Morikang, Marilyn</td>
<td>Business Services Supervisor</td>
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<tr>
<td>Murillo, Juan</td>
<td>Custodial Supervisor</td>
</tr>
<tr>
<td>Rutland, Edina</td>
<td>DSPS Supervisor</td>
</tr>
<tr>
<td>Wessler, Judy</td>
<td>Executive Administrative Assistant to the President</td>
</tr>
</tbody>
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**Administration**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Abel, Sean</td>
<td>Dean of Humanities and Social Science</td>
</tr>
<tr>
<td>Ayala-Austin, Eliazer</td>
<td>Dean, Counseling</td>
</tr>
<tr>
<td>Andrade, Joe</td>
<td>Facilities Manager</td>
</tr>
<tr>
<td>Breland, Byron Cliff</td>
<td>President</td>
</tr>
<tr>
<td>Andrade, Emanuel</td>
<td>Equipment/Vehicle Mechanic</td>
</tr>
<tr>
<td>Broggi, Jason</td>
<td>District Mail Services Technician</td>
</tr>
<tr>
<td>Chapman, Elaine</td>
<td>Sr. Administrative Assistant</td>
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<tr>
<td>Coehlo, Luis</td>
<td>Groundskeeper III</td>
</tr>
<tr>
<td>Durbin, Phillip</td>
<td>Painter</td>
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<tr>
<td>Fasbinder, Jeffrey</td>
<td>Graphic Designer</td>
</tr>
<tr>
<td>Garza, Jose</td>
<td>Locksmith</td>
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<tr>
<td>Hattman, Colleen</td>
<td>Reprographics Assistant</td>
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<tr>
<td>Juntado, Arnold</td>
<td>Electrician</td>
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<tr>
<td>Lara, Jose</td>
<td>Custodian</td>
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<tr>
<td>Nguyen, Nam</td>
<td>Reprographics Technician</td>
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<tr>
<td>Olivas, Juan</td>
<td>Facilities Maintenance</td>
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<tr>
<td>Reis, Emanuel</td>
<td>Groundskeeper II</td>
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<tr>
<td>Valenica, Jose</td>
<td>Carpenter</td>
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<tr>
<td>Villa, Faustino</td>
<td>HVAC/Plumber</td>
</tr>
<tr>
<td>Vo, Khanh</td>
<td>Production Coordinator, Reprographics</td>
</tr>
<tr>
<td>Vo, Nam</td>
<td>Reprographics Technician</td>
</tr>
</tbody>
</table>


### ACCOUNTING/BUSINESS

- Carey Atwood  
  Loan Officer  
  Prospect Mortgage

- Louis Coffaro, CPA  
  Public Accounting

- Donna Cornejo  
  SpanCom LLC

- Mallory McWilliams, CPA  
  Accounting Professor  
  San Jose State University

- Jesse Votaw  
  Owner, Foundation Trust

### ADMINISTRATION OF JUSTICE

- Karen Aten, Police Officer, SJCC Adjunct  
  City of San Jose Police Department

- Rachel Hagen, Program Coordinator  
  SJCC Pathway to Law Program

- Alan Johnson, Faculty  
  SJCC Administration of Justice

- Ken Torre, Adjunct Instructor  
  San Jose City College

- Linda Vaughn, Dean  
  San Jose Police Academy

### AIR CONDITIONING/REFRIGERATION & FACILITIES MAINTENANCE TECHNOLOGY

- Seth Bates  
  San Jose State University

- Greg Bowers  
  Northaire Supply

- Jonathan Cronan  
  San Jose City College

- Jim Falcone  
  Central County Occupational Center

- Ricardo Herrera  
  Los Gatos Aire

- Greig Hoque  
  Pentagon Mechanical

- Steve Hunt  
  East Side Union High School District

- Leo Johnson  
  East Side Union High School District

### PAUL KOVACIK

- Belectric

### ROBERT MALONE

- Malone Controls Corporation

### SCOTT MCMASHER

- Equity Offices

### DAVE MCNEELY

- Pacific Cooling/Heating

### JOE MUNA

- Baker Distributing

### STEVE PAPIER

- HVAC Engineer, Ret.  
  Stanford Medical Center

### DAN PARENT

- San Jose City College

### TONY SALVADOR

- Pentagon Mechanical

### MIKE SCOTT

- City of Campbell

### DONALD YOUNG

- Salas O’Brien

### ALCOHOL & DRUG STUDIES

- Renee Brown, LMFT, Clinical Consultant  
  Advent Ministries

- Steve Brugge, CADCII, LAADC Director of Marketing,  
  CRC Behavioral Health

- Albert Carrasco, CADCII, LAADC Clinical Supervisor  
  Pathways Mariposa

- Alexis Horozan, LCSW  
  SCC SUDS Programs, Clinical Supervisor

- Terrie Miller, CADCII, LAADC, Clinical Director,  
  Parisi House on the Hill

- Debbie Miranda, CADCII, LAADC, Executive Director  
  Parisi House on the Hill

- Jeremy Orcutt, CADCII, LAADC, Program Director  
  Family Children’s Services

- Chris Packham, CACDII Outpatient Program Manager  
  New Life Treatment Services

- Shawn Smith, MFTI, CADCII, LAADC Clinical Director,  
  The Camp Recovery Services
CALWORKs

Marilyn Brodie, Program Director, CalWORKs, SJCC

Denise Boland, Program Director, CalWORKs/Santa Clara County

Natalie Allen, Program Coordinator, ESI Contract, Santa Clara County

Rafaela Perez, Program Manager, CalWORKs, Santa Clara County

Norma Bejarano, Program Analyst, CalWORKs, Santa Clara County

Quoc-Phong Le-Ngoc, Program Coordinator, CalWORK & ESI

COMPUTER APPLICATIONS AND COMPUTER INFORMATION SYSTEMS

Annamarie Cerros
Crew Maintenance Services

Louis Cerros
Crewserv

James Curtis
Bay Area Financial Services

Cynthia Fountaine
San Francisco 49ers

Alex Ignacio
San Francisco 49ers

Kevin Le
San Francisco 49ers

Lonnie Leak
Retired Military

Behrooz Najafi
Affymax

C. G. Quinonez
Sweepco

William Rogers
Lawrence Livermore National Laboratory

Tim Stabio
San Francisco 49ers

Gary Stanford
Hewlett Packard

Dr. Khalid Siddiqi
Ohlone Community College

DENTAL ASSISTING

Luis Aguilar
Campbell Smile

Caterina Cardenas, RDA
Office of Ned Nix, DDS

Dr. Martin Judd, DDS
Judd Dental
Dr. Stephanie B. Loller, DDS
Dr. Carol McCutcheon, DDS
Campbell Smile
Dr. Ned L. Nix, DDS, OMFS
Janet Oliver, RDA
Rose Shepherd, RDA
Puneet Sandhu, DDS
Milpitas Smile Design
Margie Tanquary, RDADEF
Henry Schein
Dr. Erich M. Werner, DDS

DISABILITY SUPPORT PROGRAM

Blake Balajadia
Student Development and Activities Director, SJCC
Dr. Fabio R. González, Ed.D.
EOPS/CARE Director/Counselor, Guardian Scholars/ALMASS
Coordinator/Counselor, SJCC
Roland Montemayor
Vice President, Student Affairs, SJCC

EARLY CHILDHOOD EDUCATION

Ernestine Howard
Center for Employment Training
Danielle Johnson
Coordinator
Bright Horizons
Barbara Kanashiro
Childcare careers
Penny Lawrie
Director
Mandala Children’s House
Barbara Malaspina
Adjunct faculty
San Jose City College
Maricela Martinez
General Counseling
San Jose City College
Raji Musinapalli
Administrator
Oak Grove School District
Kimmy Nguyen
WestEd E-3 Institute
Bee Moua Pham
Program Director
CDI/CDC
Monette Reyes
Early Childhood Education
San Jose City College
Lydia Robinson
Provider Training Resource & Activity Center (PTRAC)
Veronica Samano
Choices for children
Beverly Scott
Director
San Jose Day Nursery
Matthew Tinsley
Director
Strong Start, SCCOE

EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS)/COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

Leo Cortez
Link, EOPS/CARE Board Chair
Andres Quintero
Alum Rock Union Elementary School District Board Member,
Evergreen Valley College Professor, EOPS/CARE Advisory Board
Vice-Chair
Xiddia Gonzalez
Cisco
Erica DiPietro
OYP Pathways Coordinator
Elena Marquez
Department of Social Services of Santa Clara County, Career
Development Unit
Anna Wisholek
Program Specialist, Educational Opportunity Program (EOP),
San Jose State University
Dr. Eliazer Ayala-Austin, Ed.D.
Dean of Counseling, SJCC
Andrea Lopez
EOPS/CARE Senior Administrative Assistant, SJCC
Dr. Fabio R. González, Ed.D.
EOPS/CARE Director/Counselor, Guardian Scholars/ALMASS
Coordinator/Counselor, SJCC

HEALTH SCIENCE (EMS)

Leigh Bolton, RN, EMT-P
Santa Clara Rural Metro, Regional Medical Center
Chris Leboudour
Falck/Venhealth Ambulance
Namita Parikh, Human Resources,
Rural Metro Ambulance
Melanie Starz, EMT-P
San Mateo County EMS AMR
**LASER TECHNOLOGY**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Company</th>
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<tbody>
<tr>
<td>Neil S. Ball</td>
<td>Directed Light</td>
</tr>
<tr>
<td>Dr. Richard Boggy</td>
<td>Spectra-Physics</td>
</tr>
<tr>
<td>Valerie Clifford</td>
<td>Campbell Adult Continuing Education</td>
</tr>
<tr>
<td>Dr. Alan Fry</td>
<td>Stanford Linear Accelerator Center</td>
</tr>
<tr>
<td>Tim Gray</td>
<td>BD Bioscience</td>
</tr>
<tr>
<td>Dr. Will Grossman</td>
<td>Consultant</td>
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<tr>
<td>Dr. Norman Hodgson</td>
<td>Coherent, Inc.</td>
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<tr>
<td>Dr. Tony Hoult</td>
<td>IPG Photonics - West Coast Operations</td>
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<tr>
<td>Steve Jarrett</td>
<td>Coherent, Inc.</td>
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<tr>
<td>Bert Johnson</td>
<td>Consultant</td>
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<tr>
<td>Lee McCrumb</td>
<td>Spectra-Physics</td>
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<tr>
<td>Alan Peterson</td>
<td>Spectra-Physics</td>
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<tr>
<td>Dr. Derrick Peterman</td>
<td>Ophir-Spiricon</td>
</tr>
<tr>
<td>Ela Ramasamy</td>
<td>Jem Lasers/Inotech</td>
</tr>
<tr>
<td>Ric Shimshock</td>
<td>MLD Technologies</td>
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<tr>
<td>Michael Watts</td>
<td>Telesis</td>
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<tr>
<td>Mathew Selway</td>
<td>President CNC Concepts</td>
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<tr>
<td>Jerome Sorich</td>
<td>TenCate Advanced Composites</td>
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<tr>
<td>Mark Stenholm</td>
<td>President DB Design</td>
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**MEDICAL ASSISTING**

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Jeannie Saidor-Ebalobo</td>
<td>Alliance Occupational Medicine</td>
</tr>
<tr>
<td>Liz Fernandez</td>
<td>Minimally Invasive Surgical Solutions</td>
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<tr>
<td>Kathy Bratcher</td>
<td>Palo Alto Medical Foundation</td>
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<tr>
<td>Lakisha McGhee</td>
<td>Los Gatos Urgent Care</td>
</tr>
<tr>
<td>Anna Ng</td>
<td>Asian Americans for Community Involvement</td>
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**REAL ESTATE**

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<th>Name</th>
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<tbody>
<tr>
<td>Carey Atwood</td>
<td>Loan Officer GMAC</td>
</tr>
<tr>
<td>Ted Faravelli</td>
<td>Owner Residential Analysis</td>
</tr>
<tr>
<td>Phuong La</td>
<td>Attorney Commercial Property Manager</td>
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<tr>
<td>Brian O’Neill</td>
<td>Senior Appraiser Santa Clara County Appraisers Office</td>
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<tr>
<td>Doug Tobin</td>
<td>Financial Officer Intero Real Estate Services</td>
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<tr>
<td>Jesse Votaw</td>
<td>Owner Foundation Trust Mortgage</td>
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**MACHINE TECHNOLOGY**

<table>
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<th>Name</th>
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<tr>
<td>Tom Chu</td>
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<tr>
<td>J Matthew Gaskill</td>
<td>President/CEO Cobalt Horizons Corporation</td>
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<tr>
<td>Charlie Hatfield</td>
<td>Samina Corporation</td>
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<tr>
<td>Lance Homen</td>
<td>Stryker Endoscopy</td>
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<td>Gordon W. Marsh</td>
<td>Northrop Grumman</td>
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<tr>
<td>Calvin J. Sellers</td>
<td>Sr. R&amp;D/Production Machine Shop Manager Stryker Endoscopy</td>
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