# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>10</td>
</tr>
<tr>
<td>About the College</td>
<td>10</td>
</tr>
<tr>
<td>Non-Discrimination Policy</td>
<td>10</td>
</tr>
<tr>
<td>District Board of Trustees</td>
<td>11</td>
</tr>
<tr>
<td>District Executive Staff</td>
<td>11</td>
</tr>
<tr>
<td>College Administrative Staff</td>
<td>11</td>
</tr>
<tr>
<td>President’s Message</td>
<td>12</td>
</tr>
<tr>
<td>Chancellor’s Message</td>
<td>13</td>
</tr>
<tr>
<td>General Information</td>
<td>14</td>
</tr>
<tr>
<td>Institutional Planning</td>
<td>14</td>
</tr>
<tr>
<td>Mission, Vision, Values, Goals</td>
<td>14</td>
</tr>
<tr>
<td>College Philosophy</td>
<td>15</td>
</tr>
<tr>
<td>General Education Philosophy</td>
<td>15</td>
</tr>
<tr>
<td>General Education Student Learning Outcomes</td>
<td>15</td>
</tr>
<tr>
<td>Accreditation</td>
<td>16</td>
</tr>
<tr>
<td>Statement of Compliance</td>
<td>16</td>
</tr>
<tr>
<td>Professional Code of Ethics</td>
<td>16</td>
</tr>
<tr>
<td>Civility Statement</td>
<td>17</td>
</tr>
<tr>
<td>Changes in Rules and Policies</td>
<td>17</td>
</tr>
<tr>
<td>Admission and Registration Procedures</td>
<td>18</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>18</td>
</tr>
<tr>
<td>Application for Admission</td>
<td>18</td>
</tr>
<tr>
<td>Residency Requirements</td>
<td>19</td>
</tr>
<tr>
<td>AB 540</td>
<td>21</td>
</tr>
<tr>
<td>International Students</td>
<td>21</td>
</tr>
<tr>
<td>Credit</td>
<td>22</td>
</tr>
<tr>
<td>Admission Guide</td>
<td>23</td>
</tr>
<tr>
<td>Enrollment Priorities</td>
<td>24</td>
</tr>
<tr>
<td>Assessment and Advisement/Counseling Information</td>
<td>25</td>
</tr>
<tr>
<td>Classification of Students</td>
<td>25</td>
</tr>
<tr>
<td>Minimum Unit Requirements</td>
<td>25</td>
</tr>
<tr>
<td>Maximum Unit Load</td>
<td>26</td>
</tr>
<tr>
<td>Retention of Student Files</td>
<td>26</td>
</tr>
<tr>
<td>Parking Permits</td>
<td>26</td>
</tr>
<tr>
<td>Student Success &amp; Support Program</td>
<td>26</td>
</tr>
<tr>
<td>Fees</td>
<td>28</td>
</tr>
<tr>
<td>Degrees and Certificates</td>
<td>31</td>
</tr>
<tr>
<td>Accounting</td>
<td>34</td>
</tr>
<tr>
<td>Accounting - Associate in Science</td>
<td>34</td>
</tr>
<tr>
<td>Accounting - Certificate of Achievement Level 2</td>
<td>34</td>
</tr>
<tr>
<td>Field</td>
<td>Course Title</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Administration of Justice</td>
<td>Administration of Justice - Associate in Arts</td>
</tr>
<tr>
<td></td>
<td>Administration of Justice - Associate in Science</td>
</tr>
<tr>
<td></td>
<td>Administration of Justice - Associate in Science for Transfer</td>
</tr>
<tr>
<td></td>
<td>Administration of Justice - Judicial Administration Associate in Arts</td>
</tr>
<tr>
<td></td>
<td>Administration of Justice - Judicial Administration Certificate of Achievement in Court Management Level 2</td>
</tr>
<tr>
<td></td>
<td>Administration of Justice - Judicial Administration Certificate of Achievement in Court Operations Level 1</td>
</tr>
<tr>
<td></td>
<td>Administration of Justice - Judicial Administration Certificate of Achievement in Court System Basics Level 1</td>
</tr>
<tr>
<td></td>
<td>Administration of Justice - Judicial Administration Certificate of Achievement in Judicial Administration Level 2</td>
</tr>
<tr>
<td></td>
<td>Administration of Justice - Judicial Administration Certificate of Achievement in Supervision/Lead Level 1</td>
</tr>
<tr>
<td></td>
<td>Management - Associate in Science - Certificate of Achievement Level 2</td>
</tr>
<tr>
<td></td>
<td>Management - Certificate of Achievement Level 3</td>
</tr>
<tr>
<td></td>
<td>Alcohol and Drug Studies - Addiction and Criminal Justice - Certificate of Specialization</td>
</tr>
<tr>
<td></td>
<td>Alcohol and Drug Studies - Associate in Arts</td>
</tr>
<tr>
<td></td>
<td>Alcohol and Drug Studies - Associate in Science</td>
</tr>
<tr>
<td></td>
<td>Alcohol and Drug Studies - Certificate of Achievement Level 2</td>
</tr>
<tr>
<td></td>
<td>Alcohol and Drug Studies - LAADC - Certificate of Specialization</td>
</tr>
<tr>
<td></td>
<td>Art - Associate in Arts</td>
</tr>
<tr>
<td></td>
<td>Art - Associate in Science</td>
</tr>
<tr>
<td></td>
<td>Studio Arts - Associate in Arts for Transfer</td>
</tr>
<tr>
<td></td>
<td>Business Administration - Associate in Arts</td>
</tr>
<tr>
<td></td>
<td>Business Administration - Associate in Science for Transfer</td>
</tr>
<tr>
<td></td>
<td>Entrepreneurship - Associate in Science</td>
</tr>
<tr>
<td></td>
<td>Entrepreneurship - Certificate of Achievement Level 2</td>
</tr>
<tr>
<td></td>
<td>Entrepreneurship - Certificate of Achievement Level 3</td>
</tr>
<tr>
<td></td>
<td>Management - Associate in Science</td>
</tr>
<tr>
<td></td>
<td>Management - Certificate of Achievement Level 2</td>
</tr>
<tr>
<td></td>
<td>Management - Certificate of Achievement Level 3</td>
</tr>
<tr>
<td></td>
<td>Marketing - Associate in Science</td>
</tr>
<tr>
<td></td>
<td>Marketing - Certificate of Achievement Level 2</td>
</tr>
<tr>
<td></td>
<td>Marketing - Certificate of Achievement Level 3</td>
</tr>
<tr>
<td></td>
<td>Real Estate - Associate in Science</td>
</tr>
<tr>
<td></td>
<td>Real Estate - Certificate of Achievement Level 2</td>
</tr>
<tr>
<td></td>
<td>Communication Studies - Associate in Arts for Transfer</td>
</tr>
<tr>
<td></td>
<td>Communication Studies - Certificate of Achievement Level 1</td>
</tr>
</tbody>
</table>
Computer Applications ............................................................................................................................................................................................................................ 64
  Computer Applications - Associate in Science ................................................................................................................................................................................................................. 65
  Computer Applications - Certificate of Achievement Level 2 ....................................................................................................................................................................................................... 66
  Computer Applications - Certificate of Achievement Level 3 ....................................................................................................................................................................................................... 66

Computer Information Systems ............................................................................................................................................................................................................................ 67
  CIS CISCO Networks - CCNA - Certificate of Achievement Level 2 ....................................................................................................................................................................................................... 68
  CIS Computer Programming - Associate in Science ................................................................................................................................................................................................................. 69
  CIS Computer Programming - Certificate of Achievement Level 2 ....................................................................................................................................................................................................... 70
  CIS Computer Programming - Certificate of Achievement Level 3 ....................................................................................................................................................................................................... 70
  CIS General Networking - Associate in Science ................................................................................................................................................................................................................. 71
  CIS General Networking - Certificate of Achievement Level 1 ....................................................................................................................................................................................................... 72
  CIS Microsoft Networks - MCSA - Certificate of Achievement Level 2 ....................................................................................................................................................................................................... 72
  CIS Microsoft Networks - MCSE - Associate in Science ................................................................................................................................................................................................................. 73
  CIS Microsoft Networks - MCSE - Certificate of Achievement Level 2 ....................................................................................................................................................................................................... 74
  CIS UNIX Networks - Associate in Science ................................................................................................................................................................................................................. 74
  CIS UNIX Networks - Certificate of Achievement Level 1 ................................................................................................................................................................................................................. 75
  CIS Web Developer - Associate in Science ................................................................................................................................................................................................................. 76
  CIS Web Developer - Certificate of Achievement Level 2 ................................................................................................................................................................................................................. 77
  CIS Web Developer - Certificate of Achievement Level 3 ................................................................................................................................................................................................................. 77

Construction Technology ............................................................................................................................................................................................................................ 78
  Construction Technology - Associate in Science ................................................................................................................................................................................................................. 78
  Construction Technology - Certificate of Achievement Level 3 ................................................................................................................................................................................................................. 79
  Residential Carpentry Technology - Certificate of Achievement Level 1 ....................................................................................................................................................................................................... 79
  Residential Maintenance - Certificate of Achievement Level 2 ................................................................................................................................................................................................................. 80

Cosmetology ............................................................................................................................................................................................................................ 80
  Cosmetology - Associate in Science ................................................................................................................................................................................................................. 81
  Cosmetology - Certificate of Achievement Level 3 ................................................................................................................................................................................................................. 82
  Esthetics - Certificate of Achievement Level 2 ................................................................................................................................................................................................................. 82

Dance ............................................................................................................................................................................................................................ 83
  Dance - Associate in Arts ................................................................................................................................................................................................................. 83
  Dance Teaching - Certificate of Achievement Level 1 ................................................................................................................................................................................................................. 84

Dental Assisting ............................................................................................................................................................................................................................ 85
  Dental Assisting - Associate in Science ................................................................................................................................................................................................................. 85
  Dental Assisting - Certificate of Achievement Level 3 ................................................................................................................................................................................................................. 86

Early Childhood Education ............................................................................................................................................................................................................................ 87
  Early Childhood Education - Associate in Science ................................................................................................................................................................................................................. 88
  Early Childhood Education - Associate in Science for Transfer ................................................................................................................................................................................................................. 89
  Early Childhood Education - Associate Teacher - Certificate of Achievement ....................................................................................................................................................................................................... 89
  Early Childhood Education - Inclusion Specialist - Certificate of Achievement ....................................................................................................................................................................................................... 90
  Early Childhood Education - Master Teacher - Certificate of Achievement ....................................................................................................................................................................................................... 90
  Early Childhood Education - Teacher - Certificate of Achievement ....................................................................................................................................................................................................... 91

Economics ............................................................................................................................................................................................................................ 91
Action Gathering ......................................................................................................................................................................................... 142
Auditing .............................................................................................................................................................................................................. 142
Course Repetition .................................................................................................................................................................................................. 142
Student Accessibility Services (SAS) Program ........................................................................................................................................... 143
Drug Free Work Place ................................................................................................................................................................................................ 144
Informed Consent .......................................................................................................................................................................................... 144
Release of Student Information .................................................................................................................................................................. 144
Policy on Consensual Relationships ........................................................................................................................................................... 145
Sexual Harassment/Discrimination .............................................................................................................................................................. 145
Student Complaint Process ........................................................................................................................................................................... 147
Drug-Free Campus Policy ............................................................................................................................................................................. 153
Smoking Policy ..................................................................................................................................................................................................... 153
Student Success & Support Program ........................................................................................................................................................... 154
Student Record Privacy Law .......................................................................................................................................................................... 155
Student Grievance ....................................................................................................................................................................................... 156
Crime Policy ............................................................................................................................................................................................................. 158
Student Organizations .................................................................................................................................................................................................. 160
Student-Right-to-Know Completion and Transfer Rates ................................................................................................................................... 160
Soliciting Funds or Business on Campus ......................................................................................................................................................... 160
Graduation/Certificate/General Education Requirements ...................................................................................................................................... 161
Associate Degree Graduation Requirements ................................................................................................................................................... 161
Certificates of Achievement ............................................................................................................................................................................. 162
Certificates of Specialization .......................................................................................................................................................................... 162
Associate in Arts General Education (GE) Pattern ......................................................................................................................................... 163
Associate in Science General Education (GE) Pattern .................................................................................................................................... 171
California State University General Education (GE) Breadth Requirements ...................................................................................................... 177
Intersegmental General Education Transfer Curriculum (IGETC) ..................................................................................................................... 184
Course Identification Numbering System (C-ID) ................................................................................................................................................ 190
General Education Reciprocity ....................................................................................................................................................................... 193
Transfer to Four-Year Institutions ...................................................................................................................................................................... 194
Transferring to a Four-Year College/University .............................................................................................................................................. 194
Transfer Admission Agreements (TAA) and Transfer Admission Guarantee (TAG) .............................................................................................. 194
Associate Degrees for Transfer (ADT) .............................................................................................................................................................. 194
California State University (CSU) ...................................................................................................................................................................... 195
University of California (UC) ............................................................................................................................................................................. 195
Certification of General Education for Transfer to CSU and UC .................................................................................................................................... 196
Private and Out-of-State Colleges/Universities .................................................................................................................................................. 196
Academic Regulations .................................................................................................................................................................................................. 197
Academic Freedom ...................................................................................................................................................................................................... 197
Attendance Requirements .................................................................................................................................................................................................. 197
Grades ......................................................................................................................................................................................................................... 197
Degrees and Certificates ................................................................................................................................................................................................ 200
Course Descriptions and Information .................................................................................................................................................................................... 202

Course Descriptions ........................................................................................................................................................................................................ 202

Accounting (ACCTG) ..................................................................................................................................................................................................... 204
Adapted Physical Education (APE) .............................................................................................................................................................................. 205
Administration of Justice (AJ) .................................................................................................................................................................................. 205
Air Conditioning (AIRC) .............................................................................................................................................................................................. 208
Alcohol and Drug Studies (ADS) ............................................................................................................................................................................ 210
Anthropology (ANTH) .................................................................................................................................................................................................. 214
Arabic (ARABC) ........................................................................................................................................................................................................ 214
Art (ART) ...................................................................................................................................................................................................................... 214
Astronomy (ASTRO) .................................................................................................................................................................................................. 218
Biology (BIOL) ....................................................................................................................................................................................................... 218
Broadcasting (BROAD) ................................................................................................................................................................................................ 220
Business (BUS) ........................................................................................................................................................................................................... 220
Chemistry (CHEM) ....................................................................................................................................................................................................... 222
Chinese (CHIN) ........................................................................................................................................................................................................... 223
Communication Studies (COMS) ......................................................................................................................................................................... 224
Computer Applications (CA) ..................................................................................................................................................................................... 224
Computer Information Systems (CIS) ..................................................................................................................................................................... 227
Construction Technology (CNSTR) ........................................................................................................................................................................ 231
Cosmetology (COS) .................................................................................................................................................................................................... 234
Dance (DANCE) ...................................................................................................................................................................................................... 235
Dental Assisting (DENT) ................................................................................................................................................................................................ 240
Early Childhood Education (ECE) ........................................................................................................................................................................ 242
Economics (ECON) ...................................................................................................................................................................................................... 246
Education (EDUC) ....................................................................................................................................................................................................... 246
Emergency Medical Services (EMS) ...................................................................................................................................................................... 247
Emerging Technology (ETEC) ................................................................................................................................................................................. 247
English (ENGL) ........................................................................................................................................................................................................... 248
English As a Second Language (ESL) ................................................................................................................................................................. 250
Environmental Science (ENVIR) ....................................................................................................................................................................... 253
Ethnic Studies (ETH) .................................................................................................................................................................................................... 253
Facilities Maintenance Technology (FMT) ............................................................................................................................................................. 254
Family and Consumer Studies (FCS) .................................................................................................................................................................... 255
French (FREN) ......................................................................................................................................................................................................... 255
Geography (GEOG) .................................................................................................................................................................................................... 256
Geology (GEOI) .......................................................................................................................................................................................................... 256
Global Studies (GLOBL) .......................................................................................................................................................................................... 257
Guidance (GUIDE) ..................................................................................................................................................................................................... 258
Health Education (HED) .................................................................................................................................................................................................. 259
Health Science (HSCI) ...................................................................................................................................................................................................... 260
History (HIST) ............................................................................................................................................................................................................... 260
INTRODUCTION

San José City College
2017-2018 Catalog
2100 Moorpark Avenue
San Jose, CA 95128-2799
www.sjcc.edu

Main number (408) 288-3700. For all other inquiries, call (408) 298-2181

San Jose City College is part of the San José Evergreen Community College District. We are accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

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

This publication can be made in alternate formats, such as large print, audiotape or computer disk. Requests can be made by calling 408-298-2181 ext. 3934 or ext. 3746 or TTY 408-288-3746; 866-939-8685; joanne.nakaso@sjcc.edu.

About the College

Celebrating an existence which spans 96 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 12,000 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 2015-2016 academic year, 1,022 degrees and/or certificates were earned. Of those 644 were Associate Degrees and 378 were Certificates. The diverse student body reflects the changing demographics of California’s various racial/ethnic groups: 6% African American, 25% Asian, 16% Caucasian, 42% Hispanic, ~1% Native American, ~1% Pacific Islander, 5% Other or non-responsive. Comprehensive programs and services support the diversity of the community of which San José City College is so rightfully proud.

Non-Discrimination Policy

Board Policy 3410

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The District Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or because of his/her association with a person or group with one or more of these actual or perceived characteristics.

Also see AP 3410 titled Nondiscrimination, BP/AP 3430 titled Prohibition of Harassment, and AP 3435 titled Discrimination and Harassment Complaints and Investigations.
## District Board of Trustees

<table>
<thead>
<tr>
<th>Name</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayra Cruz</td>
<td>Trustee Area 7</td>
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<tr>
<td>Wendy Ho</td>
<td>Trustee Area 5</td>
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<tr>
<td>Dr. Jeffrey Lease</td>
<td>Trustee Area 6</td>
</tr>
<tr>
<td>Craig Mann</td>
<td>Trustee Area 3</td>
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<tr>
<td>Rudy Nasol</td>
<td>Trustee Area 1</td>
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<tr>
<td>Huong H. Nguyen</td>
<td>Trustee Area 4</td>
</tr>
<tr>
<td>Scott Hung Pham</td>
<td>Trustee Area 2</td>
</tr>
<tr>
<td>Joseph Heady</td>
<td>Student Trustee, SJCC</td>
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<tr>
<td>N’Vante Santos</td>
<td>Student Trustee, EVC</td>
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## District Executive Staff

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Deborah Budd, Ed.D.</td>
<td>Chancellor</td>
</tr>
<tr>
<td>Doug Smith</td>
<td>Vice Chancellor, Administrative Services</td>
</tr>
<tr>
<td>Kim Garcia</td>
<td>Vice Chancellor, Human Resources</td>
</tr>
<tr>
<td>Ben Seaberry, Ed.D.</td>
<td>Vice Chancellor, Information Technology &amp; Institutional Effectiveness</td>
</tr>
<tr>
<td>Byron Clift Breland, Ph.D.</td>
<td>President, San José City College</td>
</tr>
<tr>
<td>Keith Aytch</td>
<td>Interim President, Evergreen Valley College</td>
</tr>
<tr>
<td>Rosalie Ledesma</td>
<td>Executive Director, Government &amp; External Affairs</td>
</tr>
<tr>
<td>Alice van Ommeren, Ed.D.</td>
<td>Executive Director, Institutional Effectiveness &amp; Student Success</td>
</tr>
<tr>
<td>William Watson, Ed.D.</td>
<td>Interim Executive Director, Workforce Institute</td>
</tr>
<tr>
<td>Ryan Brown</td>
<td>Marketing and Public Information Officer</td>
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<tr>
<td>Sam Ho</td>
<td>Director, Communications, Community Relations &amp; Diversity</td>
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## College Administrative Staff

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<tr>
<td>Bryon Clift Breland, Ph.D.</td>
<td>President</td>
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<tr>
<td>Jorge Escobar</td>
<td>Vice President, Administrative Services</td>
</tr>
<tr>
<td>Roland Montemayor</td>
<td>Vice President, Academic and Student Affairs</td>
</tr>
<tr>
<td>Lena Tran, Ed.D.</td>
<td>Interim Vice President, Strategic Partnerships and Workforce Innovation</td>
</tr>
<tr>
<td>Eliazer Ayala-Austin, Ed.D.</td>
<td>Division Dean, Counseling and Matriculation</td>
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<tr>
<td>Guy Smith</td>
<td>Interim Division Dean, Humanities and Social Science</td>
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<tr>
<td>Lamel Harris</td>
<td>Division Dean, Kinesiology and Athletics</td>
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<tr>
<td>Celia Cruz-Johnson, Ph.D.</td>
<td>Interim Division Dean, Language Arts</td>
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<tr>
<td>Susan Hines, Ph.D.</td>
<td>Division Dean, Library, Learning Resources and Distance Education</td>
</tr>
<tr>
<td>Mark Newton, Ph.D.</td>
<td>Division Dean, Mathematics and Science</td>
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<tr>
<td>Joyce Lui, Ph.D.</td>
<td>Dean, Research, Planning and Institutional Effectiveness</td>
</tr>
<tr>
<td>Teresa Paiz</td>
<td>Director, Admissions and Records</td>
</tr>
<tr>
<td>Takeo Kubo</td>
<td>Director, Financial Aid</td>
</tr>
<tr>
<td>Edina Rutland, Ph.D.</td>
<td>Associate Director, Student Accessibility Services</td>
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President’s Message

Byron D. Clift Breland, Ph.D.
President
San José City College

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 José City College. This catalog 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.

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
GENERAL INFORMATION

- Institutional Planning (p. 14)
- Mission, Vision, Values, Goals (p. 14)
- College Philosophy (p. 15)
- General Education Philosophy (p. 15)
- General Education Student Learning Outcomes (p. 15)
- Accreditation (p. 16)
- Statement of Compliance (p. 16)
- Professional Code of Ethics (p. 16)
- Civility Statement (p. 17)
- Changes in Rules and Policies (p. 17)

Institutional Planning

San José City College uses an Integrated Planning Model that serves as a framework to guide its comprehensive planning efforts (Administrative Procedure 3250).

- San José City College and the District Office, through established committees with representation from faculty, administration, classified staff, and students, will review and recommend planning decisions related to human, physical, technology, and financial resources.

Applying the criteria of accreditation standards, the planning process will be guided by adopted vision, mission, and core values statements and will develop specific goals, objectives, and strategies, which have measurable outcomes and specific accountability.

Action plans will be reviewed and revised annually and approved by the respective planning bodies.

- Institutional effectiveness research, program reviews, and individual unit plans are utilized in the planning process, which is intended to complement and inform the resource allocation process.
- The Board may assist in developing the general institutional mission and goals for the comprehensive plans through a variety of means, including, but not limited to, Board Ends Policies, the Chancellor’s evaluation process, the Board/Chancellor retreat, and any time the Board reviews curriculum items.
- The District Chancellor establishes broad goals that stem from the District’s Core Values and support the Vision. All colleges and locations within the District establish goals that are in line with the District’s and consistent with that location’s Core Values, Mission, and Vision.
- Long-range planning, including Educational and Facilities Master Planning, SSSP, Student Equity, and other planning is aligned with the District and College’s strategic goals which are aligned with the mission, vision, and values.
- The District Chancellor has established the following strategic goals for 2013 through 2017.
- Student Success - San José-Evergreen Community College District will improve student success through accessible and enhanced educational services and programs.
- Total Work Environment - San José-Evergreen Community College District committed to promoting a total work environment that supports the success and development of its students and employees.
- Workforce and Economic Development - San José-Evergreen Community College District will meet the diverse workforce needs of the Silicon Valley.
- Organizational Effectiveness and Sustainability - San José-Evergreen Community College District will develop systems that promote institutional effectiveness and fiscal sustainability.
- San José-Evergreen Community College District will invest in information technology solutions that enhance the learning environment and support student success.
- San José-Evergreen Community College District will engage in proactive communication with internal and external audiences to enhance value and improve stakeholder satisfaction.

Mission, Vision, Values, Goals

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.

The vision of San José 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.

The values of San José College are:

- Student-Centered
- Priority Driven
- Collaborative

The college strategic goals are:

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 colleges 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.

General Education Student Learning Outcomes

In alignment with its history and associated philosophy, San José City College’s rich learning environment has yielded a set of General Education Student Learning Outcomes (GESLOs), which specifically target the following six outcomes as specific goals for all students as measurable outcomes of their San José City College educational experience:

1. Communication
   Students will communicate effectively including reading, writing, speaking and listening.

2. Critical and Analytical Thinking
   Students will analyze problems using evidence and sound reasoning to render decisions.

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

10 Commercial Boulevard, Suite 204
Novato, CA 94949
(415) 506-0234

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.

Dental Assisting

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.

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 Academic and 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 Academic and Student Affairs
(408) 288-3146 or roland.montemayor@sjcc.edu

Student Accessibility Services
Dr. Edina Rutland
Associate Dean
(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.
Civility Statement

We the students, employees, and trustees at SJECCD 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.

An individual’s perception of what is or is not civil conduct can be influenced by their culture and life experiences. We can all use assistance from time to time in understanding or seeing behaviors through the eyes of another person. 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.

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.
ADMISSION AND REGISTRATION PROCEDURES

- Academic Calendar (p. 18)
- Application for Admission (p. 18)
- Residency Requirements (p. 19)
- AB 540 (p. 21)
- International Students (p. 21)
- Credit (p. 22)
- Admission Guide (p. 23)
- Enrollment Priorities (p. 24)
- Assessment and Advisement/Counseling Information (p. 25)
- Classification of Students (p. 25)
- Minimum Unit Requirements (p. 25)
- Maximum Unit Load (p. 26)
- Retention of Student Files (p. 26)
- Parking Permits (p. 26)
- Student Success & Support Program (p. 26)
- Fees (p. 28)

 Academic Calendar

### Fall Semester 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 4</td>
<td>Labor Day Holiday – campus closed</td>
</tr>
<tr>
<td>September 05</td>
<td>Fall Regular session Begins</td>
</tr>
<tr>
<td>September 17</td>
<td>LAST DAY TO DROP Fall REGULAR session classes without receiving a &quot;W&quot; on record or being assessed fees</td>
</tr>
<tr>
<td></td>
<td>LAST DAY TO DROP Fall REGULAR session classes for a refund of registration fees</td>
</tr>
<tr>
<td></td>
<td>LAST DAY TO ADD via MyWeb using Add codes for Fall REGULAR session classes (10 pm)</td>
</tr>
<tr>
<td>September 18</td>
<td>CENSUS DAY</td>
</tr>
<tr>
<td>September 29</td>
<td>LAST DAY TO SUBMIT Pass/No Pass forms to the Office of Admissions and Records</td>
</tr>
<tr>
<td>October 13</td>
<td>Graduation/Certificate Petitions for Fall 2017 due in the Office of Admissions and Records</td>
</tr>
<tr>
<td>November 10-12</td>
<td>Veteran’s Day Holiday – campus closed</td>
</tr>
<tr>
<td>November 23-26</td>
<td>Thanksgiving Holiday – campus closed</td>
</tr>
<tr>
<td>November 27</td>
<td>LAST DAY TO DROP a Fall REGULAR session class and receive a &quot;W&quot; on record</td>
</tr>
<tr>
<td>December 15</td>
<td>English final exams – no regular day classes meet. Friday evening classes will meet as scheduled.</td>
</tr>
<tr>
<td>December 21</td>
<td>Fall REGULAR session Ends</td>
</tr>
<tr>
<td>January 10</td>
<td>Fall session 2017 grades available on MyWeb</td>
</tr>
</tbody>
</table>

### Winter Intersession 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1</td>
<td>New Year’s Day – campus closed</td>
</tr>
<tr>
<td>January 2</td>
<td>Winter Intersession Begins</td>
</tr>
</tbody>
</table>

### Spring Semester 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 29</td>
<td>Spring REGULAR session Begins</td>
</tr>
<tr>
<td>February 11</td>
<td>LAST DAY TO DROP Spring REGULAR classes without receiving a &quot;W&quot; on record or being assessed fees</td>
</tr>
<tr>
<td></td>
<td>LAST DAY TO DROP Spring REGULAR classes with eligibility for a refund of registration fees</td>
</tr>
<tr>
<td></td>
<td>LAST DAY TO ADD via MyWeb using Add codes for Spring REGULAR classes (10 pm)</td>
</tr>
<tr>
<td>January 15</td>
<td>Martin Luther King, Jr. Day – campus closed</td>
</tr>
<tr>
<td>January 19</td>
<td>LAST DAY TO DROP a Winter Intersession class and receive a &quot;W&quot; on record</td>
</tr>
<tr>
<td>January 25</td>
<td>Winter Intersession 2018 Ends</td>
</tr>
</tbody>
</table>

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 (http://www.cccapply.org).

Application for Non-Credit Courses

To enroll in a non-credit course, students need to:

1. Download a separate PDF-writable Non-Credit Application from our website: http://www.sjcc.edu/AdmissionsRecords/Documents/FINAL_NONcredit%20app.pdf.
2. Fill out the required information.
3. Print and submit form to Admissions and Records (A&R).
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

Administrative Procedure 5015

Residency Classification

Residency classifications shall be determined for each student at the time of each registration and whenever a student has not been in attendance for more than one semester. Residence classifications are to be made in accordance with the following provisions:

- A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

- Residence classification is the responsibility of the Dean of Enrollment Services or designee.

Students must be notified of residence determination within 14 calendar days of submission of application.

The District shall publish the residence determination date and summary of the rules and regulations governing residence determination and classification in the District catalog or addenda thereto.

Rules Determining Residence

- A student who has resided in the state for more than one year immediately preceding the residence determination date is a resident.

- A student who has not resided in the state for more than one year immediately preceding the residence determination date is a nonresident.

The residence of each student enrolled in or applying for enrollment in any class or classes maintained by this District shall be determined in accordance with the Education Code which states that every person has, in law, a residence. In determining the place of residence, the following rules are to be observed:

- Every person who is married or eighteen years of age, or older, and under no legal disability to do so, may establish residence.

- A person may have only one residence.

- A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.

- A residence cannot be lost until another is gained.

- The residence can be changed only by the union of act and intent.

- A man or a woman may establish his/her residence. A woman’s residence shall not be derivative from that of her husband.

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

- The residence of an unmarried minor who has a parent living cannot be changed by the minor’s own act, by the appointment of a legal guardian, or by relinquishment of a parent’s right of control.

Determination of Resident Status

A resident is a student who has been a bona fide resident of the state for one year prior to the residence determination date. A bona fide resident is a person whose residence is in California as determined above except:

- A student who is a minor and remains in this state after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until attaining the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.

- A student who is a minor and who provides evidence of being entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled resident classification until he/she has resided in the state the minimum time necessary to become a resident.

- A student who has not been an adult for one year immediately preceding the residence determination date for the semester for which the student proposes to attend an institution shall have the immediate pre-majority-derived California residence, if any, added to the post-majority residence to obtain the one year of California residence.

- A student holding a valid credential authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution, shall be entitled to resident classification if each student meets any of the following requirements:

  - He/she holds a provisional credential and is enrolled in courses necessary to obtain another type of credential authorizing service in the public schools.

  - He/she holds a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements.

  - He/she is enrolled in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Education Code Section 44259.

  - A student holding a valid emergency permit authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the academic year in which the student enrolls at an institution in courses necessary to fulfill teacher credential requirements, is entitled to resident classification only for the purpose of determining the amount of tuition and fees for no more than one year. Thereafter, the student’s residency status will be determined under the other provisions of this procedure.
Residency Requirements

- A student who is a full-time employee of the California State University, the University of California or a community college, or of any state agency or a student who is a child or spouse of a full-time employee of the California State University, the University of California or a community college, or of any state agency may be entitled to resident classification, until the student has resided in the state the minimum time necessary to become a resident.

- A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. If the member of the armed forces of the United States later transfers on military orders to a place outside this state, or retires as an active member of the armed forces of the United States, the student dependent shall not lose his/her resident classification, so long as he/she remains continuously enrolled in the District.

- A student who is a member of the armed forces of the United States stationed in this state on active duty, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees. If the student later transfers on military orders to a place outside this state, the student shall not lose his/her resident classification, so long as he/she remains continuously enrolled in the District.

- A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran’s state of residence is entitled to resident classification.

- An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California and enrolls in the community college within three years of the Service Member’s death in the line of duty following a period of active duty service of 90 days or more.

- A student who is a minor and resides with his/her parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence determination date for the semester, quarter or term for which the student proposes to attend.

- A student who is a Native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district.

- A student who is a federal civil service employee and his/her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

- A student who resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California’s child welfare system, or was served by California’s child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he/she has resided in the state the minimum time necessary to become a resident.

- A student who lives with a parent 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, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his state or federal personal income tax return if he/she has sufficient income to have personal income tax liability shall be entitled to resident classification.

- A student who demonstrates financial need, has a parent who has been deported or was permitted to depart voluntarily, moved abroad as a result of that deportation or voluntary departure, lived in California immediately before moving abroad, attended a public or private secondary school in the state for three or more years, and upon enrollment, will be in his/her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he/she intends to establish residency in California as soon as possible.

Right To Appeal

Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 (a)). Any student, following a final decision of residence classification by the Dean of Enrollment Services, may make written appeal to the Vice President of Student Affairs within 30 calendar days of notification of final decision by the college regarding classification.

Appeal Procedure

The appeal is to be submitted to the Admissions Office which must forward it to the Vice President of Student Affairs within five working days of receipt. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.

The Vice President of Student Affairs shall review all the records and have the right to request additional information from either the student or the Admissions Office.

Within 30 calendar days of receipt, the Vice President of Student Affairs shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

Reclassification

A student previously classified as a non-resident may be reclassified as of any residence determination date. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

Petitions are to be submitted to the Admissions Office.

Petitions must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census.
Written documentation may be required of the student in support of the reclassification request.

A questionnaire to determine financial independence must be submitted with the petition for reclassification. Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University; or another community college District (Education Code Section 68044).

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

- Has not and will not be claimed as an exemption for state and federal tax purposes by his/her parent in the calendar year prior to the year the reclassification application is made;
- Has not lived and will not live for more than six weeks in the home of his/her parent during the calendar year the reclassification application is made.

A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5 Sections 54020, 54022, and 54024.

Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one year requirement is met and demonstration of intent is sufficiently strong.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residency than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student’s continuing residence in another state.

The Dean of Enrollment Services will make a determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification.

Students have the right to appeal according to the procedures above.

Non-Citizens

The District will admit any non-citizen who is 18 years of age or a high school graduate.

If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below. 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, n, o-2, p-1, p-2, p-3, q, td, and tn* (*An unmarried minor child of undocumented parents: who is a United States citizen, is eligible to establish residency.)

If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him/her to live permanently in the United States and he/she meets the California residency requirements, the student can be classified as a resident.

Any students who are U.S. citizens, permanent residents of the U.S., and aliens who are not nonimmigrants (including those who are undocumented), may be exempt from paying nonresident tuition if they meet the following requirements:

- high school attendance in California for three or more years;
- graduation from a California high school or attainment of the equivalent thereof;
- registration or enrollment in a course offered by any college in the District for any term commencing on or after January 1, 2002;
- completion of a questionnaire form prescribed by the California Community Colleges Chancellor and furnished by the District of enrollment, verifying eligibility for this nonresident tuition exemption; and
- in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.

The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the Dean of Enrollment Services or designee. Students may appeal the decision.

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.

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
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 José 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 of foreign credit. Foreign transcripts must be first evaluated by a San José 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

Board Policy 4235

Credit may be earned by students who satisfactorily pass authorized examinations. The District Chancellor shall establish administrative procedures to implement this policy.

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 CEB 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 section on Student Success & Support Exemption requirements.

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, CEB, 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/.
2. Complete and submit a FAFSA to the Financial Aid office.
3. Schedule and take the assessment. See section on Student Success & Support Exemption requirements
4. Schedule and attend an orientation.
5. Meet with a counselor to develop an Education Goal and Plan
6. Register for class(es) by, visiting myweb.sjeccd.edu (https://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.

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(es) by, visiting myweb.sjeccd.edu (https://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(es) by, visiting myweb.sjeccd.edu (https://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 (https://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.
   • 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 2017 must have taken and completed class(s) in Fall 2016 and Spring 2017.
2. Submit an application via CCC apply https://secure.cccapply.org/Applications/CCCApply/apply/San_Jose_City_College.html.
3. 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.
4. Schedule and take the assessment. See section on Student Success & Support Exemption requirements
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 homeschooled 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. See section on Student Success & Support Exemption requirements
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 Student Accessibility Services (SAS) Program, 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 José 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 José 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. See section below on Student Success & Support Exemption requirements. 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). Students are considered officially enrolled when all fees have been paid in full. Those students receiving a Board of Governors Fee Waiver (BOGW) must also pay the $20 Student Health fee and $5 Student Activity fee ($25 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).
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

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 José 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 Counseling and Director of Admission and Records after student meets with a counselor and provides official transcripts. For more information please contact the SJCC Counseling Center at (408) 288-3750.

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:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Hours of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>Fewer than 30 units</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30 or more units</td>
</tr>
</tbody>
</table>

Fall and Spring Semesters

<table>
<thead>
<tr>
<th>Classification</th>
<th>Hours of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>registered for 12 or more units</td>
</tr>
<tr>
<td>Part-time</td>
<td>registered for fewer than 12 units</td>
</tr>
<tr>
<td>Half-time</td>
<td>registered for 6 units or more but fewer than 12 units</td>
</tr>
</tbody>
</table>

Summer Session

<table>
<thead>
<tr>
<th>Classification</th>
<th>Hours of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>registered for 4 or more units</td>
</tr>
<tr>
<td>Part-time</td>
<td>registered for fewer than 4 units</td>
</tr>
<tr>
<td>Half-time</td>
<td>registered for 2 units or more but fewer than 4 units</td>
</tr>
</tbody>
</table>

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.

All automobiles must have the permit placed on the left-hand bottom corner of the front windshield. Violation of parking rules can result in citations ranging from $37 to $300. Disabled person parking spaces and red zones are enforced at all times. 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.

Student Success & Support Program

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, web sites, and newsletters. Students have the option of attending an in-person orientation or viewing the online orientation. (PLEASE NOTE: Beginning Fall 2014 Orientation will be mandatory for all new students and returning students who have not taken an assessment.)

Assessment
Students are evaluated for skill levels in reading, writing and math. ESL Assessment is available for non-native English Speakers. 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 and returning students who have not taken an assessment in three or more years.) See section on Student Success & Support Exemption requirements.

Counseling
Students meet with educational counselors through walk-in, online interactions, 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 course work are notified of honor lists and scholarships. Students encountering academic difficulties are referred to appropriate college services by counselors, instructors and staff members. Students having special needs are directed to additional follow-up resources within the college and community.

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.
- If a student is determined to be exempt, a Matriculation Waiver form needs to be completed so that the student’s registration date will be noted correctly.

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. See section on Student Success & Support Exemption requirements.

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, Co-requisites, 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 unlawfully 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.1

1 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 $20 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 $20 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 2017 is $228 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.

International Student Health Fee
For the 2017-18 Academic School Year, international students shall pay the international health fee for the Fall in the amount of $592.50 and for the Spring semester in the amount of $829.50. Each academic year the fee will be adjusted based upon the negotiated rate.

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
Charge for Transcripts or Verification of Student Records
A student/former student shall be entitled to two free copies of the transcript of his/her record or to two free verifications of various student records. Additional copies shall be made available to the student, or to an addressee designated by him/her. For current rates, please see each respective college catalog. Students may request special processing of a transcript. (AP 5040)

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 José 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.

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 BOGFW.
- The BOGFW 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.

See also Board Policy 5030, Fees, Administrative Procedure 5030, Fees,
and, Administrative Procedure 5031, Instructional Materials.
DEGREES AND CERTIFICATES

A

• Accounting - Associate in Science (p. 34)
• Administration of Justice - Certificate of Achievement Level 2 (p. 36)
• Administration of Justice - Associate in Science (p. 37)
• Administration of Justice - Associate in Science for Transfer (p. 37)
• Administration of Justice - Judicial Administration Associate in Arts (p. 38)
• Administration of Justice - Judicial Administration Associate in Science (p. 39)
• Administration of Justice - Judicial Administration Certificate of Achievement in Court Management Level 2 (p. 40)
• Administration of Justice - Judicial Administration Certificate of Achievement in Court Operations Level 1 (p. 40)
• Administration of Justice - Judicial Administration Certificate of Achievement in Court System Basics Level 1 (p. 41)
• Administration of Justice - Judicial Administration Certificate of Achievement in Judicial Administration Level 2 (p. 41)
• Alcohol and Drug Studies - Addiction and Criminal Justice - Certificate of Specialization (p. 45)
• Alcohol and Drug Studies - Associate in Arts (p. 46)
• Alcohol and Drug Studies - Associate in Science (p. 47)
• Alcohol and Drug Studies - Certificate of Achievement Level 2 (p. 47)
• Alcohol and Drug Studies - LAADC - Certificate of Specialization (p. 48)
• Art - Associate in Arts (p. 49)
• Art - Associate in Science (p. 50)

B

• Business Administration - Associate in Arts (p. 52)
• Business Administration - Associate in Science for Transfer (p. 53)

C

• Chemistry - Associate in Arts (p. 121)
• CIS CISCO Networks - CCNA - Certificate of Achievement Level 2 (p. 68)
• CIS Computer Programming - Associate in Science (p. 69)
• CIS Computer Programming - Certificate of Achievement Level 2 (p. 70)
• CIS Microsoft Networks - MCSE - Associate in Science (p. 73)
• CIS Microsoft Networks - MCSE - Certificate of Achievement Level 2 (p. 74)
• CIS UNIX Networks - Associate in Science (p. 74)
• CNC Machine Operator (Day Accelerated Program) - Certificate of Achievement Level 2 (p. 108)
• CNC, CAD/CAM Machinist - Certificate of Achievement Level 3 (p. 108)
• Computer Applications - Certificate of Achievement Level 2 (p. 66)
• Computer Applications - Certificate of Achievement Level 3 (p. 66)
• Construction Technology - Associate in Science (p. 78)
• Construction Technology - Certificate of Achievement Level 3 (p. 79)
• Cosmetology - Associate in Science (p. 81)
• Cosmetology - Certificate of Achievement Level 3 (p. 82)

D
• Dance - Associate in Arts (p. 83)
• Dance Teaching - Certificate of Achievement Level 1 (p. 84)
• Dental Assisting - Associate in Science (p. 85)
• Dental Assisting - Certificate of Achievement Level 3 (p. 86)

E
• Early Childhood Education - Associate in Science (p. 88)
• Early Childhood Education - Associate in Science for Transfer (p. 89)
• Early Childhood Education - Associate Teacher - Certificate of Achievement (p. 89)
• Early Childhood Education - Inclusion Specialist - Certificate of Achievement (p. 90)
• Early Childhood Education - Master Teacher - Certificate of Achievement (p. 90)
• Early Childhood Education - Teacher - Certificate of Achievement (p. 91)
• Economics - Associate in Arts for Transfer (p. 92)
• Elementary Teacher Education - Associate in Arts for Transfer (p. 92)
• English - Associate in Arts for Transfer (p. 94)
• Entrepreneurship - Associate in Science (p. 54)
• Entrepreneurship - Certificate of Achievement Level 2 (p. 55)
• Entrepreneurship - Certificate of Achievement Level 3 (p. 56)
• Entry Level Machinist - Certificate of Achievement Level 2 (p. 109)
• Esthetics - Certificate of Achievement Level 2 (p. 82)

F
• Facilities Maintenance Technology - Associate in Science (p. 95)
• Facilities Maintenance Technology - Certificate of Achievement Level 3 (p. 96)

G
• Geography - Associate in Arts for Transfer (p. 97)

K
• Kinesiology - Associate in Arts for Transfer (p. 101)

L
• Labor Studies - Associate in Arts (p. 103)
• Labor Studies - Associate in Science (p. 103)
• Labor Studies - Certificate of Achievement Level 2 (p. 104)
• Laser Technology - Associate in Science (p. 104)
• Laser Technology - Certificate of Achievement Level 1 (p. 105)
• Laser Technology - Certificate of Achievement Level 3 (p. 105)
• Liberal Arts - Arts and Humanities - Associate in Arts (p. 98)
• Liberal Arts - Scientific Inquiry and Quantitative Reasoning - Associate in Arts (p. 99)
• Liberal Arts - Social and Behavioral Sciences - Associate in Arts (p. 100)
• Liberal Studies - Associate in Arts (p. 106)

M
• Machine Technology - Associate in Science (p. 109)
• Management - Associate in Science (p. 56)
• Management - Certificate of Achievement Level 2 (p. 57)
• Management - Certificate of Achievement Level 3 (p. 58)
• Marketing - Associate in Science (p. 59)
• Marketing - Certificate of Achievement Level 2 (p. 60)
• Marketing - Certificate of Achievement Level 3 (p. 61)
• Mathematics - Associate in Science for Transfer (p. 110)
• Media Arts - Associate in Arts (p. 111)
• Medical Assisting: Administrative - Associate in Science (p. 117)
• Medical Assisting: Administrative - Certificate of Achievement Level 3 (p. 118)
• Medical Assisting: Clinical - Associate in Science (p. 118)
• Medical Assisting: Clinical - Certificate of Achievement Level 3 (p. 119)
• Motion Arts - Associate in Science (p. 112)
• Motion Arts - Certificate of Achievement Level 2 (p. 112)
• Motion Arts - Certificate of Achievement Level 3 (p. 113)

P
• Patient Navigator - Certificate of Specialization (p. 94)
• Peer Leader Training - Certificate of Specialization (p. 120)
• Political Science - Associate in Arts for Transfer (p. 121)
• Print Media - Associate in Science (p. 113)
• Print Media - Certificate of Achievement Level 2 (p. 114)
• Print Media - Certificate of Achievement Level 3 (p. 114)
• Psychology - Associate in Arts for Transfer (p. 122)

R
• Real Estate - Associate in Science (p. 62)
• Real Estate - Certificate of Achievement Level 2 (p. 62)
• Residential Carpentry Technology - Certificate of Achievement Level 1 (p. 79)
• Residential Maintenance - Certificate of Achievement Level 2 (p. 80)

S
• Sociology - Associate in Arts for Transfer (p. 123)
• Studio Arts - Associate in Arts for Transfer (p. 50)

W
• Web/Interactive Design - Associate in Science (p. 115)
• Web/Interactive Design - Certificate of Achievement Level 2 (p. 115)
• Web/Interactive Design - Certificate of Achievement Level 3 (p. 116)
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.

Career Options
• Accounts Receivable Specialist
• Accounts Payable Specialist
• Payroll Specialist

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

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

Maricela Martinez, (408) 288-3798
maricela.martinez@sjcc.edu

Maria Plancarte, (408) 288-3172
maria.plancarte@sjcc.edu

Business and Workforce Development Division (408) 288-3131

Associate Degree
• Accounting - Associate in Science (p. 34)

Certificate
• Accounting - Certificate of Achievement (p. 34)

Accounting - Associate in Science
San José City College offers a Certificate of Achievement and an Associate in Science (AS) 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.

Program Learning Outcomes
• 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.

ACCTG 062 and ACCTG 063 must be taken at San José City College. Equivalent courses at other accredited colleges must be approved by the department.

Major Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ACCTG 020</td>
<td>Financial Accounting</td>
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<tr>
<td>ACCTG 021</td>
<td>Managerial Accounting</td>
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<tr>
<td>ACCTG 030</td>
<td>QuickBooks</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG 062</td>
<td>Cost Accounting</td>
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</tr>
<tr>
<td>ACCTG 063</td>
<td>Intermediate Accounting</td>
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<tr>
<td>ACCTG 097</td>
<td>Introduction to Income Taxes</td>
<td>3</td>
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<tr>
<td>BUS 007A</td>
<td>Business Language Skills</td>
<td>3</td>
</tr>
<tr>
<td>BUS 071</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
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Total Units: 35

A.S. Degree Requirements

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<thead>
<tr>
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<td>Major Requirements</td>
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<td>General Education Requirements</td>
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<tr>
<td>Physical Activity</td>
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Total Units: 60

Accounting - Certificate of Achievement Level 2
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.

Program Learning Outcomes
• 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.

Certificate Requirements

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<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
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Select 2 units from Approved Electives (see list below)

Total Units 24

Approved Electives

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<tr>
<td>ACCTG 098</td>
<td>Directed Study in Accounting</td>
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<tr>
<td>ACCTG 138</td>
<td>Work Experience</td>
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<tr>
<td>BUS 008</td>
<td>Business English and Writing</td>
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<tr>
<td>BUS 025</td>
<td>Introduction to Investments</td>
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<tr>
<td>BUS 071</td>
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<tr>
<td>CA 050D</td>
<td>Microsoft Excel Level 1</td>
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<tr>
<td>CA 055D</td>
<td>Microsoft Excel Level 2</td>
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<tr>
<td>ECON 010A</td>
<td>Principles of Macroeconomic Theory</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

Career Options

• Judicial Branch Administration
• Court Operations
• Court Management
• Court Lead/Supervision

Certificates/Degrees

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

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

Ken Torre, kenneth.torre@sjcc.edu, (408) 288-3785

Humanities and Social Sciences Division

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).

Career Options

• County Deputy Sheriff
• Highway Patrol Officer
• Municipal or Special
• Probation Officer
Administration of Justice - Associate in Arts

- Parole Agent
- Forensic Specialist

1 Denotes a four-year degree requirement for that position

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

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

Associate Degrees
- Administration of Justice - Associate in Arts (p. 36)
- Administration of Justice - Associate in Science (p. 37)
- Administration of Justice - Associate in Science for Transfer (p. 37)
- Administration of Justice - Judicial Administration Associate in Arts (p. 38)
- Administration of Justice - Judicial Administration Associate in Science (p. 39)

Certificates
- Administration of Justice - Judicial Administration Certificate of Achievement in Court Management (p. 40)
- Administration of Justice - Judicial Administration Certificate of Achievement in Court Operations (p. 40)
- Administration of Justice - Judicial Administration Certificate of Achievement in Court System Basics (p. 41)
- Administration of Justice - Judicial Administration Certificate of Achievement in Judicial Administration (p. 41)
- Administration of Justice - Judicial Administration Certificate of Achievement in Supervision/Lead (p. 42)

Administration of Justice - Associate in Arts
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.

Program Learning Outcomes
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

Major Requirements

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<td>AJ 010</td>
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<td>AJ 011</td>
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<td>Criminal Procedures</td>
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<td>AJ 014</td>
<td>Contemporary Police Issues</td>
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A.A. Degree Requirements

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<td>AJ 110</td>
<td>Narcotics and Drug Abuse</td>
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<td>AJ 111</td>
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<td>AJ 112</td>
<td>Introduction to Evidence</td>
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<td>AJ 113</td>
<td>Violent Crime in America</td>
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<td>AJ 114</td>
<td>Terrorism</td>
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<td>AJ 115</td>
<td>Introduction to Forensic Science</td>
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<td>AJ 116</td>
<td>Introduction to Corrections</td>
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<td>AJ 139</td>
<td>Introduction to Public Safety Community</td>
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A.A. Approved Major Electives

Select 6 units from the following:

- (AJ classes not used in the core sequence above)
- AJ 016 Street Law
- AJ 019 Law Enforcement in Multicultural Communities
- AJ 104 Report Writing
- AJ 110 Narcotics and Drug Abuse
- AJ 111 Juvenile Law and Procedures
- AJ 112 Introduction to Evidence
- AJ 113 Violent Crime in America
- AJ 114 Terrorism
- AJ 115 Introduction to Forensic Science
- AJ 116 Introduction to Corrections
- AJ 139 Introduction to Public Safety Community Service Officer
Administration of Justice - Associate in Science

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.

Program Learning Outcomes

- 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.

Major Requirements

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<td>AJ 011</td>
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<td>AJ 013</td>
<td>Criminal Procedures</td>
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<tr>
<td>AJ 014</td>
<td>Contemporary Police Issues</td>
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Total Units: 15

A.S. Degree Requirements

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Approved Major Electives

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<td>AJ 016</td>
<td>Street Law</td>
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<tr>
<td>AJ 019</td>
<td>Law Enforcement in Multicultural Communities</td>
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<tr>
<td>AJ 104</td>
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</tr>
<tr>
<td>AJ 110</td>
<td>Narcotics and Drug Abuse</td>
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<td>AJ 112</td>
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<td>AJ 113</td>
<td>Violent Crime in America</td>
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<td>Terrorism</td>
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<td>AJ 115</td>
<td>Introduction to Forensic Science</td>
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<td>AJ 116</td>
<td>Introduction to Corrections</td>
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<td>AJ 139</td>
<td>Introduction to Public Safety Community Service Officer</td>
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<td>ETH 020</td>
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<td>ETH 026</td>
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<td>Introduction to Race &amp; Ethnicity in American History</td>
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<td>SPAN 091B</td>
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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.

**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:
   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. A ‘P’ (Pass) grade is acceptable grade for courses in the major if the course is taken on a “pass/no pass” basis.

**Program Learning Outcomes**

- 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.

**Major Requirements**

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<thead>
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<td>AJ 010</td>
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<tr>
<td>AJ 011</td>
<td>Criminal Law</td>
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<td>AJ 013</td>
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<td>AJ 015</td>
<td>Introduction to Criminal Investigation</td>
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<td>AJ 019</td>
<td>Law Enforcement in Multicultural</td>
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<tr>
<td></td>
<td>Communities</td>
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<td>AJ 111</td>
<td>Juvenile Law and Procedures</td>
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**A.S.-T. Degree Requirements**

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<tr>
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<td>AJ 115</td>
<td>Introduction to Forensic Science</td>
<td>3</td>
</tr>
<tr>
<td>AJ 116</td>
<td>Introduction to Corrections</td>
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<tr>
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<tr>
<td>AJ 014</td>
<td>Contemporary Police Issues</td>
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<td>MATH 063</td>
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<td>SOC 010</td>
<td>Introduction to Sociology</td>
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</table>

**Administration of Justice - Judicial Administration Associate in Arts**

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.

**Program Learning Outcomes**

- 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.
## Major Requirements

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<td>AJ 126</td>
<td>Fundamentals of Court Operations-Legal Processing</td>
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<td>AJ 127</td>
<td>Introduction to Government and the Judicial Branch</td>
<td>3</td>
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<tr>
<td>AJ 128</td>
<td>Public Trust and Confidence in the Judicial Branch</td>
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<td>AJ 129</td>
<td>Fundamentals of Court Operations-Courtroom Support</td>
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<tr>
<td>AJ 131</td>
<td>Judicial Branch Workplace: Relationships and Communications</td>
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<td>AJ 132</td>
<td>Introduction to Judicial Administration</td>
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<td>Career Readiness in the Judicial/Justice System</td>
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Total Units: 27

## A. A. Degree Requirements

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Total Units: 67

## Administration of Justice - Judicial Administration Associate in Science

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.

## Program Learning Outcomes

- 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.

## Major Requirements

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<tr>
<td>AJ 125</td>
<td>Fundamentals of Court Operations-Court Case Types</td>
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<td>Fundamentals of Court Operations-Legal Processing</td>
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<td>AJ 127</td>
<td>Introduction to Government and the Judicial Branch</td>
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<td>Public Trust and Confidence in the Judicial Branch</td>
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Total Units: 27

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<td>AJ 112</td>
<td>Introduction to Evidence</td>
<td>3</td>
</tr>
<tr>
<td>AJ 113</td>
<td>Violent Crime in America</td>
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</tr>
<tr>
<td>SOC 010</td>
<td>Introduction to Sociology</td>
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Total Units: 9

## A.S. Degree Requirements

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Total Units: 61
Administration of Justice - Judicial Administration Certificate of Achievement in Court Management Level 2

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.

Program Learning Outcomes

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.

Certificate Requirements

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<td>AJ 128</td>
<td>Public Trust and Confidence in the Judicial Branch</td>
<td>3</td>
</tr>
<tr>
<td>AJ 131</td>
<td>Judicial Branch Workplace: Relationships and Communications</td>
<td>3</td>
</tr>
<tr>
<td>AJ 132</td>
<td>Introduction to Judicial Administration</td>
<td>3</td>
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<td>AJ 133</td>
<td>Career Readiness in the Judicial/Justice System</td>
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Administration of Justice - Judicial Administration Certificate of Achievement in Court Operations Level 1

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.

Program Learning Outcomes

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.

Certificate Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>AJ 125</td>
<td>Fundamentals of Court Operations-Court Case Types</td>
<td>3</td>
</tr>
<tr>
<td>AJ 126</td>
<td>Fundamentals of Court Operations- Legal Processing</td>
<td>3</td>
</tr>
<tr>
<td>AJ 128</td>
<td>Public Trust and Confidence in the Judicial Branch</td>
<td>3</td>
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<tr>
<td>AJ 129</td>
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<td>Total Units</td>
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</table>
Administration of Justice - Judicial Administration Certificate of Achievement in Court System Basics

Level 1

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.

Program Learning Outcomes

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.

Certificate Requirements

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<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>AJ 127</td>
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</tr>
<tr>
<td>AJ 128</td>
<td>Public Trust and Confidence in the Judicial Branch</td>
<td>3</td>
</tr>
<tr>
<td>AJ 132</td>
<td>Introduction to Judicial Administration</td>
<td>3</td>
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<td></td>
</tr>
<tr>
<td>AJ 125</td>
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</tr>
<tr>
<td>AJ 126</td>
<td>Fundamentals of Court Operations-Legal Processing</td>
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</tbody>
</table>

Administration of Justice - Judicial Administration Certificate of Achievement in Judicial Administration Level 2

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.

Program Learning Outcomes

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.
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Certificate Requirements

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<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>AJ 125</td>
<td>Fundamentals of Court Operations-Court Case Types</td>
<td>3</td>
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<td>AJ 126</td>
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<tr>
<td>AJ 127</td>
<td>Introduction to Government and the Judicial Branch</td>
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</tr>
<tr>
<td>AJ 128</td>
<td>Public Trust and Confidence in the Judicial Branch</td>
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</table>
Administration of Justice - Judicial Administration Certificate of Achievement in Supervision/Lead Level 1

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.

Program Learning Outcomes

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.

Certificate Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 127</td>
<td>Introduction to Government and the Judicial Branch</td>
<td>3</td>
</tr>
<tr>
<td>AJ 128</td>
<td>Public Trust and Confidence in the Judicial Branch</td>
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<tr>
<td>AJ 131</td>
<td>Judicial Branch Workplace: Relationships and Communications</td>
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<tr>
<td>AJ 132</td>
<td>Introduction to Judicial Administration</td>
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<tr>
<td>AJ 133</td>
<td>Career Readiness in the Judicial/Justice System</td>
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<tr>
<td>BUS 008</td>
<td>Business English and Writing</td>
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</table>

Total Units: 27

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.

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

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

Business and Workforce Development Division
(408) 288-3131

Associate Degree

- Air Conditioning and Refrigeration Technology - Associate in Science (p. 43)

Certificates

- Air Conditioning and Refrigeration Technology - Certificate of Achievement Level 2 (p. 43)
- Air Conditioning and Refrigeration Technology - Certificate of Achievement Level 3 (p. 44)
Air Conditioning and Refrigeration Technology - Associate in Science

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.

Program Learning Outcomes

• 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.

Major Requirements

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<tr>
<td>AIRC 121</td>
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</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 132</td>
<td>Refrigeration Service</td>
<td>4.5</td>
</tr>
<tr>
<td>AIRC 141</td>
<td>Hydronics and Air Distribution</td>
<td>3</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</td>
<td>3.5</td>
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<td>FMT 105</td>
<td>Introduction to Industrial Electronics and Controls</td>
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</tr>
<tr>
<td>FMT 130</td>
<td>Management of People in Technical and Building Services Industries</td>
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Approved Major Electives (as needed to reach 30)

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<tr>
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</thead>
<tbody>
<tr>
<td>AIRC 138</td>
<td>Work Experience</td>
<td>1-2</td>
</tr>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 102A</td>
<td>Residential Plumbing Systems</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 102B</td>
<td>Residential/Commercial Wiring</td>
<td>4</td>
</tr>
<tr>
<td>FMT 104</td>
<td>Electrical Concepts for Facilities Maintenance Technicians</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>
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Total Units 30

A.S. Degree Requirements

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<td>Approved Major Electives</td>
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<td>General Education Requirements</td>
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<td>Physical Activity</td>
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</table>

Total Units 60

Air Conditioning and Refrigeration Technology - Certificate of Achievement - Level 2

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.

Program Learning Outcomes

• 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.

Certificate Requirements

This certificate can be completed in two semesters by taking the Day Time Accelerated Program

<table>
<thead>
<tr>
<th>Code</th>
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<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRC 121</td>
<td>Air Conditioning Principles</td>
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</tr>
<tr>
<td>AIRC 122</td>
<td>Refrigeration Principles</td>
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<tr>
<td>AIRC 131</td>
<td>Intermediate Air Conditioning</td>
<td>4.5</td>
</tr>
<tr>
<td>AIRC 132</td>
<td>Refrigeration Service</td>
<td>4.5</td>
</tr>
<tr>
<td>FMT 100</td>
<td>Introduction to Facilities Maintenance</td>
<td>3.5</td>
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<td>Total Units</td>
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Air Conditioning and Refrigeration Technology - Certificate of Achievement - Level 3

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.

Program Learning Outcomes

• 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.

Certificate Requirements

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<tr>
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<th>Units</th>
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<tr>
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<td>Air Conditioning Principles</td>
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<tr>
<td>AIRC 122</td>
<td>Refrigeration Principles</td>
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</tr>
<tr>
<td>AIRC 131</td>
<td>Intermediate Air Conditioning</td>
<td>4.5</td>
</tr>
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<td>Refrigeration Service</td>
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</tr>
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<td>3.5</td>
</tr>
<tr>
<td>AIRC 141</td>
<td>Hydronics and Air Distribution</td>
<td>3</td>
</tr>
<tr>
<td>AIRC 142</td>
<td>Air Conditioning Control Systems</td>
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<td>Total Units</td>
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<td>30</td>
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Approved Major Electives

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<tr>
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</thead>
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<td>FMT 104</td>
<td>Electrical Concepts for Facilities Maintenance Technicians</td>
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<td>4</td>
</tr>
<tr>
<td>FMT 123</td>
<td>Intermediate Programmable Logic Controllers</td>
<td>4</td>
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</tbody>
</table>

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 CADCI 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 (CADCI) - 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, ADS 071, ADS 073, ADS 074, ADS 075 are required prior to taking ADS 077A & ADS 077B Supervised Practicum

Career Options

• Counselors in a Social Model county residential program
• Counselors in Pretreatment, 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

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

Mary Crocker Cook, (408)448-0333
mary.cook@sjcc.edu

CAADAC (916) 368-9412

Humanities and Social Sciences (408) 288-3785
Division

Associate Degrees

• Alcohol and Drug Studies - Associate in Arts (p. 46)
• Alcohol and Drug Studies - Associate in Science (p. 47)

Certificates

• Addiction and Criminal Justice - Certificate of Specialization (p. 45)
• Alcohol and Drug Studies - Certificate of Achievement Level 2 (p. 47)
• LAADC - Certificate of Specialization (p. 48)

Alcohol and Drug Studies - Addiction and Criminal Justice - Certificate of Specialization

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.

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

Program Learning Outcomes

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.
Certificate of Specialization

<table>
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<tr>
<th>Code</th>
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<td>or AJ 080</td>
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Required course in Criminal Justice

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<tr>
<td>ADS 081</td>
<td>Criminal Justice Process for the Addicted Offender</td>
<td>2</td>
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<tr>
<td>or AJ 081</td>
<td>Criminal Justice Process for the Addicted Offender</td>
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</table>

Required course in Co-Occurring Disorders

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ADS 082</td>
<td>Co-Occurring Disorders in the Addicted Offender Population</td>
<td>2</td>
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<tr>
<td>or AJ 082</td>
<td>Co-Occurring Disorders in the Addicted Offender Population</td>
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Required course in Treatment Issues

<table>
<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>ADS 083</td>
<td>Treatment and Interventions for the Addicted Offender</td>
<td>2</td>
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<tr>
<td>or AJ 083</td>
<td>Treatment and Interventions for the Addicted Offender</td>
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Total Units 8

Alcohol and Drug Studies - Associate in Arts

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 CADCI 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 (CADCI) - 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, ADS 071, ADS 073, ADS 074, ADS 075 are required prior to taking ADS 077A & ADS 077B Supervised Practicum

Program Learning Outcomes

- 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.

Major Requirements

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<thead>
<tr>
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<tbody>
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<td>ADS 070</td>
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<tr>
<td>ADS 071</td>
<td>Pharmacology/Physiology of Addiction</td>
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</tr>
<tr>
<td>ADS 072</td>
<td>Codependency &amp; Family Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>ADS 073</td>
<td>Case Management</td>
<td>3</td>
</tr>
<tr>
<td>ADS 074</td>
<td>Ethics, and Personal and Professional Growth</td>
<td></td>
</tr>
<tr>
<td>ADS 075</td>
<td>Individual, Family, Group Counseling</td>
<td>3</td>
</tr>
<tr>
<td>ADS 076</td>
<td>Law and Prevention: Community Response</td>
<td>3</td>
</tr>
<tr>
<td>ADS 077A</td>
<td>Supervised Practicum A</td>
<td>2</td>
</tr>
<tr>
<td>ADS 077B</td>
<td>Supervised Practicum B</td>
<td>2</td>
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<td>ADS 138</td>
<td>Work Experience</td>
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Total Units 27

A.A. Degree Requirements

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<td></td>
<td>Physical Activity</td>
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Total Units 67

Note: ADS 070, ADS 071, ADS 073, ADS 074, ADS 075 are required prior to taking ADS 077A & ADS 077B Supervised Practicum
Alcohol and Drug Studies - Associate in Science

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 CADCI 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 (CADCI) - 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, ADS 071, ADS 073, ADS 074, ADS 075 are required prior to taking ADS 077A & ADS 077B Supervised Practicum

Program Learning Outcomes

- 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.

Major Requirements

<table>
<thead>
<tr>
<th>Code</th>
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<tr>
<td>ADS 070</td>
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<td>ADS 071</td>
<td>Pharmacology/Physiology of Addiction</td>
<td>3</td>
</tr>
<tr>
<td>ADS 072</td>
<td>Codependency &amp; Family Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>ADS 073</td>
<td>Case Management</td>
<td>3</td>
</tr>
<tr>
<td>ADS 074</td>
<td>Ethics, and Personal and Professional Growth</td>
<td>3</td>
</tr>
<tr>
<td>ADS 075</td>
<td>Individual, Family, Group Counseling</td>
<td>3</td>
</tr>
<tr>
<td>ADS 076</td>
<td>Law and Prevention: Community Response</td>
<td>3</td>
</tr>
<tr>
<td>ADS 077A</td>
<td>Supervised Practicum A</td>
<td>3</td>
</tr>
<tr>
<td>ADS 077B</td>
<td>Supervised Practicum B</td>
<td>3</td>
</tr>
<tr>
<td>ADS 138</td>
<td>Work Experience</td>
<td>2</td>
</tr>
<tr>
<td>PSYCH 010</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>PSYCH 099</td>
<td>Abnormal Psychology</td>
<td>3</td>
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<tr>
<td>SOC 011</td>
<td>Social Problems</td>
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A.S. Degree Requirements

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</table>

Alcohol and Drug Studies - Certificate of Achievement Level 2

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 CADCI 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 (CADCI) - 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, ADS 071, ADS 073, ADS 074, ADS 075 are required prior to taking ADS 077A & ADS 077B Supervised Practicum

### Program Learning Outcomes

- Students will achieve a minimum of satisfactory in their written supervisor review in both Supervised Practicum A and B.
- Students will achieve at least 70% pass rates on midterm and final examinations in Psychopharmacology of Addiction.
- Students will present a full case summary from point of entry through discharge in case management and Supervised Practicum B.

### Certificate Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS 070</td>
<td>Introduction to Chemical Dependency</td>
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<tr>
<td>ADS 071</td>
<td>Pharmacology/Physiology of Addiction</td>
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<tr>
<td>ADS 072</td>
<td>Codependency &amp; Family Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>ADS 073</td>
<td>Case Management</td>
<td>3</td>
</tr>
<tr>
<td>ADS 074</td>
<td>Ethics, and Personal and Professional Growth</td>
<td>3</td>
</tr>
<tr>
<td>ADS 075</td>
<td>Individual, Family, Group Counseling</td>
<td>3</td>
</tr>
<tr>
<td>ADS 076</td>
<td>Law and Prevention: Community Response</td>
<td>3</td>
</tr>
<tr>
<td>ADS 077A</td>
<td>Supervised Practicum A</td>
<td>3</td>
</tr>
<tr>
<td>ADS 077B</td>
<td>Supervised Practicum B</td>
<td>3</td>
</tr>
<tr>
<td>ADS 138</td>
<td>Work Experience</td>
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<td><strong>Total Units</strong></td>
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<td><strong>29</strong></td>
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### Alcohol and Drug Studies - LAADC - Certificate of Specialization

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.

### Certificate of Specialization

Note: ADS 070, ADS 170, ADS 171, ADS 172, ADS 173, ADS 174, and ADS 176 are required prior to taking Supervised Practicum.

### Program Learning Outcomes

- 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 Requirements

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<th>Code</th>
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<tr>
<td>ADS 170</td>
<td>LAADC Introduction to Chemical Dependency</td>
<td>1.5</td>
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<td>ADS 171</td>
<td>LAADC Pharmacology and Physiology of Addiction</td>
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</tr>
<tr>
<td>ADS 172</td>
<td>LAADC Codependency and Family Dynamics</td>
<td>1.5</td>
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<td>ADS 173</td>
<td>LAADC Case Management</td>
<td>1.5</td>
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<td>ADS 174</td>
<td>LAADC Ethics, Personal and Professional Growth</td>
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<td>ADS 176</td>
<td>LAADC Law and Prevention: Community Response</td>
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<td><strong>Total Units</strong></td>
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### Art

### About the Program

San José City College offers both an Associate in Arts (AA) and Associate in Science (AS) in Art degree. Students planning to follow a transfer pattern should use the Associate in Arts degree. This degree may not transfer to all universities, and students need to inquire of the universities if they have a bachelor’s degree for their upper division course work. The Associate in Science has 2 possible areas of emphasis: Drawing and Painting or Photography. A minimum of 3 courses in the Art major must be taken at San José City College. A grade of “C” or better is required in each course in the major and area of emphasis for graduation.

### Career Options

- Advertising Photography
- Darkroom Technician
- Fashion Design and Illustration
• Fine Art Framer
• Floral Arranger and Designer
• Interior Designer
• Illustrator
• Textile Designer
• Window & Retail Display

Related Occupations
• Animation
• Architecture
• Art Education and Teaching
• Art Direction
• Film and Video Production
• Landscaping
• Marketing and Advertising
• Medical Illustration
• Service Bureau Technician

Degrees
• A.A. Degree
• A.S. Degree

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

Eve Page-Mathias,
eve.mathias@sjcc.edu
Humanities and Social Sciences Division (408) 288-3785

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.

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

Judith Bell, judith.bell@sjcc.edu, (408) 288-3785

Humanities and Social Sciences Division

Associate Degrees
• Art - Associate in Arts (p. 49)
• Art - Associate in Science (p. 50)
• Studio Arts - Associate in Arts for Transfer (p. 50)

Art - Associate in Arts
San José City College offers both an Associate in Arts (AA) and Associate in Science (AS) in Art degree. Students planning to follow a transfer pattern should use the Associate in Arts degree. This degree may not transfer to all universities, and students need to inquire of the universities if they have a bachelor’s degree for their upper division course work. The Associate in Science has 2 possible areas of emphasis: Drawing and Painting or Photography. A minimum of 3 courses in the Art major must be taken at San José City College. A grade of “C” or better is required in each course in the major and area of emphasis for graduation.

Program Learning Outcomes
• 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

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<tr>
<td>ART 012</td>
<td>Two-Dimensional Design</td>
<td>3</td>
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<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>
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<tr>
<td>ART 092</td>
<td>Survey of Art History: Renaissance to the Present</td>
<td>3</td>
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<tr>
<td>ART 025</td>
<td>Expressive Drawing</td>
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<td>or ART 026</td>
<td>Intermediate Drawing</td>
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Total Units 21

A. A. Degree Requirements

<table>
<thead>
<tr>
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<th>Title</th>
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Total Units 61
Art - Associate in Science

San José City College offers both an Associate in Arts (AA) and Associate in Science (AS) in Art degree. Students planning to follow a transfer pattern should use the Associate in Arts degree. This degree may not transfer to all universities, and students need to inquire of the universities if they have a bachelor’s degree for their upper division course work. The Associate in Science has 2 possible areas of emphasis: Drawing and Painting or Photography. A minimum of 3 courses in the Art major must be taken at San José City College. A grade of “C” or better is required in each course in the major and area of emphasis for graduation.

Program Learning Outcomes

- 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>Code</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ART 012</td>
<td>Two-Dimensional Design</td>
<td>3</td>
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<tr>
<td>ART 013</td>
<td>Three Dimensional Design</td>
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<tr>
<td>ART 014</td>
<td>Color Theory</td>
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<tr>
<td>ART 024</td>
<td>Beginning Drawing</td>
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<tr>
<td>ART 091</td>
<td>Survey of Art History: Prehistoric Through Gothic</td>
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<tr>
<td>ART 092</td>
<td>Survey of Art History: Renaissance to the Present</td>
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<tr>
<td>ART 025 or ART 026</td>
<td>Expressive Drawing or Intermediate Drawing</td>
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Total Units: 21

Area of Emphasis

Select one of the following areas of emphasis: Coursework may not be duplicated

Drawing and Painting

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<td>ART 060</td>
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<td>ART 061</td>
<td>Beginning Painting II</td>
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Total Units: 15

Photography

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<tr>
<td>PHOTO 062</td>
<td>Intermediate Photography</td>
<td>3</td>
</tr>
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<td>PHOTO 076</td>
<td>Photoshop 1</td>
<td>3</td>
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<tr>
<td>PHOTO 079</td>
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<td>3</td>
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<tr>
<td>PHOTO 098</td>
<td>Directed Study in Photography</td>
<td>3</td>
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Total Units: 15

A.S. Degree Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Requirements and Area of Emphasis</td>
<td>36</td>
<td></td>
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<tr>
<td>General Education Requirements</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Physical Activity</td>
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</table>

Total Units: 61

Studio Arts - Associate in Arts for Transfer

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.

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.

Program Learning Outcomes

- 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.

### A.A.-T Major Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>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 024</td>
<td>Beginning Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 092</td>
<td>Survey of Art History: Renaissance to the Present</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of the following:  
- ART 091 Survey of Art History: Prehistoric Through Gothic  
- ART 096 Survey of Asian Art

Select three of the following:  
- ART 014 Color Theory  
- ART 042 Beginning Sculpture I  
- ART 046A Beginning Ceramics I  
- ART 060 Beginning Painting I  
- ART 071 Introduction to Media Arts  
- ART 072 Computer Graphics  
- ART 055A Life Drawing I  
  or ART 026 Intermediate Drawing

Total Units: 24

1. Consult with a counselor to determine which courses are applicable within the major at the CSU you are planning to transfer to.

### A.A.-T Degree Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Requirements</td>
<td></td>
<td>24</td>
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<tr>
<td>CSU GE or IGETC</td>
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<td>37 - 39</td>
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<tr>
<td>Transferable Electives</td>
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<td>Total Units</td>
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</tr>
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</table>

### 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.

#### 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

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

Momoh Lahai, (408) 298-2181, ext. 3636  
momoh.lahai@sjcc.edu  
Business and Workforce Development Division (408) 288-3131

### Business Administration

#### 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

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

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 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.

Career Options
• Real Estate Office
• Property Management
• Related Housing and Financial Institutions

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

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

Business and Workforce Development Division
(408) 288-3131

Associate Degrees
• Business Administration - Associate in Arts (p. 52)
• Business Administration - Associate in Science for Transfer (p. 53)
• Entrepreneurship - Associate in Science (p. 54)
• Management - Associate in Science (p. 56)
• Marketing - Associate in Science (p. 59)
• Real Estate - Associate in Science (p. 62)

Certificates
• Entrepreneurship - Certificate of Achievement Level 2 (p. 55)
• Entrepreneurship - Certificate of Achievement Level 3 (p. 56)
• Management - Certificate of Achievement Level 2 (p. 57)
• Management - Certificate of Achievement Level 3 (p. 58)
• Marketing - Certificate of Achievement Level 2 (p. 60)
• Marketing - Certificate of Achievement Level 3 (p. 61)
• Real Estate - Certificate of Achievement Level 2 (p. 62)

Business Administration - Associate in Arts
San José City College offers an Associate in Arts (AA) degree in Business Administration. The Associate in Arts, Business Administration Major meets the lower division course requirements necessary for San Jose 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.

Program Learning Outcomes
• 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.

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.

A.S.-T Major Requirements

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. 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.

Program Learning Outcomes

• 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.

A.A. Major Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 020</td>
<td>Financial Accounting</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 021</td>
<td>Managerial Accounting</td>
<td>5</td>
</tr>
<tr>
<td>BUS 071</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 082</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ECON 010A</td>
<td>Principles of Macroeconomic Theory</td>
<td>3</td>
</tr>
<tr>
<td>ECON 010B</td>
<td>Introduction to Microeconomic Theory</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 001B</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 061</td>
<td>Finite Mathematics ¹</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 062</td>
<td>Calculus for Business and the Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td>BUS 060</td>
<td>Fundamentals of Business Statistics ³</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 063</td>
<td>Elementary Statistics</td>
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</tbody>
</table>

Total Units: 34

¹ 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>Code</th>
<th>Title</th>
<th>Units</th>
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<td>Major Requirements</td>
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<tr>
<td>General Education Requirements</td>
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<tr>
<td>Physical Activity</td>
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</tbody>
</table>

Total Units: 74
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)

### Major Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 020</td>
<td>Financial Accounting</td>
<td>5</td>
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<tr>
<td>ACCTG 021</td>
<td>Managerial Accounting</td>
<td>5</td>
</tr>
<tr>
<td>ECON 010A</td>
<td>Principles of Macroeconomic Theory</td>
<td>3</td>
</tr>
<tr>
<td>ECON 010B</td>
<td>Introduction to Microeconomic Theory</td>
<td>3</td>
</tr>
<tr>
<td>BUS 071</td>
<td>Legal Environment of Business</td>
<td>3</td>
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</table>

Select one of the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 061</td>
<td>Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 062</td>
<td>Calculus for Business and the Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td>MATH 063</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BUS 082</td>
<td>Introduction to Business</td>
<td>3</td>
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</table>

**Total Units** 28

### A.S.-T Degree Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>Major Requirements</td>
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<tr>
<td>CSU GE or IGETC</td>
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<td>37-39</td>
</tr>
<tr>
<td>Transferable Electives</td>
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</table>

**Total Units** 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.

### Entrepreneurship - Associate in Science

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.

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.

**Program Learning Outcomes**

- 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 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

Major Requirements

<table>
<thead>
<tr>
<th>Code</th>
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<th>Units</th>
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<tbody>
<tr>
<td>Choose one of the following:</td>
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<tr>
<td>ACCTG 020 ACCTG 101</td>
<td>Financial Accounting or Bookkeeping for Small Business</td>
<td>3-5</td>
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<tr>
<td>Plus ALL of the following:</td>
<td></td>
<td></td>
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<tr>
<td>BUS 068 BUS 071 BUS 082 BUS 120 CIS 041</td>
<td>Entrepreneurship and Small Business Legal Environment of Business Introduction to Business Marketing Principles Introduction to Computer Information Systems</td>
<td>3 3 3 3</td>
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Select 12-14 units from the following: 12-14

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>ACCTG 021</td>
<td>Managerial Accounting</td>
<td>5</td>
</tr>
<tr>
<td>BUS 112 BUS 113 BUS 124 BUS 126 BUS 135</td>
<td>Advertising, Promotion, and Sales Principles of Management International Marketing Retail Management Human Relations and Leadership</td>
<td>3 3 3 3 3</td>
</tr>
</tbody>
</table>

Total Units 30-34

A.S. Degree Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 units of non-duplicated courses from Certificate of Achievement-Level 3</td>
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<tr>
<td>-OR- 6 units from the following: 6</td>
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<table>
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<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 060 MATH 063 ECON 010A ECON 010B ENGL 001B MATH 061</td>
<td>Fundamentals of Business Statistics Elementary Statistics Principles of Macroeconomic Theory Introduction to Microeconomic Theory English Composition Finite Mathematics</td>
<td>3 3 3 3 3</td>
</tr>
</tbody>
</table>

General Education Requirements 24

Physical Activity 1

Total Units 61-65

Entrepreneurship - Certificate of Achievement Level 2

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 is a brief description of the emphasis in 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.

Program Learning Outcomes

• 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.
Entrepreneurship - Certificate of Achievement Level 3

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 is a brief description of the emphasis in 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 planning to start their own businesses, the Entrepreneurship program describes 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.

Program Learning Outcomes

• 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.

• Prepare reports and papers consistent with the goals and objectives of marketing communication in a proper format
• 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

Certificate Requirements

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<tr>
<th>Code</th>
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<td>Financial Accounting</td>
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<td>Managerial Accounting</td>
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<td>ACCTG 101</td>
<td>Bookkeeping for Small Business</td>
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<tr>
<td>BUS 068</td>
<td>Entrepreneurship and Small Business</td>
<td>3</td>
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<tr>
<td>BUS 071</td>
<td>Legal Environment of Business</td>
<td>3</td>
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<tr>
<td>BUS 082</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 120</td>
<td>Marketing Principles</td>
<td>3</td>
</tr>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>+ PLUS ALL of the following:</td>
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<tr>
<td>BUS 124</td>
<td>International Marketing</td>
<td>3</td>
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<tr>
<td>BUS 126</td>
<td>Retail Management</td>
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<td>BUS 135</td>
<td>Human Relations and Leadership</td>
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<td>BUS 112</td>
<td>Advertising, Promotion, and Sales</td>
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<td>BUS 113</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>BUS 135</td>
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<td>3</td>
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<td>Total Units</td>
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</table>

Management - Associate in Science

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.

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.

**Program Learning Outcomes**

- 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.
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- 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

**Major Requirements**

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<td>-OR-</td>
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<td>BUS 071</td>
<td>Legal Environment of Business</td>
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<td>BUS 082</td>
<td>Introduction to Business</td>
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<tr>
<td>BUS 113</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>BUS 135</td>
<td>Human Relations and Leadership</td>
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<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BUS 060</td>
<td>Fundamentals of Business Statistics</td>
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<td>or MATH 063</td>
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<td>Total Units</td>
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**A.S Degree Requirements**

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<td>BUS 060</td>
<td>Fundamentals of Business Statistics</td>
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<td>MATH 063</td>
<td>Elementary Statistics</td>
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<td>ECON 010A</td>
<td>Principles of Macroeconomic Theory</td>
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<td>English Composition</td>
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<tr>
<td>MATH 061</td>
<td>Finite Mathematics</td>
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<td>General Education Requirements</td>
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</table>

**Management - Certificate of Achievement Level 2**

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
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**Program Learning Outcomes**

- Identify the purpose of business and its functional objectives.
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- 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.

**Certificate Requirements**

<table>
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<tr>
<th>Code</th>
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<tbody>
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<td>ACCTG 020</td>
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<tr>
<td>or ACCTG 101</td>
<td>Bookkeeping for Small Business</td>
<td></td>
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<tr>
<td>BUS 071</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 082</td>
<td>Introduction to Business</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 041</td>
<td>Introduction to Computer Information Systems</td>
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</tbody>
</table>

**Total Units** 18-20

**Management - Certificate of Achievement Level 3**

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.

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**Program Learning Outcomes**

- 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.
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• 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.

**Certificate Requirements**

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<td>ACCTG 101</td>
<td>Bookkeeping for Small Business</td>
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<td>Plus ALL of the following:</td>
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<tr>
<td>BUS 071</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
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<td>BUS 082</td>
<td>Introduction to Business</td>
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<td>BUS 113</td>
<td>Principles of Management</td>
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<td>BUS 135</td>
<td>Human Relations and Leadership</td>
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<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
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Select 12-14 units from the following: 12-14 units

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<td>BUS 068</td>
<td>Entrepreneurship and Small Business</td>
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<td>Management</td>
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<td>BUS 112</td>
<td>Advertising, Promotion, and Sales</td>
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<tr>
<td>BUS 120</td>
<td>Marketing Principles</td>
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<tr>
<td>BUS 124</td>
<td>International Marketing</td>
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<tr>
<td>BUS 126</td>
<td>Retail Management</td>
</tr>
</tbody>
</table>

**Marketing - Associate in Science**

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**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. Career options could include: Marketing Assistant, Assistant Product Researcher or Retail Sales.

**Program Learning Outcomes**

• Identify the purpose of business and its functional objectives.
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• Apply an understanding and working knowledge of basic business terminologies.
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Major Requirements

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<tr>
<th>Code</th>
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<tr>
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<td>ACCTG 020</td>
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<td>OR: ACCTG 101</td>
<td>Bookkeeping for Small Business</td>
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<td>Plus ALL of the following:</td>
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<tr>
<td>BUS 071</td>
<td>Legal Environment of Business</td>
<td>3</td>
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<td>BUS 082</td>
<td>Introduction to Business</td>
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<td>BUS 112</td>
<td>Advertising, Promotion, and Sales</td>
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<td>BUS 120</td>
<td>Marketing Principles</td>
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<td>CIS 041</td>
<td>Introduction to Computer InformationSystems</td>
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<td>ACCTG 021</td>
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<td>BUS 068</td>
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<td>BUS 124</td>
<td>International Marketing</td>
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<td>BUS 126</td>
<td>Retail Management</td>
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<tr>
<td>BUS 135</td>
<td>Human Relations and Leadership</td>
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A.S. Degree Requirements

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<td>MATH 063</td>
<td>Elementary Statistics</td>
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<td>ECON 010A</td>
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<td>MATH 061</td>
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Total Units 61-65

Marketing - Certificate of Achievement Level 2

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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.

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. Career options could include: Marketing Assistant, Assistant Product Researcher or Retail Sales.

Program Learning Outcomes

• 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.

**Certificate Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 020</td>
<td>Financial Accounting</td>
<td>3-5</td>
</tr>
<tr>
<td>or ACCTG 101</td>
<td>Bookkeeping for Small Business</td>
<td></td>
</tr>
<tr>
<td>BUS 071</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 082</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 112</td>
<td>Advertising, Promotion, and Sales</td>
<td>3</td>
</tr>
<tr>
<td>BUS 120</td>
<td>Marketing Principles</td>
<td>3</td>
</tr>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td></td>
<td><strong>18-20</strong></td>
</tr>
</tbody>
</table>

**Marketing - Certificate of Achievement Level 3**

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.

**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. Career options could include: Marketing Assistant, Assistant Product Researcher or Retail Sales.

**Program Learning Outcomes**

- 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.
Certificate Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Choose one of the following:</td>
<td>3-5</td>
</tr>
<tr>
<td>ACCTG 020</td>
<td>Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>-OR-</td>
<td>ACCTG 101</td>
<td>Bookkeeping for Small Business</td>
</tr>
<tr>
<td></td>
<td>Plus ALL of the following:</td>
<td></td>
</tr>
<tr>
<td>BUS 071</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 082</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 112</td>
<td>Advertising, Promotion, and Sales</td>
<td>3</td>
</tr>
<tr>
<td>BUS 120</td>
<td>Marketing Principles</td>
<td>3</td>
</tr>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
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<td></td>
<td>Select 12-14 units from the following:</td>
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<tr>
<td>ACCTG 021</td>
<td>Managerial Accounting</td>
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</tr>
<tr>
<td>BUS 068</td>
<td>Entrepreneurship and Small Business Management</td>
<td></td>
</tr>
<tr>
<td>BUS 113</td>
<td>Principles of Management</td>
<td></td>
</tr>
<tr>
<td>BUS 124</td>
<td>International Marketing</td>
<td></td>
</tr>
<tr>
<td>BUS 126</td>
<td>Retail Management</td>
<td></td>
</tr>
<tr>
<td>BUS 135</td>
<td>Human Relations and Leadership</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Units</td>
<td>30-34</td>
</tr>
</tbody>
</table>

Real Estate - Associate in Science

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.

Program Learning Outcomes

- Discriminate among knowledge and skills to uncover and apply the core competencies for a successful career in real estate.
- Complete the educational requirements for California Real Estate licensing and prepare for the state licensing exams.
- Evaluate real estate together with personal financial principles to discern its role in an individual’s personal financial well-being.

A.S. Degree Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>REST 122</td>
<td>Principles of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>REST 123</td>
<td>Real Estate Appraisal</td>
<td>3</td>
</tr>
<tr>
<td>REST 124</td>
<td>Legal Aspects of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>REST 125</td>
<td>Real Estate Practice</td>
<td>3</td>
</tr>
<tr>
<td>REST 126</td>
<td>Real Estate Finance</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Select one course from the following:</td>
<td>3-5</td>
</tr>
<tr>
<td>ACCTG 020</td>
<td>Financial Accounting</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 101</td>
<td>Bookkeeping for Small Business</td>
<td>3</td>
</tr>
<tr>
<td>REST 128</td>
<td>Real Estate Economics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Select three non-duplicated courses from the following:</td>
<td>9-11</td>
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<tr>
<td>ACCTG 020</td>
<td>Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>ACCTG 101</td>
<td>Bookkeeping for Small Business</td>
<td></td>
</tr>
<tr>
<td>BUS 071</td>
<td>Legal Environment of Business</td>
<td></td>
</tr>
<tr>
<td>REST 127</td>
<td>Real Estate Property Management</td>
<td></td>
</tr>
<tr>
<td>REST 128</td>
<td>Real Estate Economics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>General Electives if needed</td>
<td>0-2</td>
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<tr>
<td></td>
<td>General Education Requirements</td>
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<td></td>
<td>Physical Activity</td>
<td>1</td>
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<tr>
<td></td>
<td>Total Units</td>
<td>60</td>
</tr>
</tbody>
</table>

Real Estate - Certificate of Achievement Level 2

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.

Program Learning Outcomes

- 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.
- Evaluate real estate together with personal financial principles to discern its role in an individual's personal financial well-being.

Certificate Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>REST 122</td>
<td>Principles of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>REST 124</td>
<td>Legal Aspects of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>REST 125</td>
<td>Real Estate Practice</td>
<td>3</td>
</tr>
<tr>
<td>REST 126</td>
<td>Real Estate Finance</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following:</td>
<td></td>
<td>3-5</td>
</tr>
<tr>
<td>ACCTG 020</td>
<td>Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>ACCTG 101</td>
<td>Bookkeeping for Small Business</td>
<td></td>
</tr>
<tr>
<td>REST 128</td>
<td>Real Estate Economics</td>
<td></td>
</tr>
<tr>
<td>Select two of the following not already taken:</td>
<td></td>
<td>6-8</td>
</tr>
<tr>
<td>ACCTG 020</td>
<td>Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>ACCTG 101</td>
<td>Bookkeeping for Small Business</td>
<td></td>
</tr>
<tr>
<td>BUS 071</td>
<td>Legal Environment of Business</td>
<td></td>
</tr>
<tr>
<td>REST 127</td>
<td>Real Estate Property Management</td>
<td></td>
</tr>
<tr>
<td>REST 128</td>
<td>Real Estate Economics</td>
<td></td>
</tr>
</tbody>
</table>

Total Units: 21-25

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.

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 (CSU) system, 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.

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

Leslyn McCallum, (408) 288-3719
leslyn.mccallum@sjcc.edu
Communication Studies Department

Associate Degree

- Communication Studies - Associate in Arts for Transfer (p. 63)

Certificate

- Communication Studies - Certificate of Achievement Level 1 (p. 64)

Communication Studies - Associate in Arts for Transfer

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.

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   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.

Program Learning Outcomes

- 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

Major Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMS 020</td>
<td>Oral Communication</td>
<td>3</td>
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<tr>
<td>Select two of the following:</td>
<td>6</td>
<td></td>
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<tr>
<td>COMS 010</td>
<td>Interpersonal Communication</td>
<td></td>
</tr>
<tr>
<td>COMS 040</td>
<td>Introduction to Argumentation</td>
<td></td>
</tr>
<tr>
<td>COMS 045</td>
<td>Small Group Communication</td>
<td></td>
</tr>
<tr>
<td>Select two of the following:</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Any course from above if not already taken</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMS 018</td>
<td>Introduction to Communication Studies</td>
<td></td>
</tr>
<tr>
<td>COMS 035</td>
<td>Intercultural Communication</td>
<td></td>
</tr>
<tr>
<td>JOURN 021</td>
<td>Mass Media and Society</td>
<td></td>
</tr>
<tr>
<td>Select one of the following:</td>
<td>3</td>
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<tr>
<td>Any course from above if not already taken</td>
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<td></td>
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<tr>
<td>ANTH 063</td>
<td>Introduction to Social and Cultural Anthropology</td>
<td></td>
</tr>
<tr>
<td>ENGL 001C</td>
<td>Critical Thinking/Composition</td>
<td></td>
</tr>
<tr>
<td>JOURN 022</td>
<td>News Writing and Reporting for the Media</td>
<td></td>
</tr>
<tr>
<td>PSYCH 010</td>
<td>General Psychology</td>
<td></td>
</tr>
<tr>
<td>SOC 010</td>
<td>Introduction to Sociology</td>
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</table>

Total Units  18

A.A.-T Degree Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Requirements</td>
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<td></td>
</tr>
<tr>
<td>CSU GE or IGETC Pattern</td>
<td>37 - 39</td>
<td></td>
</tr>
<tr>
<td>Transferable Electives</td>
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<td></td>
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<tr>
<td>Total Units</td>
<td>60</td>
<td></td>
</tr>
</tbody>
</table>

Certificate Requirements

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<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Courses</td>
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</tr>
<tr>
<td>COMS 020</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMS 035</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMS 018</td>
<td>Introduction to Communication Studies</td>
<td>3</td>
</tr>
<tr>
<td>or COMS 040</td>
<td>Introduction to Argumentation</td>
<td></td>
</tr>
<tr>
<td>COMS 010</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COMS 045</td>
<td>Small Group Communication</td>
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<tr>
<td>Select one of the following:</td>
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<tr>
<td>CA 070D</td>
<td>Microsoft PowerPoint Level 1</td>
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<tr>
<td>CA 075D</td>
<td>Microsoft PowerPoint Level 2</td>
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<tr>
<td>JOURN 022</td>
<td>News Writing and Reporting for the Media</td>
<td></td>
</tr>
</tbody>
</table>

Total Units  13-15

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.

**Career Options**

- Administrative Assistant
- Clerical/Office/Receptionist
- Database Manager
- Office Manager
- Office and Administrative Support

**Certificates/Degrees**

- Certificate of Achievement – Level 2
- Certificate of Achievement – Level 3
- A.S. Degree

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

Business and Workforce Development Division (408) 288-3131

**Associate Degree**

- Computer Applications - Associate in Science (p. 65)

**Certificates**

- Computer Applications - Certificate of Achievement Level 2 (p. 66)
- Computer Applications - Certificate of Achievement Level 3 (p. 66)

**Computer Applications - Associate in Science**

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.

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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.

**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.
- Student demonstrates ability to exercise professional, ethical responsibility in the use of technology in society.

**Major Requirements**

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<thead>
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<th>Code</th>
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</table>
Computer Applications - Certificate of Achievement Level 2

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.

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.
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<tr>
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<td>CA 100D</td>
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<tr>
<td>BUS 007A</td>
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Total Units 20

Computer Applications - Certificate of Achievement Level 3

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 certifying 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.

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 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.

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<td>CIS 062A</td>
<td>Introduction to PC Hardware and Diagnostics</td>
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Total Units 35-37

Computer Information Systems

About the Program

The department of Computer Information Systems (CIS) offers 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.

Career Options

• Computer Programmer
• Web Developer
CIS CISCO Networks - CCNA - Certificate of Achievement Level 2

The department of Computer Information Systems (CIS) offers degrees and certificates in three major areas: Computer Programming, Network Administration and Web Developer. See the respective major sheets for additional information about the specific certificates and degrees. A grade of "C" or better is required in all certificate, major and major elective courses.

The CIS Computer Programming Certificate and Degree Programs are 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.

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.
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- Demonstrate the ability to work and interact effectively in teams consisting of individuals with differing interests, gender, global backgrounds and professions.
- (CIS classes not used in the sequence above)

Certificate Requirements

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<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CIS 018A</td>
<td>CCNA R&amp;S: Introduction to Networks</td>
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<td>CIS 018B</td>
<td>CCNA R&amp;S: Routing and Switching Essentials</td>
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<tr>
<td>CIS 018C</td>
<td>CCNA R&amp;S: Scaling Networks</td>
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Approved Major Electives

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<td>CIS 017B</td>
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<td>Microsoft Windows Server Active Directory</td>
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<td>Microsoft Windows Server Network Infrastructure</td>
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<td>CIS 018A</td>
<td>CCNA R&amp;S: Introduction to Networks</td>
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<tr>
<td>CIS 018B</td>
<td>CCNA R&amp;S: Routing and Switching Essentials</td>
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<td>CIS 018C</td>
<td>CCNA R&amp;S: Scaling Networks</td>
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<td>CIS 018D</td>
<td>CCNA R&amp;S: Connecting Networks</td>
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<tr>
<td>CIS 020</td>
<td>XML Fundamentals</td>
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<tr>
<td>CIS 020A</td>
<td>Advanced XML</td>
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CIS 022  Database Technology  3
CIS 023  JavaScript Programming  3
CIS 023A  Advanced Javascript  3
CIS 024A  Perl Programming  3
CIS 024B  PHP Programming  3
CIS 024C  Python Programming  3
CIS 036  Web 2.0 Programming  3
CIS 041  Introduction to Computer Information Systems  3
CIS 047  Apache, PHP, MySQL  3
CIS 054  C/C++ Programming  3
CIS 055  Data Structures  3
CIS 059  Object Oriented Design and Programming  3
CIS 060  Systems Analysis and Design  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 068  Administering Microsoft SQL Server  3
CIS 073  Visual Basic Programming  3
CIS 084  Java Programming  3
CIS 098  Directed Study in Computer Information Systems  0.5-9
CIS 157  Introduction to Unix/Linux  3
CIS 158  Linux System Administration  3

CIS Computer Programming - Associate in Science

The department of Computer Information Systems (CIS) offers degrees and certificates in three major areas: Computer Programming, Network Administration and Web Developer. See the respective major sheets for additional information about the specific certificates and degrees. A grade of “C” or better is required in all certificate, major and major elective courses.

The CIS Computer Programming Certificate and Degree Programs are 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.

Program Learning Outcomes

- 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, 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.

A.S. Degree Requirements

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<td>Data Structures</td>
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<td>Object Oriented Design and Programming</td>
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Approved Major Electives

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<td>CIS 017E</td>
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<tr>
<td>CIS 018A</td>
<td>CCNA R&amp;S: Introduction to Networks</td>
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<td>CIS 036</td>
<td>Web 2.0 Programming</td>
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Program Learning Outcomes

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<td>Data Structures</td>
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<td>Object Oriented Design and Programming</td>
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<td>CIS 060</td>
<td>Systems Analysis and Design</td>
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<td>Introduction to PC Hardware and Diagnostics</td>
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<td>Linux System Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units: 18

CIS Computer Programming - Certificate of Achievement Level 3

The department of Computer Information Systems (CIS) offers degrees and certificates in three major areas: Computer Programming, Network Administration and Web Developer. See the respective major sheets for additional information about the specific certificates and degrees. A grade of "C" or better is required in all certificate, major and major elective courses.

The CIS Computer Programming Certificate and Degree Programs are 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.

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.
• Student demonstrates ability to exercise professional, ethical responsibility in the use of technology in society.

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## Certificate Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 054</td>
<td>C/C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 055</td>
<td>Data Structures</td>
<td>3</td>
</tr>
<tr>
<td>CIS 059</td>
<td>Object Oriented Design and Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 073</td>
<td>Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 084</td>
<td>Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 157</td>
<td>Introduction to Unix/Linux</td>
<td>3</td>
</tr>
<tr>
<td>Non-duplicated units from approved major electives</td>
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<tr>
<td><strong>Total Units</strong></td>
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</table>

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## Approved Major Electives

(CIS classes not used in the sequence above)

<table>
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<tr>
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<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CIS 014A</td>
<td>Internet Principles and Protocols</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017A</td>
<td>Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017B</td>
<td>Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017C</td>
<td>Microsoft Windows Server Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017D</td>
<td>Microsoft Windows Server Network Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017E</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CIS 018A</td>
<td>CCNA R&amp;S: Introduction to Networks</td>
<td>3</td>
</tr>
<tr>
<td>CIS 018B</td>
<td>CCNA R&amp;S: Routing and Switching Essentials</td>
<td>3</td>
</tr>
<tr>
<td>CIS 018C</td>
<td>CCNA R&amp;S: Scaling Networks</td>
<td>3</td>
</tr>
<tr>
<td>CIS 018D</td>
<td>CCNA R&amp;S: Connecting Networks</td>
<td>3</td>
</tr>
<tr>
<td>CIS 020</td>
<td>XML Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CIS 020A</td>
<td>Advanced XML</td>
<td>3</td>
</tr>
<tr>
<td>CIS 022</td>
<td>Database Technology</td>
<td>3</td>
</tr>
<tr>
<td>CIS 023</td>
<td>JavaScript Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 023A</td>
<td>Advanced Javascript</td>
<td>3</td>
</tr>
<tr>
<td>CIS 024A</td>
<td>Perl Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 024B</td>
<td>PHP Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 024C</td>
<td>Python Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 036</td>
<td>Web 2.0 Programming</td>
<td>3</td>
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<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
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<tr>
<td>CIS 047</td>
<td>Apache, PHP, MySQL</td>
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</tr>
<tr>
<td>CIS 054</td>
<td>C/C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 055</td>
<td>Data Structures</td>
<td>3</td>
</tr>
<tr>
<td>CIS 059</td>
<td>Object Oriented Design and Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 060</td>
<td>Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 062A</td>
<td>Introduction to PC Hardware and Diagnostics</td>
<td>2</td>
</tr>
<tr>
<td>CIS 062B</td>
<td>A+ Core PC Hardware Technology</td>
<td>2</td>
</tr>
<tr>
<td>CIS 062C</td>
<td>A+ Core PC Operating Systems Technology</td>
<td>2</td>
</tr>
<tr>
<td>CIS 068</td>
<td>Administering Microsoft SQL Server</td>
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</tr>
</tbody>
</table>

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## A.S. Degree Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 073</td>
<td>Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 084</td>
<td>Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 098</td>
<td>Directed Study in Computer Information Systems</td>
<td>0.5-9</td>
</tr>
<tr>
<td>CIS 157</td>
<td>Introduction to Unix/Linux</td>
<td>3</td>
</tr>
<tr>
<td>CIS 158</td>
<td>Linux System Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

---

## CIS General Networking - Associate in Science

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.

---

## 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.
- Demonstrates ability to exercise professional, ethical responsibility in the use of technology in society.

---

## A.S. Degree Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CIS 014A</td>
<td>Internet Principles and Protocols</td>
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<tr>
<td>CIS 017A</td>
<td>Windows</td>
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<tr>
<td>CIS 017B</td>
<td>Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>CIS 018A</td>
<td>CCNA R&amp;S: Introduction to Networks</td>
<td>3</td>
</tr>
<tr>
<td>CIS 157</td>
<td>Introduction to Unix/Linux</td>
<td>3</td>
</tr>
<tr>
<td>Non-duplicated units from approved Major Electives</td>
<td>20</td>
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<tr>
<td><strong>General Education Requirements</strong></td>
<td></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>
CIS General Networking - Certificate of Achievement Level 1

The CIS Network Administration certificate and degree programs are 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.

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.
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- Demonstrates ability to exercise professional, ethical responsibility in the use of technology in society.

Certificate Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CIS 014A</td>
<td>Internet Principles and Protocols</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017A</td>
<td>Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017B</td>
<td>Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>CIS 157</td>
<td>Introduction to Unix/Linux</td>
<td>3</td>
</tr>
<tr>
<td>CIS 014A</td>
<td>Internet Principles and Protocols</td>
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<td>Total Units</td>
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CIS Microsoft Networks - MCSA - Certificate of Achievement Level 2

The CIS Network Administration certificate and degree programs are 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 MCSA, MCSA, CCNA, General Networking, and UNIX Networks are offered.

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.
- Demonstrates ability to exercise professional, ethical responsibility in the use of technology in society.

**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.

**Certificate Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CIS 017A</td>
<td>Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017B</td>
<td>Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017D</td>
<td>Microsoft Windows Server Network Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017E</td>
<td>Administering Microsoft SQL Server</td>
<td>3</td>
</tr>
</tbody>
</table>

Select 6 units from the following:

- CIS 014A Internet Principles and Protocols
- CIS 041 Introduction to Computer Information Systems
- CIS 062A Introduction to PC Hardware and Diagnostics
- CIS 062B A+ Core PC Hardware Technology
- CIS 062C A+ Core PC Operating Systems Technology
- CIS 073 Visual Basic Programming

**A.S. Degree Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the following:</td>
<td>Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017B</td>
<td>Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017C</td>
<td>Microsoft Windows Server Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017D</td>
<td>Microsoft Windows Server Network Infrastructure</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of the following:

- CIS 017E Administering Microsoft SQL Server

Choose 6 units from the following:

- CIS 014A Internet Principles and Protocols
- CIS 041 Introduction to Computer Information Systems
- CIS 062A Introduction to PC Hardware and Diagnostics
- CIS 062B A+ Core PC Hardware Technology
- CIS 062C A+ Core PC Operating Systems Technology
- CIS 073 Visual Basic Programming

Non-duplicated units from approved Major Electives 14

**Approved Major Electives**

<table>
<thead>
<tr>
<th>Code</th>
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<th>Units</th>
</tr>
</thead>
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<td>(CIS classes not used in the sequence above)</td>
<td>Internet Principles and Protocols</td>
<td>3</td>
</tr>
</tbody>
</table>

**CIS Microsoft Networks - MCSE - Associate in Science**

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The CIS Network Administration certificate and degree programs are 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 MCSA, MCSE, CCNA, General Networking, and UNIX Networks are offered.
CIS Microsoft Networks - MCSE - Certificate of Achievement Level 2

The CIS Network Administration certificate and degree programs are 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 MCSE, MCTS, CCNA, General Networking, and UNIX Networks are offered.

Program Learning Outcomes

- 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.
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Certificate Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 017A</td>
<td>Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017B</td>
<td>Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017C</td>
<td>Microsoft Windows Server Active Directory</td>
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</tr>
<tr>
<td>CIS 017D</td>
<td>Microsoft Windows Server Network Infrastructure</td>
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</tr>
<tr>
<td>CIS 018A</td>
<td>CCNA R&amp;S: Introduction to Networks</td>
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<tr>
<td>CIS 018B</td>
<td>CCNA R&amp;S: Routing and Switching Essentials</td>
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<td>CIS 018C</td>
<td>CCNA R&amp;S: Scaling Networks</td>
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<tr>
<td>CIS 018D</td>
<td>CCNA R&amp;S: Connecting Networks</td>
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<tr>
<td>CIS 020</td>
<td>XML Fundamentals</td>
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<tr>
<td>CIS 020A</td>
<td>Advanced XML</td>
<td>3</td>
</tr>
<tr>
<td>CIS 022</td>
<td>Database Technology</td>
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<td>CIS 023</td>
<td>JavaScript Programming</td>
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</tr>
<tr>
<td>CIS 023A</td>
<td>Advanced Javascript</td>
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</tr>
<tr>
<td>CIS 024A</td>
<td>Perl Programming</td>
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<td>PHP Programming</td>
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<tr>
<td>CIS 024C</td>
<td>Python Programming</td>
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<td>CIS 036</td>
<td>Web 2.0 Programming</td>
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</tr>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 047</td>
<td>Apache, PHP, MySQL</td>
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</tr>
<tr>
<td>CIS 054</td>
<td>C++ Programming</td>
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</tr>
<tr>
<td>CIS 055</td>
<td>Data Structures</td>
<td>3</td>
</tr>
<tr>
<td>CIS 059</td>
<td>Object Oriented Design and Programming</td>
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<tr>
<td>CIS 060</td>
<td>Systems Analysis and Design</td>
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</tr>
<tr>
<td>CIS 062A</td>
<td>Introduction to PC Hardware and Diagnostics</td>
<td>2</td>
</tr>
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<td>CIS 062B</td>
<td>A+ Core PC Hardware Technology</td>
<td>2</td>
</tr>
<tr>
<td>CIS 062C</td>
<td>A+ Core PC Operating Systems Technology</td>
<td>2</td>
</tr>
<tr>
<td>CIS 068</td>
<td>Administering Microsoft SQL Server</td>
<td>3</td>
</tr>
<tr>
<td>CIS 073</td>
<td>Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 084</td>
<td>Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 098</td>
<td>Directed Study in Computer Information Systems</td>
<td>0.5-9</td>
</tr>
<tr>
<td>CIS 157</td>
<td>Introduction to Unix/Linux</td>
<td>3</td>
</tr>
<tr>
<td>CIS 158</td>
<td>Linux System Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

CIS UNIX Networks - Associate in Science

The department of Computer Information Systems (CIS) offers degrees and certificates in three major areas: Computer Programming, Network Administration and Web Developer. See the respective major sheets for additional information about the specific certificates and degrees. A grade of "C" or better is required in all certificate, major and major elective courses.

The CIS Network Administration certificate and degree programs are 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 MCSE, MCTS, CCNA, General Networking, and UNIX Networks are offered.
**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.
- Demonstrates ability to exercise professional, ethical responsibility in the use of technology in society.

### A.S. Degree Requirements

<table>
<thead>
<tr>
<th>Code</th>
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<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Complete the following:</td>
<td></td>
</tr>
<tr>
<td>CIS 014A</td>
<td>Internet Principles and Protocols</td>
<td>3</td>
</tr>
<tr>
<td>CIS 062A</td>
<td>Introduction to PC Hardware and Diagnostics</td>
<td>2</td>
</tr>
<tr>
<td>CIS 157</td>
<td>Introduction to Unix/Linux</td>
<td>3</td>
</tr>
<tr>
<td>CIS 158</td>
<td>Linux System Administration</td>
<td>3</td>
</tr>
<tr>
<td>Non-duplicated units from approved major electives</td>
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<tr>
<td>General Education Requirements</td>
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</table>

**CIS UNIX Networks - Certificate of Achievement Level 1**

The CIS Network Administration certificate and degree programs are 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 MCSA, MCSA, CCNA, General Networking, and UNIX Networks are offered.

### Approved Major Electives

(CIS classes not used in the sequence above)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 014A</td>
<td>Internet Principles and Protocols</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017A</td>
<td>Windows</td>
<td>3</td>
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<tr>
<td>CIS 017B</td>
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<tr>
<td>CIS 017C</td>
<td>Microsoft Windows Server Active Directory</td>
<td>3</td>
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<tr>
<td>CIS 017D</td>
<td>Microsoft Windows Server Network Infrastructure</td>
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<tr>
<td>CIS 018A</td>
<td>CCNA R&amp;S: Introduction to Networks</td>
<td>3</td>
</tr>
<tr>
<td>CIS 018B</td>
<td>CCNA R&amp;S: Routing and Switching Essentials</td>
<td>3</td>
</tr>
<tr>
<td>CIS 018C</td>
<td>CCNA R&amp;S: Scaling Networks</td>
<td>3</td>
</tr>
<tr>
<td>CIS 018D</td>
<td>CCNA R&amp;S: Connecting Networks</td>
<td>3</td>
</tr>
<tr>
<td>CIS 020</td>
<td>XML Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CIS 020A</td>
<td>Advanced XML</td>
<td>3</td>
</tr>
<tr>
<td>CIS 022</td>
<td>Database Technology</td>
<td>3</td>
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<tr>
<td>CIS 023</td>
<td>JavaScript Programming</td>
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</tr>
<tr>
<td>CIS 023A</td>
<td>Advanced Javascript</td>
<td>3</td>
</tr>
<tr>
<td>CIS 024A</td>
<td>Perl Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 024B</td>
<td>PHP Programming</td>
<td>3</td>
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<tr>
<td>CIS 024C</td>
<td>Python Programming</td>
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<tr>
<td>CIS 036</td>
<td>Web 2.0 Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 047</td>
<td>Apache, PHP, MySQL</td>
<td>3</td>
</tr>
<tr>
<td>CIS 054</td>
<td>C/C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 055</td>
<td>Data Structures</td>
<td>3</td>
</tr>
<tr>
<td>CIS 059</td>
<td>Object Oriented Design and Programming</td>
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<tr>
<td>CIS 060</td>
<td>Systems Analysis and Design</td>
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<tr>
<td>CIS 062A</td>
<td>Introduction to PC Hardware and Diagnostics</td>
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<tr>
<td>CIS 062B</td>
<td>A+ Core PC Hardware Technology</td>
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<tr>
<td>CIS 062C</td>
<td>A+ Core PC Operating Systems Technology</td>
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</tr>
<tr>
<td>CIS 068</td>
<td>Administering Microsoft SQL Server</td>
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<tr>
<td>CIS 073</td>
<td>Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 084</td>
<td>Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 098</td>
<td>Directed Study in Computer Information Systems</td>
<td>0.5-9</td>
</tr>
<tr>
<td>CIS 157</td>
<td>Introduction to Unix/Linux</td>
<td>3</td>
</tr>
<tr>
<td>CIS 158</td>
<td>Linux System Administration</td>
<td>3</td>
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</table>
• 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.
• Demonstrates ability to exercise professional, ethical responsibility in the use of technology in society.

Certificate Requirements

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CIS Web Developer - Associate in Science

The department of Computer Information Systems (CIS) offers degrees and certificates in three major areas: Computer Programming, Network Administration and Web Developer. See the respective major sheets for additional information about the specific certificates and degrees. A grade of “C” or better is required in all certificate, major and major elective courses.

The Web Developer Certificate and Degree programs provide 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. An Associate in Science and 2 levels of certificates are offered.

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.
• Demonstrates ability to exercise professional, ethical responsibility in the use of technology in society.
A.S. Degree Requirements

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<tr>
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<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 050</td>
<td>Systems Analysis and Design</td>
<td>3</td>
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<td>CIS 024A</td>
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<td>3</td>
</tr>
<tr>
<td>or CIS 024C</td>
<td>Python Programming</td>
<td></td>
</tr>
</tbody>
</table>

Complete the following:

General Education Requirements: 24
Physical Activity: 1

Total Units: 61

CIS Web Developer - Certificate of Achievement Level 2

The Web Developer Certificate and Degree programs provide 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. An Associate in Science and 2 levels of certificates are offered.

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.
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Certificate Requirements

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<tbody>
<tr>
<td>CIS 020</td>
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<td>Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 084</td>
<td>Java Programming</td>
<td>3</td>
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</tbody>
</table>

Total Units: 18

CIS Web Developer - Certificate of Achievement Level 3

The Web Developer Certificate and Degree programs provide 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. An Associate in Science and 2 levels of certificates are offered.

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.
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Certificate Requirements

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<th>Code</th>
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</thead>
<tbody>
<tr>
<td>CIS 020</td>
<td>XML Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>
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.

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
• Mill Wrights
• Painter
• Plasterer
• Plumber
• Residential Maintenance
• Roofer

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

Business and Workforce Development Division
(408) 288-3781

Associate Degree
• Construction Technology - Associate in Science (p. 78)

Certificates
• Construction Technology - Certificate of Achievement Level 3 (p. 79)
• Residential Carpentry Technology - Certificate of Achievement Level 1 (p. 79)
• Residential Maintenance - Certificate of Achievement Level 2 (p. 80)

Construction Technology - Associate in Science

Successful completion of the Associate in Arts in Construction Technology prepares students for entry into the construction trades, which require a technical skill and understanding of construction processes. Students planning on transferring to a four-year school should complete the AA Degree, which includes the 39-unit general education sequence of courses. Specific four-year institutions may require additional courses in the major to fulfill lower division requirements. This degree may not transfer to all universities, and students need to inquire of the universities if they have a bachelor's degree for their upper division course work. A grade of "C" or better is required in all major, certificate and major elective courses.

Program Learning Outcomes
• 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.

Major Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<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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<td>CNSTR 105</td>
<td>Concrete Construction</td>
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<tr>
<td>CNSTR 115</td>
<td>Blueprint Reading</td>
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<td>CNSTR 116</td>
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<tr>
<td>CNSTR 117</td>
<td>OSHA Construction Safety Standards</td>
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<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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Select 6 non-duplicated units from approved electives 6
Total Units 36

Approved Electives
Code Title Units
CNSTR 103 Roof Framing Systems 4
CNSTR 104 Interior/Exterior Finish 4
CNSTR 107 Principles of Contracting 3
CNSTR 109A Basic Cabinet/Furniture Making 3
CNSTR 110 Architectural Drawing and Home Planning 3
CNSTR 128 National Electrical Code & Calculations 4
CNSTR 130 House Building Practicum 4.5
CNSTR 138 Work Experience 1-4
FMT 100 Introduction to Facilities Maintenance 3.5
SOLAR 102 Introduction to Photovoltaic Installation 3.5

A.S. Degree Requirements
Code Title Units
Major Requirements 36
General Education Requirements 24
Physical Activity 1
Total Units 61

Approved Electives
Code Title Units
CNSTR 103 Roof Framing Systems 4
CNSTR 104 Interior/Exterior Finish 4
CNSTR 105 Concrete Construction 4
CNSTR 107 Principles of Contracting 3
CNSTR 109A Basic Cabinet/Furniture Making 3
CNSTR 110 Architectural Drawing and Home Planning 3
CNSTR 115 Blueprint Reading 2
CNSTR 116 Estimating 2
CNSTR 117 OSHA Construction Safety Standards 1
CNSTR 118 Project Management for Construction 1
CNSTR 120 Building Code for the Construction Industry 2
CNSTR 125 Green Construction 3
Select 3 non-duplicated units from approved electives: 3
Total Units 33

Program Learning Outcomes
• 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.

Certificate Requirements
Code Title Units
CNSTR 101A Construction Tools, Materials and Processes 4
CNSTR 101B Residential Construction Framing 4
CNSTR 102A Residential Plumbing Systems 3
CNSTR 102B Residential/Commercial Wiring 4
CNSTR 105 Concrete Construction 4
CNSTR 115 Blueprint Reading 2
CNSTR 116 Estimating 2
CNSTR 117 OSHA Construction Safety Standards 1
CNSTR 118 Project Management for Construction 1
CNSTR 120 Building Code for the Construction Industry 2
CNSTR 125 Green Construction 3
Select 3 non-duplicated units from approved electives: 3
Total Units 33

Resolved Carpentry Technology - Certificate of Achievement Level 1
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.
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Program Learning Outcomes

- 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.

Program Learning Outcomes

- Demonstrate appropriate use of construction tools, methods, and materials, follow safety practices and procedures used in the industry.
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<td>CNSTR 117</td>
<td>OSHA Construction Safety Standards</td>
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<tr>
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</table>

Residential Maintenance - Certificate of Achievement Level 2

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.

Program Learning Outcomes

- 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.

Certificate Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNSTR 102A</td>
<td>Residential Plumbing Systems</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 102B</td>
<td>Residential/Commercial Wiring</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 104</td>
<td>Interior/Exterior Finish</td>
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Approved Electives

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<tr>
<td>CNSTR 103</td>
<td>Roof Framing Systems</td>
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<td>CNSTR 104</td>
<td>Interior/Exterior Finish</td>
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<td>CNSTR 105</td>
<td>Concrete Construction</td>
<td>4</td>
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<tr>
<td>CNSTR 107</td>
<td>Principles of Contracting</td>
<td>3</td>
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<tr>
<td>CNSTR 109A</td>
<td>Basic Cabinet/Furniture Making</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>
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<td>CNSTR 116</td>
<td>Estimating</td>
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<tr>
<td>CNSTR 117</td>
<td>OSHA Construction Safety Standards</td>
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<td>CNSTR 118</td>
<td>Project Management for Construction</td>
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<td>CNSTR 120</td>
<td>Building Code for the Construction Industry</td>
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<td>CNSTR 125</td>
<td>Green Construction</td>
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<td>CNSTR 128</td>
<td>National Electrical Code &amp; Calculations</td>
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<td>CNSTR 130</td>
<td>House Building Practicum</td>
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<td>CNSTR 138</td>
<td>Work Experience</td>
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<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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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.

Career Options

- Esthetician
- Nail Technician
- Makeup Artist
- Barber Stylist
- Salon Owner/Manager
Certificates/Degrees

- Certificate of Achievement - Level 3
- A.S. Degree

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

Sandra Honesto, (408) 288-3710
sandra.honesto@sjcc.edu, Cosmetology Department

Business and Workforce Development Division (408) 288-3131

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.

Career Options

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

Certificates

- Certificate of Achievement – Level 2

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

Yelena Lipilina, (408) 288-3766
yelena.lipilina@sjcc.edu, Esthetics Department

Business and Workforce Development Division (408) 288-3131

Associate Degree

- Cosmetology - Associate in Science (p. 81)

Certificates

- Cosmetology - Certificate of Achievement Level 3 (p. 82)
- Esthetics - Certificate of Achievement Level 2 (p. 82)

Cosmetology - Associate in Science

San José City College offers a certificate and Associate in Science degree in Cosmetology. 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 in 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.

Program Learning Outcomes

- Demonstrate a firm understanding and working knowledge of safety, sanitation and client protect rules and regulations.
- Be prepared to become a 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.

Major Requirements

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<tr>
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<th>Title</th>
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<tbody>
<tr>
<td>COS 010A</td>
<td>Cosmetology Freshman Theory ¹</td>
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<tr>
<td>COS 010B</td>
<td>Cosmetology Senior Theory ¹</td>
<td>5</td>
</tr>
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<td>COS 105A</td>
<td>Cosmetology Freshman Laboratory ¹</td>
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<td>Cosmetology Senior Laboratory ¹</td>
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<tr>
<td>COS 105</td>
<td>Cosmetology Professional Skills</td>
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Total Units: 53.5

A. S. Degree Requirements

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<th>Code</th>
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Total Units: 78.5

¹ 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.

Cosmetology - Certificate of Achievement Level 3

San José City College offers a certificate and Associate in Science degree in Cosmetology. 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 in 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, stylist, 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.

Program Learning Outcomes

• Demonstrate a firm understanding and working knowledge of safety, sanitation and client protect rules and regulations.
• Be prepared to become a 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.

Certificate Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>COS 010A</td>
<td>Cosmetology Freshman Theory ¹</td>
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<tr>
<td>COS 010B</td>
<td>Cosmetology Senior Theory ¹</td>
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<td>COS 105A</td>
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<tr>
<td>COS 105B</td>
<td>Cosmetology Senior Laboratory ¹</td>
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<tr>
<td>COS 105</td>
<td>Cosmetology Professional Skills</td>
<td>11.5</td>
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</table>

Total Units: 53.5

¹ 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.

Esthetics - Certificate of Achievement Level 2

San José City College offers a certificate and Associate in Science degree in Cosmetology. 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 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.

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 in 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.

Program Learning Outcomes

- 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.

Certificate Requirements

<table>
<thead>
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<tr>
<td>COS 130A</td>
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<tr>
<td>COS 130B</td>
<td>Esthetics II</td>
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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.

Career Options

- Dance Teacher
- Dance Performer
- Choreographer

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.

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

Amber McCall, (408) 288-3785
amber.mccall@sjcc.edu , Humanities Division

Associate Degree

- Dance • Associate in Arts (p. 83)

Certificate

- Dance Teaching • Certificate of Achievement Level 1 (p. 84)

Dance • Associate in Arts

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.

Program Learning Outcomes

- 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.
• Perform original dance choreography in class or for live public performances.

• Create dance choreography using the principles of composition for in class demonstration or live public performance.

Students must pass or test out of Dance 010, Dance 020 and Dance 050 prior to beginning the required coursework for this degree.

A.A. Major Requirements

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<tr>
<th>Code</th>
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<tbody>
<tr>
<td>DANCE 002</td>
<td>Dance Appreciation</td>
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<tr>
<td>DANCE 030</td>
<td>Dance Improvisation</td>
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<td>MUSIC 091</td>
<td>Music Appreciation: Western Civilization</td>
<td>3</td>
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<td>THEAT 033</td>
<td>Technical Theatre in Production</td>
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**Required Technique Courses**

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<tr>
<td>DANCE 011</td>
<td>Ballet, Intermediate</td>
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<tr>
<td>DANCE 011B</td>
<td>Ballet, High-Intermediate</td>
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<tr>
<td>DANCE 011C</td>
<td>Ballet, Advanced</td>
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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>
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<tr>
<td>DANCE 051</td>
<td>Modern Dance, Intermediate</td>
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**Approved Major Elective Technique Courses**

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<td>Ballet, High-Intermediate</td>
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<td>DANCE 021</td>
<td>Jazz Dance, Intermediate</td>
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<td>DANCE 064</td>
<td>Ballroom Dance, Beginning</td>
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<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>
<td>DANCE 067</td>
<td>Intermediate Ballroom - Swing</td>
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**Additional Approved Major Electives**

Select 4 units from the following: 4

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<tr>
<td>DANCE 004</td>
<td>Dance Pedagogy: Teaching Children Dance</td>
</tr>
<tr>
<td>DANCE 013A</td>
<td>Dancers’ Workshop - Student, Large Group</td>
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<tr>
<td>DANCE 013B</td>
<td>Dancers’ Workshop - Student, Small Group</td>
</tr>
<tr>
<td>DANCE 013C</td>
<td>Dancers’ Workshop - Student, Solo/Duet</td>
</tr>
<tr>
<td>DANCE 014A</td>
<td>Rehearsal and Performance - Modern Dance</td>
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<tr>
<td>DANCE 014B</td>
<td>Rehearsal and Performance - Jazz Dance</td>
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<tr>
<td>DANCE 014C</td>
<td>Rehearsal and Performance - Hip-Hop Dance</td>
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<td>DANCE 014D</td>
<td>Rehearsal and Performance - Tap Dance</td>
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<td>DANCE 014E</td>
<td>Rehearsal and Performance - Ballroom Dance</td>
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<tr>
<td>DANCE 014F</td>
<td>Rehearsal and Performance - Ballet</td>
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<tr>
<td>DANCE 032</td>
<td>Choreography</td>
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<td>DANCE 034A</td>
<td>Choreography Workshop - Large Group</td>
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<td>DANCE 034B</td>
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<tr>
<td>DANCE 034C</td>
<td>Choreography Workshop - Solo/Duet</td>
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Total Units: 23

A. A. Degree Requirements

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**Total Units: 63**

Dance Teaching - Certificate of Achievement Level 1

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.

**Program Learning Outcomes**

• 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.

• Perform original dance choreography in class or for live public performances.

• Create dance choreography using the principles of composition for in class demonstration or live public performance.

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.

**Certificate Requirements**

<table>
<thead>
<tr>
<th>Code</th>
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<td>Required Courses</td>
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<tr>
<td>DANCE 002</td>
<td>Dance Appreciation</td>
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<tr>
<td>DANCE 004</td>
<td>Dance Pedagogy: Teaching Children Dance</td>
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<tr>
<td>DANCE 030</td>
<td>Dance Improvisation</td>
<td>1.5</td>
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<tr>
<td>MUSIC 099</td>
<td>Introductory Music</td>
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</tr>
<tr>
<td>THEAT 033</td>
<td>Technical Theatre in Production</td>
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**Approved Major Elective Technique Courses**

Select 6 units from the following:

<table>
<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>DANCE 011</td>
<td>Ballet, Intermediate</td>
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<tr>
<td>DANCE 011B</td>
<td>Ballet, High-Intermediate</td>
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Total Units: 23
DANCE 021B Jazz Dance, High-Intermediate
DANCE 023B Hip-Hop Dance, Beginning
DANCE 023C Hip-hop Dance, Intermediate
DANCE 040B Tap Dance, Beginning
DANCE 040C Tap Dance, Intermediate
DANCE 051 Modern Dance, Intermediate
DANCE 051B Modern Dance, High-Intermediate

Total 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.

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, DENT 152, DENT 153, DENT 154, DENT 155 and DENT 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.

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 Technician
- Dental Assisting Instructor
- Dental Officer Manager
- Dental Sedation Assistant (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.

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

Associate Degree

- Dental Assisting - Associate in Science (p. 85)

Certificate

- Dental Assisting - Certificate of Achievement Level 3 (p. 86)

Dental Assisting - Associate in Science

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 Jose 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.
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.

Program Learning Outcomes

- Demonstrate entry level dental assisting skills that are clinically acceptable in order to work in the field of dentistry assisting during patient care while congruently preparing students 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 techniques 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.
- 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.
- 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.
- Participate in volunteering for a Community Health Projects where students demonstrate creativity, oral communication, research skills, public speaking skills and knowledge of preventive dental health methods used to prevent dental disease to a group in the community.

### Major Requirements

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<thead>
<tr>
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<td>DENT 162</td>
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<tr>
<td>DENT 163</td>
<td>Expanded Dental Assisting 1</td>
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<tr>
<td>DENT 164</td>
<td>Dental Office Administration</td>
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<tr>
<td>DENT 165</td>
<td>Advanced Dental Assisting 1</td>
<td>.5</td>
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<tr>
<td>DENT 171</td>
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<td>DENT 172</td>
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<td>2.5</td>
</tr>
<tr>
<td>DENT 173</td>
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</tbody>
</table>

Total Units 31.5

### A.S. Degree Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<td>Physical Activity</td>
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</table>

Total Units 60

1 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.

### Dental Assisting - Certificate of Achievement Level 3

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 Jose 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.

Program Learning Outcomes

- Demonstrate entry level dental assisting skills that are clinically acceptable in order to work in the field of dentistry assisting during patient care while congruently preparing students 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 techniques 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.
- 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.
- 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.
- Participate in volunteering for a Community Health Projects where students demonstrate creativity, oral communication, research skills, public speaking skills and knowledge of preventive dental health methods used to prevent dental disease to a group in the community.

Certificate Requirements

<table>
<thead>
<tr>
<th>Code</th>
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<td>DENT 153</td>
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<td>DENT 154</td>
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<td>DENT 155</td>
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<td>DENT 156</td>
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<td>DENT 161</td>
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<td>DENT 162</td>
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<td>DENT 163</td>
<td>Expanded Dental Assisting 1</td>
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<td>DENT 164</td>
<td>Dental Office Administration</td>
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<tr>
<td>DENT 165</td>
<td>Advanced Dental Assisting 1</td>
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<td>DENT 171</td>
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<td>DENT 172</td>
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<td>DENT 173</td>
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Total Units 31.5

Early Childhood Education

About the Program

San José City College offers an Associate in Science (AS), Associate in Science for Transfer (AS-T) and various Certificates of Achievement in Early Childhood Education. Our Graduates of the Associate in Science Degree 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. They are able to use instructional techniques, which promote intellectual, social, emotional, physical, and creative growth in children. After completing the Associate in Science degree, students will be eligible for the Teacher Level of the State of California Children’s Center Permit, and qualify for employment as teachers in government and privately funded early care and education programs. In addition to working in childcare related facilities, the AS-T in Early Childhood Education also provides a foundation for students pursuing baccalaureate study in early care and education; child psychology; children, youth, and family services; child advocacy; social work and other social sciences. A grade of “C” or better is required in all ECE major, certificate and major elective courses.

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

• 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

Child Development Permit Track - Certificates 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.

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

Monette Reyes, (408) 288-3785
monette.reyes@sjcc.edu
Humanities and Social Sciences Division

Associate Degrees
• Early Childhood Education - Associate in Science (p. 88)
• Early Childhood Education - Associate in Science for Transfer (p. 89)

Certificates
• Early Childhood Education - Associate Teacher - Certificate of Achievement Level 1 (p. 89)
• Early Childhood Education - Inclusion Specialist - Certificate of Achievement Level 2 (p. 90)
• Early Childhood Education - Master Teacher - Certificate of Achievement Level 3 (p. 90)
• Early Childhood Education - Teacher - Certificate of Achievement Level 2 (p. 91)

Early Childhood Education - Associate in Science
San José City College offers an Associate in Science (AS), Associate in Science for Transfer (AS-T) degree and various certificates in Early Childhood Education (ECE). Graduates of the Associate in Science degree 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. They are able to use instructional techniques, which promote intellectual, social, emotional, physical, and creative growth in children. After completing the Associate in Science degree, students will be eligible for the Teacher Level of the State of California Children's Center Permit, and qualify for employment as teachers in government and privately funded early care and education programs. Students planning to transfer to a 4-year university should follow the AS-T degree. A grade of “C” or better is required in all ECE major, certificate and major elective courses.

Program Learning Outcomes
• 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>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>ECE 101</td>
<td>Introduction to Curriculum</td>
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<tr>
<td>ECE 101B</td>
<td>Practicum in Early Childhood Education</td>
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<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>
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<tr>
<td>ECE 105</td>
<td>Language Development for Young Children</td>
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<tr>
<td>ECE 107</td>
<td>Child, Family and Community</td>
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<tr>
<td>ECE 108</td>
<td>Health, Safety, and Nutrition in Child Care</td>
<td>3</td>
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<tr>
<td>ECE 109</td>
<td>Music, Movement, and Rhythm Activities for Children</td>
<td>3</td>
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<tr>
<td>FCS 070</td>
<td>Child Development</td>
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<tr>
<td>PSYCH 092</td>
<td>Developmental Psychology</td>
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1 ECE 101B must be taken at San José City College.

A.S. Degree Requirements

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<td>A.S. Major Requirements</td>
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<td>Approved Major Electives (see below)</td>
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<td>General Education Requirements</td>
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### Physical Activity

**Total Units**: 1

#### Approved A.S. Major Electives

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<th>Code</th>
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<tbody>
<tr>
<td>ECE 016</td>
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<td>ECE 017</td>
<td>Literacy Development in Children</td>
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<tr>
<td>ECE 018</td>
<td>Children's Literature</td>
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<tr>
<td>ECE 020</td>
<td>Observation and 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>
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<td>ECE 110</td>
<td>Administration and Supervision of Early Childhood Programs II</td>
<td>3</td>
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<tr>
<td>ECE 145</td>
<td>The Child With Special Needs</td>
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<tr>
<td>ECE 146</td>
<td>Child Guidance and Discipline</td>
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<td>ECE 147</td>
<td>Teaching Young Children in a Diverse Society</td>
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<td>ECE 191</td>
<td>Infant Toddler Development</td>
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<td>ECE 195</td>
<td>The School Age Child: Development, Behavior, Curriculum</td>
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<td>PSYCH 010</td>
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#### Early Childhood Education - Associate in Science for Transfer

Our Graduates of the Associate in Science Degree 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.

**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:
   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.

### Program Learning Outcomes

- 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

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<thead>
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<th>Code</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ECE 020</td>
<td>Observation and Assessment Methods in ECE</td>
<td>3</td>
</tr>
<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 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 147</td>
<td>Teaching Young Children in a Diverse Society</td>
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</tr>
<tr>
<td>FCS 070</td>
<td>Child Development</td>
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**Total Units**: 24

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Requirements</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>CSU GE or IGETC</td>
<td>37 - 39</td>
<td></td>
</tr>
<tr>
<td>Transferable Electives</td>
<td>5-6</td>
<td></td>
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</tbody>
</table>

**Total Units**: 60

#### Early Childhood Education - Associate Teacher - Certificate of Achievement

San José City College offers an Associate in Science (AS), Associate in Science for Transfer (AS-T) degree and various certificates in Early Childhood Education (ECE). Graduates of the Associate in Science degree 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. They are able to use instructional techniques, which promote intellectual, social, emotional, physical, and creative growth in children. After completing the Associate in Science degree, students will be eligible for the Teacher Level of the State of California Children's Center Permit, and qualify for employment as teachers in government and privately funded early care and education programs. Students planning to transfer to a 4-year university should follow the AS-T degree. A grade of “C” or better is required in all ECE major, certificate and major elective courses.
Program Learning Outcomes

- 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.

Certificate Requirements - Level 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</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>
</tr>
<tr>
<td>Total Units</td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

Early Childhood Education - Inclusion Specialist - 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.

Program Learning Outcomes

- 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 Requirements - Level 2

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ECE 020</td>
<td>Observation and 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>
</tbody>
</table>

Early Childhood Education - 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.

Program Learning Outcomes

- 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.

Certificate Requirements - Level 3

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 020</td>
<td>Observation and Assessment Methods in ECE</td>
<td>3</td>
</tr>
<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 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>
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<tr>
<td>Select 3 units from the following:</td>
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<tr>
<td>ECE 104</td>
<td>Art and Creativity for Children</td>
<td>3</td>
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<tr>
<td>ECE 105</td>
<td>Language Development for Young Children</td>
<td></td>
</tr>
<tr>
<td>ECE 109</td>
<td>Music, Movement, and Rhythm Activities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>for Children</td>
<td></td>
</tr>
<tr>
<td>ECE 146</td>
<td>Child Guidance and Discipline</td>
<td></td>
</tr>
</tbody>
</table>
Early Childhood Education - 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.

Total Units 27

Note:
1. ECE 101B must be taken at San José City College.

Program Learning Outcomes

- 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.

Certificate Requirements - Level 2

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCS 070</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 020</td>
<td>Observation and Assessment Methods in ECE</td>
<td>3</td>
</tr>
<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 1</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></td>
<td>Select 3 units from the following:</td>
<td></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 109</td>
<td>Music, Movement, and Rhythm Activities for Children</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units 24

1. ECE 101B must be taken at San José City College.

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.

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

Hung Trieu, hung.trieu@sjcc.edu, (408) 288-3785

Humanities and Social Sciences Division
Associate Degree

- Economics - Associate in Arts for Transfer (p. 92)

Economics - Associate in Arts for Transfer

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.

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.

Program Learning Outcomes

- 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.

### A.A.-T Degree Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 010A</td>
<td>Principles of Macroeconomic Theory ¹</td>
<td>3</td>
</tr>
<tr>
<td>ECON 010B</td>
<td>Introduction to Microeconomic Theory ¹</td>
<td>3</td>
</tr>
<tr>
<td>MATH 063</td>
<td>Elementary Statistics ¹</td>
<td>3</td>
</tr>
<tr>
<td>MATH 062</td>
<td>Calculus for Business and the Social Sciences ¹</td>
<td>3-5</td>
</tr>
<tr>
<td>or MATH 071</td>
<td>Calculus I With Analytic Geometry</td>
<td></td>
</tr>
<tr>
<td>Select one of the following:</td>
<td></td>
<td>3-5</td>
</tr>
<tr>
<td>ACCTG 020</td>
<td>Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>ACCTG 021</td>
<td>Managerial Accounting</td>
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</tr>
</tbody>
</table>

Total Units: 18-24

Consult with a counselor to determine if course may also be applied towards CSU GE or IGETC pattern.

### 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.

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

Mary Conroy, (408) 288-3785
mary.conroy@sjcc.edu, Humanities and Social Sciences Division

Associate Degree

- Elementary Teacher Education - Associate in Arts for Transfer (p. 92)

Elementary Teacher Education - Associate in Arts for Transfer

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.

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.

Program Learning Outcomes

- Analyze the role and responsibilities of elementary school teachers.
- Describe the structure and functions of the American and California education systems.
- 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.

Major Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMS 020</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 010</td>
<td>Introduction to Education in a Multicultural Society</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 001A</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 001B</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>FCS 070</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 012</td>
<td>World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 015 &amp; 015L</td>
<td>Earth Science and Earth Science Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>HIST 011A</td>
<td>World History to 1500</td>
<td>3</td>
</tr>
<tr>
<td>HIST 017A</td>
<td>History of the United States</td>
<td>3</td>
</tr>
<tr>
<td>MATH 052</td>
<td>Mathematics for Elementary Education</td>
<td>3</td>
</tr>
<tr>
<td>POLSC 001</td>
<td>Politics and Government In America</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 002A</td>
<td>Algebra/Trigonometry-Based Physics I</td>
<td>4</td>
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Select one of the following:

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<tbody>
<tr>
<td>BIOL 020</td>
<td>Human Biology</td>
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<tr>
<td>BIOL 021</td>
<td>General Biology</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 032A</td>
<td>Intro to General, Organic, &amp; Biological Chemistry</td>
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</tr>
<tr>
<td>CHEM 015</td>
<td>Fundamentals of Chemistry</td>
<td>4</td>
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Select one of the following:

<table>
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<tbody>
<tr>
<td>COMS 040</td>
<td>Introduction to Argumentation</td>
<td>3</td>
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<tr>
<td>ENGL 001C</td>
<td>Critical Thinking/Composition</td>
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</tr>
<tr>
<td>PHIL 060</td>
<td>Logic and Critical Thinking</td>
<td>3</td>
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<tr>
<td>ART 090</td>
<td>Art Appreciation</td>
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<tr>
<td>MUSIC 091</td>
<td>Music Appreciation: Western Civilization</td>
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</tr>
<tr>
<td>THEAT 020</td>
<td>Introduction to Theatre</td>
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</tbody>
</table>

Total Units 52

1 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>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Requirements</td>
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<tr>
<td>CSU GE Pattern</td>
<td>39</td>
<td></td>
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<tr>
<td>Transferable Electives</td>
<td>2-5</td>
<td></td>
</tr>
<tr>
<td>Total Units</td>
<td>60</td>
<td></td>
</tr>
</tbody>
</table>

Emergency Medical Services

About the Program

Patient Navigators (PNs) are responsible for assisting California’s immigrant population to access healthcare. The PNs will be working with patients who have common chronic and infectious diseases. The PNs will assist patients in accessing the most appropriate care center. The PN will also help patients identify resources available to them for transportation and general subsistence. Working with individuals from various cultures, the PNs will demonstrate empathy and respect cultural differences. Through work experience, the student will integrate the knowledge gained in the courses in order to best serve the community.

The ideal candidate in this field speaks another language besides English, has good interpersonal skills, empathy for the community, and a strong interest in the medical field.

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.

Career Options

- Patient Navigator

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

Jagrup Kahlon, (409) 288-3131
jagrup.kahlon@sjcc.edu, Business & Workforce Development Division
Certificate

- Patient Navigator - Certificate of Specialization (p. 94)

Patient Navigator - Certificate of Specialization

Patient Navigators (PNs) are responsible for assisting California's immigrant population to access healthcare. Through work experience, the student will integrate the knowledge gained in the courses in order to best serve the community. The ideal candidate in this field speaks another language besides English, has good interpersonal skills, empathy for the community, and a strong interest in the medical field.

This one year certificate program offers students training in medical terminology, health education, introductory medical assisting, and cross-cultural communication skills. The Patient Navigator certificate serves as a pathway for students looking to start or further their career in healthcare roles such as Medical Assisting.

Program Learning Outcomes

- Demonstrate knowledge appropriate for entry level employment as a Patient Navigator
- Perform skills appropriate for entry level employment as Patient Navigator
- Demonstrate abilities and attitudes appropriate to entry level employment as Patient Navigator

Certificate Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HED 011</td>
<td>Dynamic Health Concepts</td>
<td>3</td>
</tr>
<tr>
<td>EMS 005</td>
<td>Emergency Medical Responder</td>
<td>2.5</td>
</tr>
<tr>
<td>ECE 107</td>
<td>Child, Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>COMS 035</td>
<td>Intercultural Communication</td>
<td>3</td>
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<tr>
<td>HSCI 138</td>
<td>Work Experience</td>
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<td>Total Units</td>
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Recommended Courses

<table>
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<tr>
<th>Code</th>
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<th>Units</th>
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<tbody>
<tr>
<td>CA 005</td>
<td>Computer Literacy</td>
<td>2</td>
</tr>
<tr>
<td>GUIDE 085</td>
<td>Blueprint for Success</td>
<td>1</td>
</tr>
</tbody>
</table>

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.

To be awarded the Associate in Arts in English 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.

Program Learning Outcomes

- Rhetorical Competence
- Critical and Analytical Reasoning
- Ability to Use MLA Style
- Ability to Use Technology
- Appreciation of Diverse Forms of Literature

A.A.-T Major Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 001C</td>
<td>Critical Thinking/Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 001B</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Select two of the following:</td>
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<tr>
<td>ENGL 084A</td>
<td>Survey of American Literature I</td>
<td></td>
</tr>
<tr>
<td>ENGL 084B</td>
<td>Survey of American Literature II</td>
<td></td>
</tr>
<tr>
<td>ENGL 086A</td>
<td>Survey of British Literature I</td>
<td></td>
</tr>
</tbody>
</table>
For additional information, see a counselor, visit the Career/Transfer Center, or contact the following:

Jonathan Cronan, (408) 298-2181, Ext. 3667
jonathan.cronan@sjcc.edu

Business and Workforce Development Division (408) 288-3131

**Facilities Maintenance Technology - Certificate of Achievement Level 3**

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 troubleshooting 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.

**Program Learning Outcomes**

- 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.

**Major Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<tbody>
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<td>AIRC 122</td>
<td>Refrigeration Principles</td>
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<tr>
<td>AIRC 131</td>
<td>Intermediate Air Conditioning</td>
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</tr>
<tr>
<td>AIRC 138</td>
<td>Work Experience</td>
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</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</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>
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<tr>
<td>AIRC 145</td>
<td>Sheet Metal Principles</td>
<td>2</td>
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<tr>
<td>or FMT 130</td>
<td>Management of People in Technical and Building Services Industries</td>
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**Total Units**

**Total Requirements**

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**Total Units**

65

**Facilities Maintenance Technology - Certificate of Achievement Level 3**

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.

**Program Learning Outcomes**

• 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.
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**Certificate Requirements**

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<tbody>
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<td>AIRC 121</td>
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<tr>
<td>AIRC 122</td>
<td>Refrigeration Principles</td>
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<td>AIRC 131</td>
<td>Intermediate Air Conditioning</td>
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<tr>
<td>AIRC 138</td>
<td>Work Experience</td>
<td>2</td>
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<tr>
<td>AIRC 142</td>
<td>Air Conditioning Control Systems</td>
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<tr>
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<td>FMT 104</td>
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<tr>
<td>AIRC 145</td>
<td>Sheet Metal Principles</td>
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</tr>
<tr>
<td>or FMT 130</td>
<td>Management of People in Technical and Building Services Industries</td>
<td></td>
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</table>

**Total Units**

40

**Geography**

**About the Program**

The Geography program includes courses focused on the subject matter knowledge and competence needed to study and interpret global issues and challenges. In pursuing the Associate in Arts in Geography for Transfer degree, students majoring in geography develop critical thinking, problem solving, and written and verbal communication skills. As geography majors, students have learning opportunities that are relevant to many types of careers in education, business and governmental agencies. The current need global awareness and knowledge of the
earth’s diversity and the use of spatial technologies make geography a relevant and useful field of study.

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

Mary Conroy, (408) 298-2181, Ext. 3866
mary.conroy@sjcc.edu

Humanities and Social Sciences Division (408) 288-3785

Associate Degree

- Geography - Associate in Arts for Transfer (p. 97)

Geography - Associate in Arts for Transfer

The Associate in Arts in Geography for Transfer (AA-T) degree meets the lower division course requirements necessary for the California State University (CSU) system. The Geography program includes courses focused on the subject matter knowledge and competence needed to study and interpret global issues and challenges. In pursuing the Associate in Arts in Geography for Transfer degree, students majoring in geography develop critical thinking, problem solving, and written and verbal communication skills. As geography majors, students have learning opportunities that are relevant to many types of careers in education, business and governmental agencies. The current need global awareness and knowledge of the earth’s diversity and the use of spatial technologies make geography a relevant and useful field of study.

The Associate in Arts in Geography for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSU GE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

To be awarded the Associate in Arts in Geography 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.

Program Learning Outcomes

- Utilize the basic concepts in physical geography in the analysis of real-world patterns in the environment.
- Interpret information about spatial features and relationships through maps
- Explain and describe the origins, diversity and distribution of cultures with attention to language, religion, and political and economic patterns.

A.A.-T Major Requirements

<table>
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<tr>
<th>Code</th>
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<td>GEOG 011</td>
<td>Introduction to Cultural Geography</td>
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</tr>
<tr>
<td>GEOG 012</td>
<td>World Regional Geography</td>
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<tr>
<td>METEO 010</td>
<td>Weather and Climate</td>
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<tr>
<td>ANTH 063</td>
<td>Introduction to Social and Cultural Anthropology</td>
<td>3</td>
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<tr>
<td>MATH 063</td>
<td>Elementary Statistics</td>
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<tr>
<td>GEOL 010</td>
<td>Physical Geology</td>
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<td>GEOL 010L</td>
<td>Physical Geology Laboratory</td>
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<td>Total Units</td>
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</table>

Consult with a counselor to determine which courses are applicable within the major at the CSU you are planning to transfer to.

Degree Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<tbody>
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<td>Major Requirements</td>
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Humanities and Social Sciences

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

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

Counseling Division (408) 288-3750

Associate Degrees

- Liberal Arts - Arts and Humanities - Associate in Arts (p. 98)
• Liberal Arts - Scientific Inquiry and Quantitative Reasoning - Associate in Arts (p. 99)
• Liberal Arts - Social and Behavioral Science - Associate in Arts (p. 100)

**Liberal Arts - Arts and Humanities - Associate in Arts**

**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. A grade of “C” or better is required in all coursework for the major.

**Program Learning Outcomes**

- 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**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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<tbody>
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<td>ARABC 001A</td>
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<td>ARABC 001B</td>
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<tr>
<td>ART 090</td>
<td>Art Appreciation</td>
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<tr>
<td>ART 091</td>
<td>Survey of Art History: Prehistoric Through Gothic</td>
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<td>ART 092</td>
<td>Survey of Art History: Renaissance to the Present</td>
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<tr>
<td>CHIN 001A</td>
<td>Elementary Chinese</td>
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<td>CHIN 001B</td>
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<td>Dance Appreciation</td>
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<td>DANCE 032</td>
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<tr>
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<td>English Composition</td>
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<td>ENGL 010</td>
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<td>ENGL 033</td>
<td>Women in Literature</td>
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<td>The Short Story</td>
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<tr>
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<td>Fundamentals of Creative Writing/Poetry</td>
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<tr>
<td>ENGL 071B</td>
<td>Fundamentals of Creative Writing/Fiction</td>
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<tr>
<td>ENGL 071C</td>
<td>Fundamentals of Creative Writing/Drama</td>
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<tr>
<td>ENGL 073</td>
<td>Introduction to Shakespeare</td>
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<td>ENGL 079</td>
<td>Memoir Writing</td>
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<td>ENGL 080</td>
<td>Mexican-American Literature</td>
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<tr>
<td>ENGL 084A</td>
<td>Survey of American Literature I</td>
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<td>ETH 020</td>
<td>African American Culture</td>
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<td>FREN 001A</td>
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<td>FREN 001B</td>
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<td>HUMNT 001</td>
<td>Introduction to Visual and Performing Arts</td>
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<td>HUMNT 002</td>
<td>Introduction to World Literature</td>
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<td>HUMNT 003</td>
<td>Introduction to Women’s Studies</td>
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<td>Elementary Japanese</td>
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<td>JAPAN 001B</td>
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<td>JAPAN 002A</td>
<td>Intermediate Japanese 1</td>
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<td>MUSIC 083</td>
<td>Exploring the World of Music</td>
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<td>MUSIC 091</td>
<td>Music Appreciation: Western Civilization</td>
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<td>MUSIC 095</td>
<td>Music Appreciation: Jazz</td>
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<tr>
<td>MUSIC 099</td>
<td>Introductory Music</td>
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<tr>
<td>PHIL 010</td>
<td>Introduction to Philosophy: Metaphysics and Epistemology</td>
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<tr>
<td>PHIL 011</td>
<td>Introduction to Political and Aesthetic Philosophies</td>
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<td>PHIL 012</td>
<td>Introduction to Existentialism: The Meaning of Life</td>
<td>1</td>
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<td>PHIL 051</td>
<td>Introduction to Asian Philosophy</td>
<td>1</td>
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<td>PHIL 065</td>
<td>Introduction to Ethics</td>
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<td>PHIL 070</td>
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<tr>
<td>THEAT 002</td>
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<td>THEAT 003</td>
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<tr>
<td>THEAT 020</td>
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<td>THEAT 040</td>
<td>Introduction to Film</td>
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<td>VIET 001A</td>
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<td>Elementary Vietnamese 2</td>
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Theory courses:
## Liberal Arts - Scientific Inquiry and Quantitative Reasoning - Associate in Arts

**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. Students 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. A grade of “C” or better is required in all coursework for the major.

### Program Learning Outcomes

- 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

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<thead>
<tr>
<th>Code</th>
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<tr>
<td>ASTRO 010L</td>
<td>Introductory Astronomy Lab</td>
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<tr>
<td>BIOL 004A</td>
<td>General Principles and Cell Biology</td>
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<tr>
<td>BIOL 004B</td>
<td>Biodiversity and Organismal Biology</td>
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<tr>
<td>BIOL 021</td>
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**A.A. Liberal Arts - Arts and Humanities**

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<td>Major Requirements</td>
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<td></td>
</tr>
<tr>
<td>General Electives if necessary to reach 60</td>
<td>2</td>
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<tr>
<td>General Education Requirements</td>
<td>39</td>
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</tr>
<tr>
<td>Physical Activity</td>
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Total Units: 60
A.A. Liberal Arts - Scientific Inquiry and Quantitative Reasoning

<table>
<thead>
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<th>Code</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td></td>
<td>Major Requirements</td>
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<tr>
<td></td>
<td>General Electives if necessary to reach 60 units</td>
<td>2</td>
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<tr>
<td></td>
<td>General Education Requirements</td>
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</table>

Liberal Arts - Social and Behavioral Sciences - Associate in Arts

**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.

**Program Learning Outcomes**

- 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**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
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<td>Select 18 units from the following:</td>
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<tr>
<td>AJ 010</td>
<td>Introduction to Administration of Justice</td>
<td></td>
</tr>
<tr>
<td>AJ 011</td>
<td>Criminal Law</td>
<td></td>
</tr>
<tr>
<td>AJ 013</td>
<td>Criminal Procedures</td>
<td></td>
</tr>
<tr>
<td>AJ 014</td>
<td>Contemporary Police Issues</td>
<td></td>
</tr>
<tr>
<td>AJ 015</td>
<td>Introduction to Criminal Investigation</td>
<td></td>
</tr>
<tr>
<td>AJ 016</td>
<td>Street Law</td>
<td></td>
</tr>
<tr>
<td>AJ 110</td>
<td>Narcotics and Drug Abuse</td>
<td></td>
</tr>
<tr>
<td>AJ 111</td>
<td>Juvenile Law and Procedures</td>
<td></td>
</tr>
<tr>
<td>AJ 112</td>
<td>Introduction to Evidence</td>
<td></td>
</tr>
<tr>
<td>AJ 113</td>
<td>Violent Crime in America</td>
<td></td>
</tr>
<tr>
<td>AJ 114</td>
<td>Terrorism</td>
<td></td>
</tr>
<tr>
<td>AJ 116</td>
<td>Introduction to Corrections</td>
<td></td>
</tr>
<tr>
<td>ANTH 062</td>
<td>Introduction to Physical Anthropology</td>
<td></td>
</tr>
<tr>
<td>ANTH 063</td>
<td>Introduction to Social and Cultural Anthropology</td>
<td></td>
</tr>
<tr>
<td>COMS 035</td>
<td>Intercultural Communication</td>
<td></td>
</tr>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
<td></td>
</tr>
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</table>
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.

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

Debbie Huntze-Rooney, (408) 288-3730
deborah.huntze@sjcc.edu,
Kinesiology, Wellness, and Athletics

Associate Degree

- Kinesiology - Associate in Arts for Transfer (p. 101)

Kinesiology - Associate in Arts for Transfer

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.

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:
   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.

Program Learning Outcomes

- 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

A.A.-T Major Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>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>
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<tr>
<td>BIOL 072</td>
<td>Human Physiology</td>
<td>5</td>
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<tr>
<td></td>
<td>Select one course from each of the following movement based areas:</td>
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<tr>
<td>Fitness</td>
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<td></td>
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<tr>
<td>KINPE 008</td>
<td>Archery</td>
<td></td>
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<tr>
<td>KINPE 009</td>
<td>Badminton</td>
<td></td>
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<tr>
<td>KINPE 056</td>
<td>Beginning Weight Training</td>
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<tr>
<td>Wellness</td>
<td></td>
<td></td>
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<tr>
<td>KINPE 023</td>
<td>Cardio Kickboxing</td>
<td></td>
</tr>
<tr>
<td>KINPE 030</td>
<td>Fit for Life</td>
<td></td>
</tr>
<tr>
<td>KINPE 039</td>
<td>Hatha Yoga</td>
<td></td>
</tr>
<tr>
<td>KINPE 041</td>
<td>Pilates Mat Workout</td>
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</tr>
<tr>
<td>KINPE 044</td>
<td>Core, Alignment, and Resistance Exercise on the Ball</td>
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<tr>
<td>KINPE 055</td>
<td>Step Aerobics</td>
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<td>Team Sports</td>
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<tr>
<td>KINPE 012</td>
<td>Basketball</td>
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<tr>
<td>KINPE 013</td>
<td>Advanced Football</td>
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<tr>
<td>KINPE 038</td>
<td>Soccer</td>
<td></td>
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<tr>
<td>KINPE 040</td>
<td>Softball</td>
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<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>KINPE 052</td>
<td>Volleyball</td>
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</tr>
<tr>
<td>BIOL 020</td>
<td>Human Biology</td>
<td></td>
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<tr>
<td>CHEM 001A</td>
<td>General Chemistry 1</td>
<td></td>
</tr>
<tr>
<td>or CHEM 031</td>
<td>Intro to General, Organic, &amp; Biological Chemistry</td>
<td></td>
</tr>
<tr>
<td>MATH 063</td>
<td>Elementary Statistics</td>
<td></td>
</tr>
<tr>
<td>PHYS 002A</td>
<td>Algebra/Trigonometry-Based Physics I</td>
<td></td>
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</table>

Total Units 23-24

1 Student may take CHEM 001A or CHEM 032A, but not both to satisfy requirements.

A.A.-T Degree Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td></td>
<td>Major Requirements</td>
<td>23-24</td>
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<tr>
<td></td>
<td>CSU GE or IGETC</td>
<td>37-39</td>
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<td>Transferable electives (if necessary to reach 60)</td>
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</table>

Total Units 60

Labor Studies

About the Program

San José City College offers an Associate in Arts (AA) degree, Associate of Science (AS) degree and a Certificate of Achievement in Labor Studies. Students planning to follow a transfer pattern should use the Associate in Arts Degree. This degree may not transfer to all universities, and students need to inquire of the universities if they have a bachelor’s degree for their upper division course work. For a degree, at least four courses in the major must be completed at San José City College, and a minimum of two Labor Studies courses must be taken at SJCC. For a certificate of Achievement, a minimum of nine units must be taken at San José City College. A grade of “C” or better is required for all major courses.

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

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

Humanities and Social Sciences (408) 288-3785
Division
Associate Degrees

- Labor Studies - Associate in Arts (p. 103)
- Labor Studies - Associate in Science (p. 103)

Certificate

- Labor Studies - Certificate of Achievement Level 2 (p. 104)

Labor Studies - Associate in Arts

San José City College offers an Associate in Arts (AA) degree, Associate of Science (AS) degree and a Certificate of Achievement in Labor Studies. Students planning to follow a transfer pattern should use the Associate in Arts Degree. This degree may not transfer to all universities, and students need to inquire of the universities if they have a bachelor’s degree for their upper division course work. For a degree, at least four courses in the major must be completed at San José City College, and a minimum of two Labor Studies courses must be taken at SJCC.

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

Program Learning Outcomes

- 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.

A.A. Major Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>LABOR 015</td>
<td>Local Union and Community Leadership</td>
<td>3</td>
</tr>
<tr>
<td>LABOR 020</td>
<td>Workers' Rights</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 022</td>
<td>Labor Negotiations and Dispute Resolution</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 023</td>
<td>Labor in American Society</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 024</td>
<td>Leadership and Communication</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 025</td>
<td>Labor Organizing and Political Action</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 031</td>
<td>Survey of Contemporary Labor and Social Issues</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 138</td>
<td>Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
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or MATH 063 Elementary Statistics

Select 12 units from the following: 12

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<th>Code</th>
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<tbody>
<tr>
<td>COMS 040</td>
<td>Introduction to Argumentation</td>
<td></td>
</tr>
<tr>
<td>ECON 010A</td>
<td>Principles of Macroeconomic Theory</td>
<td></td>
</tr>
<tr>
<td>HED 011</td>
<td>Dynamic Health Concepts</td>
<td></td>
</tr>
<tr>
<td>LABOR 033</td>
<td>Solving Worksite Problems</td>
<td></td>
</tr>
<tr>
<td>LABOR 034</td>
<td>Immigrant Leadership Training</td>
<td></td>
</tr>
<tr>
<td>LABOR 098</td>
<td>Directed Study</td>
<td></td>
</tr>
<tr>
<td>PSYCH 012</td>
<td>Social Psychology</td>
<td></td>
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</table>

A.A. Degree Requirements

<table>
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<tr>
<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>Major Requirements</td>
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<td>General Education Requirements</td>
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<td>Physical Activity</td>
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</table>

Total Units 67

Labor Studies - Associate in Science

San José City College offers an Associate in Arts (AA) degree, Associate of Science (AS) degree and a Certificate of Achievement in Labor Studies. Students planning to follow a transfer pattern should use the Associate in Arts Degree. This degree may not transfer to all universities, and students need to inquire of the universities if they have a bachelor’s degree for their upper division course work. For a degree, at least four courses in the major must be completed at San José City College, and a minimum of two Labor Studies courses must be taken at SJCC.

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

Program Learning Outcomes

- Utilize the basic concepts of physical geography in the analysis of real-world variations in environmental patterns.
- Interpret information about spatial features and relationships through maps.
- Explain and describe of the origins, diversity and distribution of cultures with attention to language, religion, and political and economic patterns.

A.S. Major Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the following:</td>
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</tr>
<tr>
<td>LABOR 015</td>
<td>Local Union and Community Leadership</td>
<td>3</td>
</tr>
<tr>
<td>LABOR 020</td>
<td>Workers' Rights</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 022</td>
<td>Labor Negotiations and Dispute Resolution</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 023</td>
<td>Labor in American Society</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 024</td>
<td>Leadership and Communication</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 025</td>
<td>Labor Organizing and Political Action</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 031</td>
<td>Survey of Contemporary Labor and Social Issues</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 138</td>
<td>Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
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</table>

or MATH 063 Elementary Statistics

Select THREE courses from the following: 9

<table>
<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>LABOR 098</td>
<td>Directed Study</td>
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<tr>
<td>LABOR 138</td>
<td>Work Experience</td>
<td>4</td>
</tr>
<tr>
<td>COMS 040</td>
<td>Introduction to Argumentation</td>
<td>3</td>
</tr>
<tr>
<td>ECON 010A</td>
<td>Principles of Macroeconomic Theory</td>
<td>3</td>
</tr>
<tr>
<td>SOC 011</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 063</td>
<td>Elementary Statistics</td>
<td></td>
</tr>
</tbody>
</table>
ANTH 062 Introduction to Physical Anthropology
ANTH 063 Introduction to Social and Cultural Anthropology
HED 011 Dynamic Health Concepts
PSYCH 010 General Psychology
PSYCH 060 Personal Growth and Adjustment
PSYCH 100 Human Sexuality
SOC 010 Introduction to Sociology

Total Units 36

A.S Degree Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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<tbody>
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<td>Major Requirements</td>
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<tr>
<td>General Education Requirements</td>
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<tr>
<td>Physical Activity</td>
<td>1</td>
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</tr>
</tbody>
</table>

Total Units 61

Labor Studies - Certificate of Achievement Level 2

San José City College offers an Associate in Arts (AA) degree, Associate of Science (AS) degree and a Certificate of Achievement in Labor Studies. Students planning to follow a transfer pattern should use the Associate in Arts Degree. This degree may not transfer to all universities, and students need to inquire of the universities if they have a bachelor's degree for their upper division course work.

For a certificate of Achievement, a minimum of nine units must be taken at San José City College. A grade of "C" or better is required for all major courses.

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

Program Learning Outcomes

• 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.

Certificate Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LABOR 015</td>
<td>Local Union and Community Leadership</td>
<td>3</td>
</tr>
<tr>
<td>LABOR 020</td>
<td>Workers' Rights</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 022</td>
<td>Labor Negotiations and Dispute Resolution</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 023</td>
<td>Labor in American Society</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 024</td>
<td>Leadership and Communication</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 025</td>
<td>Labor Organizing and Political Action</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 031</td>
<td>Survey of Contemporary Labor and Social Issues</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 098</td>
<td>Directed Study</td>
<td>2</td>
</tr>
<tr>
<td>LABOR 138</td>
<td>Work Experience</td>
<td>4</td>
</tr>
<tr>
<td>COMS 040</td>
<td>Introduction to Argumentation</td>
<td>3</td>
</tr>
<tr>
<td>ECON 010A</td>
<td>Principles of Macroeconomic Theory</td>
<td>3</td>
</tr>
<tr>
<td>SOC 011</td>
<td>Social Problems</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units 24

Laser Technology

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 sky-rocketing 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.

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

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

Sydney Sukuta, sydney.sukuta@sjcc.edu
(408) 298-2181 x3805

Business and Workforce Development
(408) 288-3781

Associate Degree

• Laser Technology - Associate in Science (p. 104)

Certificates

• Laser Technology - Certificate of Achievement Level 1 (p. 105)
• Laser Technology - Certificate of Achievement Level 3 (p. 105)
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 sky-rocketing 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.

### Program Learning Outcomes

- 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.

### Major Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FMT 105</td>
<td>Introduction to Industrial Electronics and Controls</td>
<td>2.5</td>
</tr>
<tr>
<td>LASER 100</td>
<td>Introduction to Photonics</td>
<td>4</td>
</tr>
<tr>
<td>LASER 101</td>
<td>Rapid Laser Optics 3-D Prototyping</td>
<td>4</td>
</tr>
<tr>
<td>LASER 102</td>
<td>Intermediate Laser Technology</td>
<td>4</td>
</tr>
<tr>
<td>LASER 103</td>
<td>Advanced Laser Technology</td>
<td>4</td>
</tr>
<tr>
<td>LASER 104</td>
<td>Fiber Laser Technology</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 002A</td>
<td>Algebra/Trigonometry-Based Physics I ¹</td>
<td>4</td>
</tr>
<tr>
<td>MATH 013</td>
<td>Intermediate Algebra</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td></td>
<td><strong>31.5</strong></td>
</tr>
</tbody>
</table>

¹ May be used to meet science with laboratory general education requirement.

### A.S. Degree Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Major Requirements</strong></td>
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<td><strong>31.5</strong></td>
</tr>
<tr>
<td>Approved Major Electives (See list below)</td>
<td></td>
<td><strong>7</strong></td>
</tr>
<tr>
<td>General Education Requirements</td>
<td></td>
<td><strong>24</strong></td>
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<tr>
<td>Physical Activity</td>
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<tr>
<td><strong>Total Units</strong></td>
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<td><strong>63.5</strong></td>
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</table>

### Approved Major Electives

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACH 160</td>
<td>Introduction to CNC Laser Applications</td>
<td>5</td>
</tr>
<tr>
<td>or LASER 160</td>
<td>Introduction to CNC Laser Applications</td>
<td></td>
</tr>
<tr>
<td>LASER 098</td>
<td>Directed Study - Laser Technology</td>
<td>0.5-9</td>
</tr>
<tr>
<td>LASER 138</td>
<td>Work Experience</td>
<td>1-4</td>
</tr>
</tbody>
</table>

### Laser Technology - Certificate of Achievement Level 1

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 sky-rocketing 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.

### Program Learning Outcomes

- 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.

### Certificate Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LASER 100</td>
<td>Introduction to Photonics</td>
<td>4</td>
</tr>
<tr>
<td>LASER 101</td>
<td>Rapid Laser Optics 3-D Prototyping</td>
<td>4</td>
</tr>
<tr>
<td>LASER 102</td>
<td>Intermediate Laser Technology</td>
<td>4</td>
</tr>
<tr>
<td>LASER 103</td>
<td>Advanced Laser Technology</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
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</table>

### Laser Technology - Certificate of Achievement Level 3

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 sky-rocketing 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.

### Program Learning Outcomes

- 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.

Certificate Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FMT 105</td>
<td>Introduction to Industrial Electronics and Controls</td>
<td>2.5</td>
</tr>
<tr>
<td>LASER 100</td>
<td>Introduction to Photonics</td>
<td>4</td>
</tr>
<tr>
<td>LASER 101</td>
<td>Rapid Laser Optics 3-D Prototyping</td>
<td>4</td>
</tr>
<tr>
<td>LASER 102</td>
<td>Intermediate Laser Technology</td>
<td>4</td>
</tr>
<tr>
<td>LASER 103</td>
<td>Advanced Laser Technology</td>
<td>4</td>
</tr>
<tr>
<td>LASER 104</td>
<td>Fiber Laser Technology</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 002A</td>
<td>Algebra/Trigonometry-Based Physics I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 013</td>
<td>Intermediate Algebra</td>
<td>5</td>
</tr>
<tr>
<td>Total Units</td>
<td></td>
<td>31.5</td>
</tr>
</tbody>
</table>

Liberal Studies

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 Jose 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.

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

Counseling Division (408) 288-3750

Associate Degree

• Liberal Studies - Associate in Arts (p. 106)

Program Learning Outcomes

• 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.

Liberal Studies - Associate in Arts

The Associate in Arts (AA) in Liberal Studies degree is offered for the student intending to transfer to San Jose 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 Jose 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.

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

Counseling Division (408) 288-3750

Degree Requirements

Area A: Communication in the English Language

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMS 020</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 001A</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following:</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>COMS 020</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 001C</td>
<td>Critical Thinking/Composition</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 060</td>
<td>Logic and Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>Total Units</td>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

Area B: Physical Universe and Life Forms

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Select one of the following:</td>
<td>4-5</td>
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</tr>
<tr>
<td>CHEM 001A</td>
<td>General Chemistry</td>
<td></td>
</tr>
<tr>
<td>CHEM 015</td>
<td>Fundamentals of Chemistry</td>
<td></td>
</tr>
<tr>
<td>CHEM 032A</td>
<td>Intro to General, Organic, &amp; Biological Chemistry</td>
<td></td>
</tr>
<tr>
<td>(CHEM 015 or CHEM 032A preferred)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select one of the following:</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PHYS 002A</td>
<td>Algebra/Trigonometry-Based Physics I</td>
<td></td>
</tr>
<tr>
<td>PHYS 004A</td>
<td>General Physics</td>
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<tr>
<td>Select one of the following:</td>
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<tr>
<td>BIOL 020</td>
<td>Human Biology (preferred)</td>
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<tr>
<td>BIOL 021</td>
<td>General Biology</td>
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<tr>
<td>MATH 052</td>
<td>Mathematics for Elementary Education</td>
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Area C: Arts and Humanities

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MUSIC 099</td>
<td>Introductory Music (preferred)</td>
<td>3</td>
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<tr>
<td>or select one of the following:</td>
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<tr>
<td>ART 091</td>
<td>Survey of Art History: Prehistoric Through Gothic</td>
<td></td>
</tr>
<tr>
<td>ART 092</td>
<td>Survey of Art History: Renaissance to the Present</td>
<td></td>
</tr>
<tr>
<td>ART 096</td>
<td>Survey of Asian Art</td>
<td></td>
</tr>
<tr>
<td>DANCE 002</td>
<td>Dance Appreciation</td>
<td></td>
</tr>
<tr>
<td>HUMNT 001</td>
<td>Introduction to Visual and Performing Arts</td>
<td></td>
</tr>
<tr>
<td>MUSIC 083</td>
<td>Exploring the World of Music</td>
<td></td>
</tr>
<tr>
<td>MUSIC 091</td>
<td>Music Appreciation: Western Civilization</td>
<td></td>
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<tr>
<td>MUSIC 095</td>
<td>Music Appreciation: Jazz</td>
<td></td>
</tr>
<tr>
<td>THEAT 002</td>
<td>Beginning Acting</td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>------------------</td>
<td></td>
</tr>
<tr>
<td>THEAT 020</td>
<td>Introduction to Theatre</td>
<td></td>
</tr>
<tr>
<td>THEAT 040</td>
<td>Introduction to Film</td>
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</table>

**C2:**

<table>
<thead>
<tr>
<th>ENGL 001B</th>
<th>English Composition (preferred)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A &quot;C&quot; or better is required, a C- is not acceptable or select one of the following:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ENGL 010</th>
<th>Great Works of Literature</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 033</td>
<td>Women in Literature</td>
</tr>
<tr>
<td>ENGL 065</td>
<td>The Short Story</td>
</tr>
<tr>
<td>ENGL 073</td>
<td>Introduction to Shakespeare</td>
</tr>
<tr>
<td>ENGL 079</td>
<td>Memoir Writing</td>
</tr>
<tr>
<td>ENGL 080</td>
<td>Mexican-American Literature</td>
</tr>
<tr>
<td>ENGL 084A</td>
<td>Survey of American Literature I</td>
</tr>
<tr>
<td>ENGL 084B</td>
<td>Survey of American Literature II</td>
</tr>
<tr>
<td>ENGL 086A</td>
<td>Survey of British Literature I</td>
</tr>
<tr>
<td>ENGL 086B</td>
<td>Survey of British Literature II</td>
</tr>
</tbody>
</table>

Select one certified course in C-1 or C-2 but different discipline.

**Total Units**

9

**Area D: Social and Behavioral Science**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>HIST 017A</td>
<td>History of the United States</td>
</tr>
<tr>
<td>HIST 017B</td>
<td>History of the United States</td>
</tr>
</tbody>
</table>

Select one of the following:

<table>
<thead>
<tr>
<th>AJ 016</th>
<th>Street Law</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 063</td>
<td>Introduction to Social and Cultural Anthropology</td>
</tr>
<tr>
<td>COMS 035</td>
<td>Intercultural Communication</td>
</tr>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
</tr>
<tr>
<td>ECE 107</td>
<td>Child, Family and Community</td>
</tr>
<tr>
<td>ETH 020</td>
<td>African American Culture</td>
</tr>
<tr>
<td>ETH 026</td>
<td>Vietnamese Women in the U.S.</td>
</tr>
<tr>
<td>GLOBL 001</td>
<td>Introduction to Global Studies</td>
</tr>
<tr>
<td>GLOBL 002</td>
<td>Global Issues</td>
</tr>
<tr>
<td>GLOBL 007</td>
<td>Global Citizenship/Civics</td>
</tr>
<tr>
<td>JOURN 021</td>
<td>Mass Media and Society</td>
</tr>
<tr>
<td>KIN 010</td>
<td>Sports in Society</td>
</tr>
<tr>
<td>LABOR 015</td>
<td>Local Union and Community Leadership</td>
</tr>
<tr>
<td>SL 015</td>
<td>Deaf Culture</td>
</tr>
<tr>
<td>SOC 010</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>SOC 011</td>
<td>Social Problems</td>
</tr>
<tr>
<td>POLSC 005</td>
<td>International Law and Human Rights</td>
</tr>
</tbody>
</table>

**Total Units**

9

**Area E: Lifelong Learning**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>FCS 070</td>
<td>Child Development</td>
</tr>
<tr>
<td>or PSYCH 092</td>
<td>Developmental Psychology</td>
</tr>
</tbody>
</table>

| Kinesiology PE (must be different activities) | 2 |
|**Total Units** | 5 |

**Graduation Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>Area A - E Total</td>
<td>47-49</td>
</tr>
<tr>
<td>Additional Graduation and Liberal Studies Requirements</td>
<td>11-13</td>
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</tbody>
</table>

| Approved Program Specific Electives (see below) | 60-62 |

**Approved Program Specific Electives**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 010</td>
<td>General Psychology</td>
</tr>
<tr>
<td>MATH 063</td>
<td>Elementary Statistics</td>
</tr>
<tr>
<td>ECE 102</td>
<td>Principles &amp; Practices of Teaching Young Children</td>
</tr>
<tr>
<td>ECE 104</td>
<td>Art and Creativity for Children</td>
</tr>
<tr>
<td>ECE 105</td>
<td>Language Development for Young Children</td>
</tr>
<tr>
<td>ECE 107</td>
<td>Child, Family and Community</td>
</tr>
<tr>
<td>ECE 108</td>
<td>Health, Safety, and Nutrition in Child Care</td>
</tr>
<tr>
<td>ECE 109</td>
<td>Music, Movement, and Rhythm Activities for Children</td>
</tr>
<tr>
<td>ECE 145</td>
<td>The Child With Special Needs</td>
</tr>
<tr>
<td>ECE 146</td>
<td>Child Guidance and Discipline</td>
</tr>
<tr>
<td>ECE 147</td>
<td>Teaching Young Children in a Diverse Society</td>
</tr>
</tbody>
</table>

**Ethnic Studies Graduation Requirement**

Select one of the following:

| ANTH 063 | Introduction to Social and Cultural Anthropology |
| COMS 035 | Intercultural Communication |
| ENGL 033 | Women in Literature |
| ENGL 080 | Mexican-American Literature |
| ENGL 081 | Introduction to African American Literature |
| ETH 020 | African American Culture |
| ETH 026 | Vietnamese Women in the U.S. |
| ETH 027 | Introduction to Race & Ethnicity in American History |
| ETH 030 | Chicana/o Culture |
| ETH 031 | Social Justice Issues in Mexican American Communities |
| ETH 037A | Mexican American History I |
| ETH 037B | Mexican American History II |
| ETH 041 | Vietnamese American Culture |
| GLOBL 007 | Global Citizenship/Civics |
| HIST 009 | Women in American History |
| HIST 021 | African American History |
| HIST 024 | History and Culture of the American Indian |
| HUMNT 003 | Introduction to Women’s Studies |
| KIN 010 | Sports in Society |
| PSYCH 035 | Psychology of Women |
| SL 015 | Deaf Culture |
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.

Career Options
• Mechanic Shop Deburr/Detail Person
• Manual Machinist
• CNC Operator
• CNC Setup Operator/Programmer
• CNC Programmer
• Tool and Die Machinist
• QA/QC Inspector
• Expeditor

For additional information, see a counselor, visit the Career/Transfer Center, or contact the following:
Business and Workforce Development Division (408) 288-3781

Associate Degree
• Machine Technology - Associate in Science (p. 109)

Certificates
• CNC Machine Operator (Day Accelerated Program) - Certificate of Achievement Level 2 (p. 108)
• CNC, CAD/CAM Machinist - Certificate of Achievement Level 3 (p. 108)
• Entry Level Machinist - Certificate of Achievement Level 2 (p. 109)

CNC Machine Operator (Day Accelerated Program) - Certificate of Achievement Level 2
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 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.

Program Learning Outcomes
• 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.

Certificate Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACH 120</td>
<td>Basic CNC Machining Center/CNC Mill</td>
<td>4.5</td>
</tr>
<tr>
<td>MACH 123</td>
<td>Basic CNC Lathe</td>
<td>4.5</td>
</tr>
<tr>
<td>MACH 126</td>
<td>Advanced CNC Machining Center and Turning Center</td>
<td>4.5</td>
</tr>
<tr>
<td>MACH 129</td>
<td>CNC Programming and Operations</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total Units: 18

CNC, CAD/CAM Machinist - Certificate of Achievement Level 3
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 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.

Program Learning Outcomes
• 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.

Certificate Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of Certificate of Achievement - Level 2: CNC Machine Operator - or - Entry Level Machinist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MACH 110</td>
<td>Geometric Dimensioning &amp; Tolerancing (GD&amp;T) Measurement</td>
<td>4</td>
</tr>
<tr>
<td>MACH 153A</td>
<td>Operator/Programmer I</td>
<td>5</td>
</tr>
<tr>
<td>MACH 153B</td>
<td>Operator/Programmer II</td>
<td>5</td>
</tr>
</tbody>
</table>
Approved Major Elective (See list below)  1

Total Units  33

1  MACH 110 must be taken at San José City College.

**Approved Major Electives**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MACH 098</td>
<td>Directed Study in Machine Technology</td>
<td>1-8</td>
</tr>
<tr>
<td>MACH 109</td>
<td>Introduction to Coordinate Measurement Machine</td>
<td>3</td>
</tr>
<tr>
<td>MACH 138</td>
<td>Work Experience</td>
<td>3-4</td>
</tr>
<tr>
<td>MACH 154</td>
<td>Introductory CAD/CAM Operations for Machinists and Operators</td>
<td>2</td>
</tr>
<tr>
<td>MACH 158</td>
<td>Advanced CAD/CAM Operations for Machinists and Operators</td>
<td>2</td>
</tr>
<tr>
<td>MACH 159</td>
<td>Introduction to CNC Programming Macros</td>
<td>2</td>
</tr>
<tr>
<td>MACH 160</td>
<td>Introduction to CNC Laser Applications</td>
<td>5</td>
</tr>
<tr>
<td>MACH 165</td>
<td>Mill Setups I</td>
<td>1.5</td>
</tr>
</tbody>
</table>

**Entry Level Machinist - Certificate of Achievement Level 2**

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 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.

**Program Learning Outcomes**

- 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.

**Certificate Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACH 100</td>
<td>Shop Math and Drawing</td>
<td>4</td>
</tr>
<tr>
<td>MACH 101</td>
<td>Introduction to Machine Technology</td>
<td>3</td>
</tr>
<tr>
<td>MACH 151A</td>
<td>Advanced Lathe Practices</td>
<td>4</td>
</tr>
<tr>
<td>MACH 151B</td>
<td>Advanced Milling Machine Practices 1</td>
<td>4</td>
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<tr>
<td>Approved Major Electives (see list below)</td>
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</tbody>
</table>

Total Units  18

1  MACH 151B must be taken at San José City College.

**Approved Major Electives**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
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<tr>
<td>MACH 098</td>
<td>Directed Study in Machine Technology</td>
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</tr>
<tr>
<td>MACH 109</td>
<td>Introduction to Coordinate Measurement Machine</td>
<td>3</td>
</tr>
<tr>
<td>MACH 138</td>
<td>Work Experience</td>
<td>3-4</td>
</tr>
<tr>
<td>MACH 154</td>
<td>Introductory CAD/CAM Operations for Machinists and Operators</td>
<td>2</td>
</tr>
<tr>
<td>MACH 158</td>
<td>Advanced CAD/CAM Operations for Machinists and Operators</td>
<td>2</td>
</tr>
<tr>
<td>MACH 159</td>
<td>Introduction to CNC Programming Macros</td>
<td>2</td>
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<tr>
<td>MACH 160</td>
<td>Introduction to CNC Laser Applications</td>
<td>5</td>
</tr>
<tr>
<td>MACH 165</td>
<td>Mill Setups I</td>
<td>1.5</td>
</tr>
</tbody>
</table>

**Machine Technology - Associate in Science**

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 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.

**Program Learning Outcomes**

- 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.

**Major Requirements**

**Day Program**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MACH 110</td>
<td>Geometric Dimensioning &amp; Tolerancing (GD&amp;T) Measurement</td>
<td>4</td>
</tr>
<tr>
<td>MACH 120</td>
<td>Basic CNC Machining Center/CNC Mill</td>
<td>4.5</td>
</tr>
<tr>
<td>MACH 123</td>
<td>Basic CNC Lathe</td>
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</tr>
<tr>
<td>MACH 126</td>
<td>Advanced CNC Machining Center and Turning Center</td>
<td>4.5</td>
</tr>
<tr>
<td>MACH 129</td>
<td>CNC Programming and Operations</td>
<td>4.5</td>
</tr>
<tr>
<td>MACH 153A</td>
<td>Operator/Programmer I</td>
<td>5</td>
</tr>
<tr>
<td>MACH 153B</td>
<td>Operator/Programmer II</td>
<td>5</td>
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</tbody>
</table>
Approved Major Elective (See list below)  

Total Units 33

1 MACH 110 must be taken at San José City College.

- or -

Evening Program

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MACH 100</td>
<td>Shop Math and Drawing</td>
<td>4</td>
</tr>
<tr>
<td>MACH 101</td>
<td>Introduction to Machine Technology</td>
<td>3</td>
</tr>
<tr>
<td>MACH 110</td>
<td>Geometric Dimensioning &amp; Tolerancing (GD&amp;T) Measurement</td>
<td>4</td>
</tr>
<tr>
<td>MACH 151A</td>
<td>Advanced Lathe Practices</td>
<td>4</td>
</tr>
<tr>
<td>MACH 151B</td>
<td>Advanced Milling Machine Practices</td>
<td>4</td>
</tr>
<tr>
<td>MACH 153A</td>
<td>Operator/Programmer I</td>
<td>5</td>
</tr>
<tr>
<td>MACH 153B</td>
<td>Operator/Programmer II</td>
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</tr>
</tbody>
</table>

Approved Major Electives (see list below)  

Total Units 4

1 MACH 110 and MACH 151B must be taken at San José City College.

A.S. Degree Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>Major Requirements: Day or Evening Program</td>
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<td>General Electives as needed to reach 60</td>
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<td>General Education Requirements</td>
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<td>Physical Activity</td>
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</table>

Total Units 60

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.

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

Mathematics and Science Division  (408) 288-3716

Associate Degree

• Mathematics - Associate in Science for Transfer (p. 110)

Mathematics - Associate in Science for Transfer

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.

To be awarded the Associate in Arts in Mathematics 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.

Program Learning Outcomes

• 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.

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.
A.S.-T Major Requirements

A.S.-T Degree Requirements

Media Arts

About the Program

Certificates/Degrees

Associate Degrees

Certificates

Media Arts - Associate in Arts

Program Learning Outcomes
• 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.

Major Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 072</td>
<td>Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ART 079A</td>
<td>Web Design 1</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 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.

Select one of the following:
- JOURN 032A Media Production 1
- JOURN 032B Media Production 2
- JOURN 032D Newspaper Lab-Production and Design

Total Units 18

A.A. Degree Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Requirements</td>
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<td>General Electives</td>
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<tr>
<td>General Education Requirements</td>
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<td>39</td>
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<tr>
<td>Physical Activity</td>
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</table>

Total Units 60

Motion Arts - Associate in Science

San José City College offers Associate in Science (AS) degrees and certificate programs emphasizing three major areas in Media Arts: Print Media, Motion Arts, and Web/Interactive Design. 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 Certificates of Achievement and the AS degrees provides a core foundation of coursework for further study, and emphasizes the integration of visual literacy, communication media and technology, and critical thinking. 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.

Program Learning Outcomes

• 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.

A.S. Degree Requirements: Motion Arts

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Achievement - Level 2</td>
<td></td>
<td></td>
</tr>
<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 1</td>
<td>3</td>
</tr>
<tr>
<td>ART 084A</td>
<td>Web Animation 1</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 1</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units 21

Certificate of Achievement - Level 3

Completion of Certificate of Achievement - Level 2 21

ART 074 Media Arts Project Development 3

ART 076 Professional Practices and Portfolio Development 1

Plus one course from the following:
- ART 055A Life Drawing 1 3
- ART 084B Web Animation 2 3

Total Units 30

A.S. Degree Requirements:

<table>
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<tr>
<th>Code</th>
<th>Title</th>
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<tr>
<td>Physical Activity</td>
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</tbody>
</table>

Total Units 60

Motion Arts - Certificate of Achievement Level 2

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.

Program Learning Outcomes

- 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.

Certificate Requirements

<table>
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<tr>
<th>Code</th>
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<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>
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<td>ART 078</td>
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<tr>
<td>ART 084A</td>
<td>Web Animation 1</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 1</td>
<td>3</td>
</tr>
<tr>
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<td>ART 076</td>
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<td>ART 075A</td>
<td>Life Drawing 1</td>
<td>3</td>
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<tr>
<td>or ART 084B</td>
<td>Web Animation 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Units</td>
<td>33</td>
</tr>
</tbody>
</table>

Print Media - Associate in Science

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.

Program Learning Outcomes

- 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.

A.S. Degree Requirements: Print Media

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ART 012</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 014</td>
<td>Color Theory</td>
<td>3</td>
</tr>
<tr>
<td>ART 072</td>
<td>Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>CA 100D</td>
<td>Microsoft Office</td>
<td>3</td>
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<tr>
<td>PHOTO 022</td>
<td>Beginning Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 076</td>
<td>Photoshop 1</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 077</td>
<td>Photoshop 2</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Units: 24

Completion of Certificate of Achievement - Level 2

Completion of Certificate of Achievement - Level 2: 24

ART 074 | Media Arts Project Development | 3 |

ART 076 | Professional Practices and Portfolio Development | 3 |

Plus one course from the following:

PHOTO 062 | Intermediate Photography | 3 |
PHOTO 079 | Beginning Digital Photography | 3 |

Total: 33

Completion of Certificate of Achievement - Level 3: 33

General Electives: 2

General Education Requirements: 24

Physical Activity: 1

Total Required Units: 60

Program Learning Outcomes

• 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.
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Certificate Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ART 012</td>
<td>Two-Dimensional Design</td>
<td>3</td>
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<td>ART 014</td>
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<td>CA 100D</td>
<td>Microsoft Office</td>
<td>3</td>
</tr>
<tr>
<td>JOURN 021</td>
<td>Mass Media and Society</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 022</td>
<td>Beginning Photography</td>
<td>3</td>
</tr>
<tr>
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<td>Photoshop 1</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 077</td>
<td>Photoshop 2</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units: 24

Print Media - Certificate of Achievement Level 3

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.

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Program Learning Outcomes

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• 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.

**Certificate Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>ART 012</td>
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<tr>
<td>ART 014</td>
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<td>ART 072</td>
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<tr>
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<tr>
<td>JOURN 021</td>
<td>Mass Media and Society</td>
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<tr>
<td>PHOTO 022</td>
<td>Beginning Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 076</td>
<td>Photoshop 1</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 077</td>
<td>Photoshop 2</td>
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<tr>
<td>Total Units</td>
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</table>

**Certificate of Achievement - Level 2**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
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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 1</td>
<td>3</td>
</tr>
<tr>
<td>ART 079B</td>
<td>Web Design 2</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>
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<tr>
<td>PHOTO 076</td>
<td>Photoshop 1</td>
<td>3</td>
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**Certificate of Achievement - Level 3**

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<tr>
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<tr>
<td>ART 074</td>
<td>Media Arts Project Development</td>
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</tr>
<tr>
<td>ART 076</td>
<td>Professional Practices and Portfolio</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 062</td>
<td>Intermediate Photography</td>
<td>3</td>
</tr>
<tr>
<td>or PHOTO 079</td>
<td>Beginning Digital Photography</td>
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**Web/Interactive Design - Associate in Science**

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.

**Program Learning Outcomes**

- 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.

**A.S. Degree Requirements: Web/Interactive Design**

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
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**Certificate of Achievement - Level 3**

<table>
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<tbody>
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<tr>
<td>or PHOTO 079</td>
<td>Beginning Digital Photography</td>
<td></td>
</tr>
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</table>
| Plus one course from the following:  
| ART 084B | Web Animation 2                           | 3     |
| CIS 020 | XML Fundamentals                           | 3     |
| CIS 023 | JavaScript Programming                     | 3     |
| A.S. Degree Requirements  
| Completion of Certificate of Achievement - Level 3 | 33 |
| General Electives |                                      | 2     |
| General Education Requirements |                                      | 24    |
| Physical Activity |                                      | 1     |
| Total Units |                                      | 60    |

**Web/Interactive Design - Certificate of Achievement Level 2**

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.

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.
function or to assume additional job responsibilities. A grade of “C” or better is required for all major and certificate courses.

Program Learning Outcomes

- 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.

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<tbody>
<tr>
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<td>ART 079B</td>
<td>Web Design 2</td>
<td>3</td>
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<tr>
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<td>Web Animation 1</td>
<td>3</td>
</tr>
<tr>
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<td>Mass Media and Society</td>
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Web/Interactive Design - Certificate of Achievement Level 3

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.

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.

Program Learning Outcomes

- Create digital projects that demonstrate an understanding of the formal elements and principles of design.
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</thead>
<tbody>
<tr>
<td>Completion of Certificate of Achievement - Level 2</td>
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<td></td>
</tr>
<tr>
<td>ART 071</td>
<td>Introduction to Media Arts</td>
<td>3</td>
</tr>
<tr>
<td>ART 072</td>
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<td>PHOTO 076</td>
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</tr>
<tr>
<td>Total Units</td>
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<td>24</td>
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</table>

Medical Assisting

About the Program

Medical Assisting: Administrative

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.

Career Options

- Medical Office
- Medical Clinic
- Hospitals

Certificates/Degrees

- Certificate of Achievement – Level 3
Medical Assisting: Clinical
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.

Program Learning Outcomes

- 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.

A.S. Degree Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<tr>
<td>CA 1000</td>
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<td>HSCI 008</td>
<td>Medical Terminology</td>
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<tr>
<td>MA 005</td>
<td>Medical Office Emergencies</td>
<td>2</td>
</tr>
<tr>
<td>MA 006</td>
<td>Introduction to Medical Assisting</td>
<td>3</td>
</tr>
<tr>
<td>MA 007</td>
<td>Medical Front Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MA 008</td>
<td>Medical Office Financial Procedures</td>
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<tr>
<td>MA 009</td>
<td>Electronic Health Records and Medical Billing</td>
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</tr>
<tr>
<td>MA 011</td>
<td>Medical Coding</td>
<td>2</td>
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<tr>
<td>MA 012</td>
<td>Medical Assisting Administrative Practicum Experience</td>
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Plus one course from the following:

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<td>BUS 007A</td>
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Plus one course from the following:

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<td>MA 004</td>
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<tr>
<td>BIOL 020</td>
<td>Human Biology</td>
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</tr>
<tr>
<td>BIOL 071</td>
<td>Human Anatomy</td>
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</table>

Total 33-34
Completion of Certificate of Achievement - Level 3 33-34

General Education Requirements 24
Approved Major Electives (see below) 2
Physical Activity 1
Total Units 60

Approved Major Electives

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<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<td>ADS 071</td>
<td>Pharmacology/Physiology of Addiction</td>
<td>3</td>
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<tr>
<td>BIOL 061</td>
<td>Human Heredity</td>
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<tr>
<td>CA 005</td>
<td>Computer Literacy</td>
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</tr>
<tr>
<td>CA 010A</td>
<td>Computer Keyboarding</td>
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<tr>
<td>CA 011</td>
<td>Speed and Accuracy</td>
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<tr>
<td>FCS 019</td>
<td>Nutrition</td>
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<td>FCS 070</td>
<td>Child Development</td>
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<tr>
<td>HED 011</td>
<td>Dynamic Health Concepts</td>
<td>3</td>
</tr>
<tr>
<td>MA 020</td>
<td>Physical Examination Procedures</td>
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</tr>
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<td>MA 021</td>
<td>Medical Office Laboratory Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MA 022</td>
<td>Medical Asepsis and Surgical Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MA 023</td>
<td>Medication Administration for Medical Assistants</td>
<td>3</td>
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<tr>
<td>PSYCH 010</td>
<td>General Psychology</td>
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</table>

Medical Assisting: Administrative - Certificate of Achievement Level 3

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.

Program Learning Outcomes

- 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.

Certificate Requirements

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<tbody>
<tr>
<td>CA 100D</td>
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<td>Medical Terminology</td>
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<td>Medical Office Emergencies</td>
<td>2</td>
</tr>
<tr>
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<td>Introduction to Medical Assisting</td>
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Select one of the following: 4-5

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<tbody>
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<td>Human Anatomy</td>
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</table>

Total Units 33-34

1 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

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.

Program Learning Outcomes

- 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.

- Apply principles of anatomy/physiology and medical terminology to clinical protocols and procedures.
Medical Assisting: Clinical - Certificate of Achievement Level 3

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.

- 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 Assisting (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 clinician's office, clinic, 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.

A.S. Degree Requirements

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<tr>
<td>MA 005</td>
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<td>2</td>
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<tr>
<td>MA 006</td>
<td>Introduction to Medical Assisting</td>
<td>3</td>
</tr>
<tr>
<td>MA 020</td>
<td>Physical Examination Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MA 021</td>
<td>Medical Office Laboratory Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MA 022</td>
<td>Medical Asepsis and Surgical Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MA 023</td>
<td>Medication Administration for Medical Assistants</td>
<td>3</td>
</tr>
<tr>
<td>MA 024</td>
<td>Medical Assisting Clinical Experience</td>
<td>4</td>
</tr>
<tr>
<td>Plus one course from the following:</td>
<td></td>
<td></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>
<tr>
<td>Plus one course from the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA 004</td>
<td>Structure and Function of the Human Body</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 020</td>
<td>Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 071</td>
<td>Human Anatomy</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td></td>
<td><strong>31-32</strong></td>
</tr>
<tr>
<td>Completion of Certificate of Achievement - Level 3</td>
<td></td>
<td>31-32</td>
</tr>
<tr>
<td>General Education Requirements</td>
<td></td>
<td>24</td>
</tr>
<tr>
<td>Approved Major Electives (see below)</td>
<td></td>
<td>3-4</td>
</tr>
<tr>
<td>Physical Activity</td>
<td></td>
<td>1</td>
</tr>
<tr>
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Certificate Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSCI 008</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MA 005</td>
<td>Medical Office Emergencies</td>
<td>2</td>
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<td>MA 006</td>
<td>Introduction to Medical Assisting</td>
<td>3</td>
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<tr>
<td>MA 020</td>
<td>Physical Examination Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MA 021</td>
<td>Medical Office Laboratory Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MA 022</td>
<td>Medical Asepsis and Surgical Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MA 023</td>
<td>Medication Administration for Medical Assistants</td>
<td>3</td>
</tr>
<tr>
<td>MA 024</td>
<td>Medical Assisting Clinical Experience</td>
<td>4</td>
</tr>
<tr>
<td>BUS 007A</td>
<td>Business Language Skills</td>
<td>3</td>
</tr>
<tr>
<td>or BUS 008</td>
<td>Business English and Writing</td>
<td>3</td>
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</table>

Approved Major Electives

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ADS 071</td>
<td>Pharmacology/Physiology of Addiction</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 061</td>
<td>Human Heredity</td>
<td>3</td>
</tr>
<tr>
<td>CA 005</td>
<td>Computer Literacy</td>
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<tr>
<td>CA 010A</td>
<td>Computer Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>CA 011</td>
<td>Speed and Accuracy</td>
<td>1</td>
</tr>
<tr>
<td>CA 100D</td>
<td>Microsoft Office</td>
<td>3</td>
</tr>
<tr>
<td>FCS 019</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>FCS 070</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>HED 011</td>
<td>Dynamic Health Concepts</td>
<td>3</td>
</tr>
<tr>
<td>MA 007</td>
<td>Medical Front Office Procedures</td>
<td>3</td>
</tr>
</tbody>
</table>
Select one of the following: 4.5

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MA 004</td>
<td>Structure and Function of the Human Body</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 020</td>
<td>Human Biology</td>
<td></td>
</tr>
<tr>
<td>BIOL 071</td>
<td>Human Anatomy</td>
<td></td>
</tr>
</tbody>
</table>

Total Units 31.5

1. 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.

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.

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 (408) 288-3785

Certificate

- Peer Leader Training - Certificate of Specialization (p. 120)

Peer Leader Training - Certificate of Specialization

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.

Program Learning Outcomes

- Communicate effectively in a small-group setting, including writing, speaking, and listening as well as integrating course 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

Certificate Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 290</td>
<td>Leadership in Small-Group Peer-Assisted Learning</td>
<td>0.5</td>
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<tr>
<td>EDUC 291</td>
<td>Pedagogies/Best Practices in Small-Group Peer-Assisted Learning</td>
<td>0.5</td>
</tr>
<tr>
<td>EDUC 292</td>
<td>Learning Strategies in Small-Group Peer-Assisted Learning</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Total Units 1.5

Physical Science

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 web site at www.acs.org (http://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 (http://www.assist.org). A "C" grade or better is required in all major requirement courses.

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.

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

John Song, john.song@sjcc.edu
Mathematics and Science Division (408) 288-3716

Associate Degree

- Chemistry - Associate in Arts (p. 121)

Chemistry - Associate in Arts

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.

A "C" grade or better is required in all major requirement courses.

Program Learning Outcomes

- Apply increasingly challenging deductive and inductive reasoning to further develop critical thinking, problem solving, and abstract reasoning skills as they progress through the 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.

Major Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 001A</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 001B</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 012A</td>
<td>Organic Chemistry</td>
<td>5</td>
</tr>
</tbody>
</table>

A. A. Degree Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 012B</td>
<td>Organic Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>MATH 071</td>
<td>Calculus I With Analytic Geometry</td>
<td>5</td>
</tr>
<tr>
<td>MATH 072</td>
<td>Calculus II with Analytic Geometry</td>
<td>5</td>
</tr>
<tr>
<td>Total Units</td>
<td></td>
<td>30</td>
</tr>
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</table>

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.

Political Science

About the Program

The Associate in Arts in Political Science for Transfer (AA-T) degree meets the lower division course requirements necessary for the California State University (CSU) system. The world of contemporary politics demands much of both its participants and its critics. The study of political science gives the student an understanding of the workings of American and international politics. In pursuing the Associate in Arts in Political Science for Transfer degree, students acquire skills in research, information gathering, and analytic thinking. A bachelor or professional degree in political science is a strong foundation for careers in local, state or national government, transnational governmental or non-governmental organizations, law, and business. Graduates also undertake graduate study in fields such as law, politics, labor and industrial relations, city management and urban planning, journalism, interest groups or social movement lobbying, and communication.

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

Padma Manian, padma.manian@sjcc.edu
Humanities and Social Sciences (408) 288-3785

Associate Degree

- Political Science - Associate in Arts for Transfer (p. 121)

Political Science - Associate in Arts for Transfer

The Associate in Arts in Political Science for Transfer (AA-T) degree meets the lower division course requirements necessary for the California State University (CSU) system. The world of contemporary politics demands much of both its participants and its critics. The study of political science gives the student an understanding of the workings of American and international politics. In pursuing the Associate in Arts in Political Science for Transfer degree, students acquire skills in research, information gathering, and analytic thinking. A bachelor or professional degree in political science is a strong foundation for careers in local, state or national government, transnational governmental or non-governmental
organizations, law, and business. Graduates also undertake graduate study in fields such as law, politics, labor and industrial relations, city management and urban planning, journalism, interest groups or social movement lobbying, and communication.

To be awarded the Associate in Arts in Political Science 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.

Program Learning Outcomes

- Analyze the political systems of other countries and regions, and be able to delineate comparisons across respective political cultures.
- Evaluate approaches to the study of the relations between countries and appraise the basic dynamics and development of the international system.
- Assess the basic structure of the American political system from its origin to today and how its institutions, procedures, and actors function.

A.A.-T Major Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLSC 001</td>
<td>Politics and Government In America</td>
<td>3</td>
</tr>
<tr>
<td>MATH 063</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>POLSC 002</td>
<td>Comparative Politics</td>
<td>3</td>
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<tr>
<td>POLSC 004</td>
<td>International Relations</td>
<td>3</td>
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<tr>
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<td>Select two courses:</td>
<td>6</td>
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<tr>
<td>AJ 010</td>
<td>Introduction to Administration of Justice</td>
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<tr>
<td>AJ 016</td>
<td>Street Law</td>
<td></td>
</tr>
<tr>
<td>ANTH 063</td>
<td>Introduction to Social and Cultural Anthropology</td>
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</tr>
<tr>
<td>ETH 027</td>
<td>Introduction to Race &amp; Ethnicity in American History</td>
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<tr>
<td>GEOG 012</td>
<td>World Regional Geography</td>
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</tr>
<tr>
<td>HUMNT 003</td>
<td>Introduction to Women's Studies</td>
<td></td>
</tr>
<tr>
<td>POLSC 005</td>
<td>International Law and Human Rights</td>
<td></td>
</tr>
<tr>
<td>SOC 011</td>
<td>Social Problems</td>
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</tr>
</tbody>
</table>

Total Units 18

Consult with a counselor to determine if course may also be applied towards CSU GE or IGETC pattern.

A.A.-T Degree Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Requirements</td>
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<td></td>
</tr>
<tr>
<td>CSU GE or IGETC</td>
<td>37 - 39</td>
<td></td>
</tr>
</tbody>
</table>

Psychology

About the Program
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.

The Associate in Art in Psychology for Transfer (AA-T) degree meets the lower division course requirements necessary for the California State University (CSU) system.

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 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 (408) 288-3785
Division

Psychology - Associate in Arts for Transfer

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.

The Associate in Art in Psychology for Transfer (AA-T) degree meets the lower division course requirements necessary for the California State University (CSU) system.
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 (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.

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.

**Program Learning Outcomes**

- 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 Major Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 063</td>
<td>Elementary Statistics</td>
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<td>PSYCH 010</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 022</td>
<td>Research Methods in Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 031</td>
<td>Biological Psychology</td>
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<tr>
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<td>Select one course:</td>
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<tr>
<td>PSYCH 012</td>
<td>Social Psychology</td>
<td></td>
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<tr>
<td>PSYCH 092</td>
<td>Developmental Psychology</td>
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</tr>
<tr>
<td></td>
<td>Select one course not already taken:</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 020</td>
<td>Psychology of Stress Reduction</td>
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<tr>
<td>PSYCH 035</td>
<td>Psychology of Women</td>
<td></td>
</tr>
<tr>
<td>PSYCH 060</td>
<td>Personal Growth and Adjustment</td>
<td></td>
</tr>
<tr>
<td>PSYCH 100</td>
<td>Human Sexuality</td>
<td></td>
</tr>
</tbody>
</table>

Total Units 18

Consult with a counselor to determine if course may also be applied towards CSU GE or IGETC pattern.

**A.A.-T Degree Requirements**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Requirements</td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>CSU GE or IGETC</td>
<td></td>
<td>37-39</td>
</tr>
<tr>
<td>Transferable Electives</td>
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</tr>
</tbody>
</table>

**Total Units** 60

**Sociology**

The Associate in Arts in Sociology for Transfer (AA-T) meets the lower division course requirements necessary for the California State University (CSU) system. Sociology is the scientific study of human behavior in society. It uses a variety of research and theoretical perspectives to analyze and explain human social behavior and social change. Sociology students examine a wide range of human interactions including marriage and family units, crime and deviance, culture and social change, group processes and interactions having to do with class, race and gender, diversity and globalization, social stratification and mobility and social movements. Program courses will help develop the student’s ability to examine the broader connections between personal life, public issues and social structure. Sociology provides a valuable major for a diverse range of career paths including teaching, social work, probation officer, employment counseling, urban planning and others. The Associate in Arts in Sociology for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSU GE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

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

Barry Del Buono,
barry.delbuono@sjcc.edu
Humanities and Social Sciences (408) 288-3785

**Associate Degree**

- Sociology - Associate in Arts for Transfer (p. 123)

**Sociology - Associate in Arts for Transfer**

**About the Program**

The Associate in Arts in Sociology for Transfer (AA-T) meets the lower division course requirements necessary for the California State University (CSU) system. Sociology is the scientific study of human behavior in society. It uses a variety of research and theoretical perspectives to analyze and explain human social behavior and social change. Sociology students examine a wide range of human interactions including marriage and family units, crime and deviance, culture and social change, group processes and interactions having to do with class, race and gender, diversity and globalization, social stratification and mobility and social movements. Program courses will help develop the student’s ability to examine the broader connections between personal life, public issues and social structure. Sociology provides a valuable major for a diverse range of career paths including teaching, social work, probation officer, employment counseling, urban planning and others.

To be awarded the Associate in Arts in Sociology 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 California State University General Education (CSU GE) 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.

Program Learning Outcomes

- Apply sociological theory and critical analysis to key concepts in the study of society.
- Describe, analyze and apply sociological research to the study of human behavior.
- Apply principles of social justice to the study of human behavior and social change in society.

A.A.-T Major Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 010</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 011</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>MATH 063</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>ETH 027</td>
<td>Introduction to Race &amp; Ethnicity in American History</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 012</td>
<td>Social Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one course:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 010</td>
<td>Introduction to Administration of Justice</td>
</tr>
<tr>
<td>ANTH 063</td>
<td>Introduction to Social and Cultural Anthropology</td>
</tr>
<tr>
<td>COMS 035</td>
<td>Intercultural Communication</td>
</tr>
<tr>
<td>ETH 020</td>
<td>African American Culture</td>
</tr>
<tr>
<td>ETH 030</td>
<td>Chicana/o Culture</td>
</tr>
<tr>
<td>ETH 041</td>
<td>Vietnamese American Culture</td>
</tr>
<tr>
<td>FCS 070</td>
<td>Child Development</td>
</tr>
<tr>
<td>GEOG 011</td>
<td>Introduction to Cultural Geography</td>
</tr>
<tr>
<td>GLOBL 001</td>
<td>Introduction to Global Studies</td>
</tr>
<tr>
<td>JOURN 021</td>
<td>Mass Media and Society</td>
</tr>
<tr>
<td>KIN 010</td>
<td>Sports in Society</td>
</tr>
<tr>
<td>POLSC 001</td>
<td>Politics and Government In America</td>
</tr>
<tr>
<td>PSYCH 010</td>
<td>General Psychology</td>
</tr>
</tbody>
</table>

Total Units: 18

Consult with a counselor to determine if course may also be applied towards CSU GE or IGETC pattern.

A.A.-T Degree Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Requirements</td>
<td>18-24</td>
<td></td>
</tr>
<tr>
<td>CSU GE or IGETC</td>
<td>37-39</td>
<td></td>
</tr>
<tr>
<td>Transferable Electives</td>
<td>6-15</td>
<td></td>
</tr>
</tbody>
</table>

Total Units: 60
STUDENT SERVICES

- Counseling Division (p. 125)
- The Career/Transfer Center (p. 125)
- Job Placement Center (p. 125)
- Financial Aid (p. 126)
- Cooperative Agencies Resources for Education (CARE) (p. 130)
- Extended Opportunity Program and Services (EOP&S) (p. 130)
- Health Services (p. 131)
- Veterans Resource Center (p. 131)
- Activities and Student Organizations (p. 132)
- International Student Program (p. 132)

Counseling Division

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 required to develop an educational plan with a counselor to help achieve their educational goals. Counselors are available to assist students by appointment, online 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.

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 SC-216A. 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 SC-216A.

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
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 (http://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 2017-2018 FAFSA is valid from July 1, 2017 through June 30, 2018 for Fall 2017, Spring 2018 and Summer 2018.

Students may submit a FAFSA beginning October 1 each year, which will take effect the following academic year – for example: starting October 1, 2017, students may submit the 2018-2019 FAFSA; for that year, students may submit their FAFSA as late as June 30, 2019.

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 on 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 1</td>
<td>$1,356</td>
<td>$1,356</td>
</tr>
<tr>
<td>Book/Supplies</td>
<td>$1,854</td>
<td>$1,854</td>
</tr>
<tr>
<td>Personal/Misc.</td>
<td>$3,276</td>
<td>$3,006</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>$13,293</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$13,164 2</td>
<td>$20,949 2</td>
</tr>
</tbody>
</table>

1 As required by U.S. Department of Education.
2 Includes fees, books, supplies, transportation, and living expenses.
Financial Aid Disbursements

- Financial aid funds are generally disbursed twice per semester: at the beginning and at the midpoint of each semester.
- Financial aid funds are disbursed via BankMobile, either to students' existing bank account, or to their BankMobile Vibe account.
- For more information browse: https://mysjccard.vibeaccount.com/index.jsp.
- 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.sjc.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.
- Full-Time Student Success Grant (FTSSG) – for Cal Grant recipients registered at 12 units or more per primary term
- CA College Completion Grant – for Cal Grant and FTSSG recipients registered at 15 units or more per primary term progressing on their Educational Plan of record
- 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>$ 17,820 or less</td>
</tr>
<tr>
<td>2</td>
<td>$ 24,030 or less</td>
</tr>
<tr>
<td>3</td>
<td>$ 30,240 or less</td>
</tr>
<tr>
<td>4</td>
<td>$ 36,450 or less</td>
</tr>
<tr>
<td>5</td>
<td>$ 42,660 or less</td>
</tr>
<tr>
<td>6</td>
<td>$ 48,870 or less</td>
</tr>
<tr>
<td>7</td>
<td>$ 55,095 or less</td>
</tr>
<tr>
<td>8</td>
<td>$ 61,335 or less</td>
</tr>
</tbody>
</table>

Add $6,240 for each additional dependent.

- Students must demonstrate at least $1,104 of financial need as defined by the FAFSA

Effective 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.

1 Fees include Enrollment @ $46/unit (28 units per year), Student Activity ($5 per semester), Transportation ($9 per semester), and Health ($20 per semester). All fees are subject to change.
2 Pro-rated for programs shorter or longer than the 9-month academic calendar.
In order to maintain SAP for financial aid purposes, students must:

- 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.

**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 67% of the units attempted overall.
   - 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. The 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(s) 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, EITHER IN-PERSON OR ONLINE, PRIOR TO SUBMITTING YOUR APPEAL AND ASSOCIATED DOCUMENTS, INCLUDING A CURRENT EDUCATIONAL PLAN, AND
- BE REGISTERED FOR CLASSES FOR THE CURRENT SEMESTER AND
- SUBMIT A COMPLETE, LEGIBLE APPEAL FORM BY THE STATED DEADLINE

**Appeal Instructions**

2. Submit the completed appeal form with a current Educational Plan*
3. 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.

4. 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)
1. 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 their overall completion rate to at least 67% 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 José 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" covered individual 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 José 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-

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 José 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 José 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 José 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 José 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 basic program which may 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. Nor is the health services intended to replace comprehensive health care provided by student’s primary care physician.

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. This memorandum may include:

• 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 - http://www.sjcc.edu/current-students/on-campus-resources/student-health-services
• Rm 109 posting on outside clinic wall
• Information desk in Student Center

Health Services is closed on Fridays, summer and intersession.

For more information on community links, click on the Services button and choose the Health Services page at http://www.sjcc.edu/current-students/on-campus-resources/student-health-services.

Veterans Resource Center

The Veteran’s Resource Center (VRC) 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 José City College. The International Student Program provides a wide range of services to students applying and attending San José 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
INSTRUCTIONAL RESOURCES AND SPECIAL PROGRAMS

• Special Programs (p. 133)
• Enrichment Activities (p. 135)
• Learning Resources (p. 135)
• Specialized Courses (p. 136)
• Department Course Sequencing (p. 136)
  • English (p. 137)
  • English as a Second Language (p. 138)
  • Mathematics (p. 139)

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 Blake.Balajadia@sjcc.edu.

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.

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) 288-3146.

**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 http://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 Blake.Balajadia@sjcc.edu.

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 online 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 Wi-Fi 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.

The Learning Resource Center

The LRC, located on the first floor of the César E. Chavez Library Building, supports SJCC students by providing a comfortable, friendly, supportive, and accessible environment where they can work independently in the open computer lab (equipped with Microsoft Office, internet, and printer access), or receive one-on-one assistance from trained peer tutors and instructors in a variety of subjects including math, writing, reading, and the sciences, in designated tutoring areas. Additionally, the Reading & Writing area of the LRC has earned international certification from the College Reading & Learning Association for its tutoring program.

To be eligible for tutoring help, students must be taking at least one academic course at SJCC, and enroll in LS 210 (Learning Skills Supervised Tutoring, no fee or units).

Assistance with enrollment is offered at the LRC’s check-in desk.

The LRC Tutoring areas include:

- Drop-in and scheduled appointment assistance
- Resources to improve skills such as handouts, textbooks, and practice exercises
- Computers with Microsoft Office, internet, and printer access
- Workshops on areas of student need, such as writing personal statements

Contact the LRC Front Desk at (408) 288-3112

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.

ESL Lab

The ESL Lab provides a supportive learning environment for ESL students. ESL faculty are available to assist students with all English language skills and to offer guidance in using interactive software programs and multimedia materials that expand and enhance learning. ESL Lab courses (.5 units) are required for students enrolled in ESL 312 and ESL 322. The optional 0-unit ESL 208 lab course may be taken with any San Jose City College course, including other ESL courses. Students are also welcome to use our online lab, www.ESLStation.net (http://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.

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.

Department Course Sequencing

- English (p. 137)
- English as a Second Language (p. 138)
- Mathematics (p. 139)
Language Arts - English & Reading

- **English 1A**
  - English Composition
  - 3 units
  - Required for A.A. & A.S. Degrees & Transfer

- **Read 101**
  - Analytical Reading
  - 4 units

- **English 92**
  - Essay Development
  - 4 units

- **Read 301**
  - Essentials of Reading
  - 4 units

- **English 335**
  - Basic Writing Skills
  - 4.5 units

- **Read 350**
  - Practical Reading
  - 6 units
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
(3 lec)
Intermediate Algebra

Math 78
(1 lec)
Differential Equations

Math 72
(5 lec)
Calculus II with Analytic Geometry

Math 70
(3 lec)
Discrete Mathematics

Math 73
(5 lec)
Multivariable Calculus

Math 71
(3 lec)
Calculus I with Analytic Geometry

Math 25
(5 lec)
Precalculus Algebra & Trigonometry

Math 52
(3 lec)
Mathematics for Elementary Ed

Math 21
(3 lec)
Pre-Calculus Algebra

Math 22
(3 lec)
Trigonometry

Math 14
(3 lec)
Geometry

** Math 13
(5 lec)
Intermediate Algebra

** Math 14
(3 lec)
Geometry

** Math 13
(5 lec)
Intermediate Algebra

** Math 14
(3 lec)
Geometry

*Math 111
(5 lec)
Elementary Algebra

Math 311
(3 lec)
Pre-Algebra

--- DIVISION OF MATH & SCIENCE ---

* Math 311 & 111 are considered basic skills.
** May be taken in either order.
The students have the same responsibilities as instructors to seek and question or differ without suffering repression or scholastic penalty. Students respecting and valuing their right of their free expression. Controversial and evaluate opinions held by others while simultaneously weighing evidence, express supportable conclusions, identify bias, and evaluate opinions held by others while respecting the right of their own free expression.

The academic freedom policy shall be published in the college catalogs, class schedules, web sites, student handbooks, and other appropriate media.

**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 José 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 José 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.sjccd.edu (http://www.sjccd.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 SJECCD 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**

**Board Policy 4240**

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student’s demonstrated ability. The District Chancellor shall ensure that the Academic Senates of each college establish procedures that provide for academic renewal.

**Administrative Procedure 4240**

Students may petition to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:

- Students must have achieved a grade point average of at least 3.0 in 12 units of letter-graded coursework or 24 units of letter-graded coursework with a 2.0 or higher, and
- At least 2 years must have elapsed from the time the course work to be removed was completed.

Up to 24 semester units of course work may be eliminated from consideration in the cumulative grade point average. Courses previously used for awarding of a degree or certificate are not eligible for academic renewal. A course repeated for grade improvement is not eligible for academic renewal as the substandard grade has been disregarded and replaced in the computation of the grade point average. Students may only petition one time for academic renewal.

Specific courses and/or categories of courses that are exempt from academic renewal must be described. Academic renewal actions are irreversible. When academic renewal procedures permit previously recorded substandard coursework to be disregarded in the computation of a student’s grade point average, the student’s permanent academic record should contain an accurate record of all coursework to ensure a complete academic history.

Academic renewal procedures may not conflict with the District’s obligation to retain and destroy records or with the instructor’s ability to determine a student’s final grade.

Academic Renewal granted by the College does not guarantee that special programs or other institutions will honor such actions. The determination will be made by the respective transfer institutions and is the responsibility of the student to research.

Grade point average computation for graduation with honors or other awards uses all work, including course work approved for academic renewal.

While only coursework from San José-Evergreen Community College District may be alleviated from the record, the course work upon which the application for alleviation is based may be completed at any college or university accredited by the Western Association of Schools and Colleges or an equivalent accrediting agency.

Students will request an appointment with a counselor to complete the petition for Academic Renewal and must bring official transcripts to the appointment if using coursework from another college or university to establish eligibility for the renewal. The completed petition is submitted to Admissions and Records, by the counselor, and the petitioner must
receive a response to the request for Academic Renewal within ten (10) business days

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

Course Auditing and Auditing Fees
Administrative Procedure AB 4070
Per Board Policy 4070 titled Course Auditing and Auditing Fees, auditing of classes is not permitted. No person is allowed to attend a class unless registered and enrolled in that class. The auditing policy shall be published in college catalogs and class schedules.

Course Repetition

Administrative Procedure 4225
Students may petition for approval to repeat up to a total of three courses in which substandard grades (less than “C,” and including “FW”) were awarded in the following courses:

• Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree;
• Intercollegiate athletics courses; and
• Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses or six times for quarter courses.

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than four semesters. This limit applies even if the student receives a substandard grade or “W” during one or more enrollment or if a student petitions for repetition for repetition due to extenuating circumstances.

The petition for requesting permission to repeat the course is available in each college’s Office of Admissions and Records.

When a student repeats a class to alleviate substandard academic work, the previous grade and credit shall be disregarded in the computation of grade point averages.

When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point averages.

Courses that are repeated shall be recorded on the student’s permanent academic record using an appropriate symbol.

Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history. (Title 5 Section 55046(a))

Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or District procedures relating to retention and destruction of records.

Repeatable Courses

Administrative Procedure 4227
Only the following types of courses may be designated as repeatable:

• Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree;
• Intercollegiate athletics courses; and
• Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses or six times for quarter courses.

The District must identify and designate such repeatable courses in its catalog.

Under special circumstances, students may repeat courses in which a C or better grade was earned.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or continued paid employment. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student’s grade point average. Students must provide the necessary documentation.

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than four semesters. This limit applies even if the student receives a substandard grade or “W” during one or more enrollment or if a student petitions for repetition for repetition due to extenuating circumstances.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.

Students are allowed to repeat an occupational work experience course if a college only offers one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/ open-exit course. Where only one occupational work experience course is offered subject to the above conditions, students may be permitted to repeat this course any number of times as long as they do not exceed the limit on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).

The District shall develop and implement a mechanism to allow it to properly monitor course repetition.

Course Repetition - Significant Lapse of Time
Administrative Procedure 4228
Students may be permitted or required to repeat courses in which a “C” or better grade was earned where there was a significant lapse of time since the grade was obtained and:

• The District has defined “significant lapse of time” or has established a recency prerequisite for a course or program; or
• An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

When a student needs to repeat an activity course due to a significant lapse of time, each repetition attempt will be counted toward the
established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted or required by the District.

When a course is repeated due to a significant lapse of time, the District may disregard the previous grade and credit when computing a student’s grade point average.

A “significant lapse of time” is a period of three years or longer.

Course Repetition - Variable Units
Administrative Procedure 4229
Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire curriculum of the course once.

Students may not repeat variable unit open-entry/open-exit courses unless:

• The course is required for legally mandated training; or
• The course is a special class for students with disabilities which needs to be repeated; or
• Repetition of the course is justified by extenuating circumstances; or
• The student wishes to repeat the course to alleviate substandard work.

Whenever a student enrolls in a physical education activity course offered for open-entry/open exit, the enrollment will count as a repetition of the course.

Student Accessibility Services (SAS) Program
Overview
Student Accessibility Services (SAS) Program can help students with disabilities attending San José 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
SAS 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, SAS 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
SAS 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 SAS.
• 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 SAS 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
Ms. Eliazer Ayala-Austin, Division Dean of Counseling & Matriculation

<table>
<thead>
<tr>
<th>Email:</th>
<th><a href="mailto:Eliazer.Ayala-Austin@sjcc.edu">Eliazer.Ayala-Austin@sjcc.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>SC-201C</td>
</tr>
<tr>
<td>Hours:</td>
<td>Monday-Friday 8 am-5 pm</td>
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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 SAS.

Determining Need
Students who need academic accommodations must meet with Student Accessibility Services (SAS) Program staff members to complete an
application form, determine educational limitations and services needed, and complete an academic accommodation plan.

**Contact the SAS Office**
The faculty and staff of the Student Accessibility Services (SAS) Program 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.

<table>
<thead>
<tr>
<th>Front Desk:</th>
<th>(408) 288-3746</th>
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<tbody>
<tr>
<td>Associate Director: Dr. Edina Rutland</td>
<td><a href="mailto:edina.rutland@sicc.edu">edina.rutland@sicc.edu</a></td>
</tr>
<tr>
<td>Location:</td>
<td>Student Center, Room SC-106</td>
</tr>
<tr>
<td>Hours:</td>
<td>Monday-Thursday 8:30 am-5:30 pm, Friday 8:30 am-1:30 pm</td>
</tr>
</tbody>
</table>

**TTY Phone Number**
Student Accessibility Services (SAS) Program (408) 294-3447

**Video Phone Numbers**
SAS Supervisor (408) 831-3131
Deaf Services (408) 565-8640
Student Center Lobby (408) 899-5084

**Drug Free Work Place**
SJCCD 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 Environment and Drug Prevention Program
- Board Policy 5500, Standards of Student Conduct

SJCCD 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).
- Imprisonment in a state prison for attempted possession of controlled substance with intent to distribute (Health and Safety Code Section 11350).
- A fine of not more than $100 or imprisonment in a county jail for furnishing an alcoholic beverage to a minor (Business and Professions Code Section 25658).
- 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 José 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. Objects 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 of Admissions & Records, that their names be withheld from any such list. Such requests must be submitted prior to the opening day of each semester.

Students who wish copies of documents in their files must request this service in writing through 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 any kind will be made if the student has any indebtedness to the College or District.

**Policy on Consensual Relationships**

The District prohibits its employees from engaging in sexual relationships with individuals employed by the District over whom they have a direct line of supervisory relationship. Examples include, but are not limited to, managers, supervisors, and their subordinates. Because of the differential in the level of authority, such relationships could lead to charges of coerced submission or sexual harassment, even if there was apparent consent.

In addition, the District prohibits instructors from engaging in consensual, sexual relationships with students who are enrolled in a class that they are currently teaching, and counselors are prohibited from engaging in consensual sexual relationships with students whom they are currently counseling.

A manager’s, faculty member’s, or supervisor’s liability protection under California statute will not protect the individual in subsequent litigation arising from the relationship’s effect on the student or employee.

Board Policy 3436.

See Administrative Procedure 3430 titled Prohibition of Harassment.

Also see the AFT 6157 Collective Bargaining Agreement.

Persons who believe that they have been victims of harassment/discrimination may file a complaint under the District’s Procedure for Resolution of Discrimination/Harassment Complaints with the College Title IX Officer or the District Office of Human Resources.

**Sexual Harassment/Discrimination**

SJCECD 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** 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

1. 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
2. affects explicitly or implicitly an individual’s employment, unreasonably interferes with an individual’s work performance, or creates an intimidating, hostile, or offensive environment.

**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.

- Complaints 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 José City College: Mr. Roland Montemayor, Vice President, Academic & Student Affairs at (408) 288-3146;
- Evergreen Valley College: Ms. Adela Esquivel-Swinson, Vice President, Student Affairs 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:

Equal Employment Opportunity Commission
96 North Third Street, Suite 200
San José, CA 95112

or

Department of Fair Employment and Housing
2570 North First Street, Suite 480
San José, 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.

Also see AP 3430 titled Prohibition of Harassment, AP 3435 titled Discrimination and Harassment Investigations, and BP/AP 3410 titled Nondiscrimination.

Student Complaint Process

The Student Complaint Procedures are available to every San José 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.

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 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/ 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:

California Community Colleges Chancellor's Office (CCCCO)
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:

1. “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’

2. “Governing Board” shall mean the Governing Board of the San José Evergreen Community College District.

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

4. “College” shall mean a college operated and maintained by the District.
III. Grounds for Disciplinary Action

1. 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.

2. Misconduct that constitutes grounds for disciplinary action includes, but is not limited to:
   a. 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;
   b. 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;
   c. 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;
   d. Misrepresentation of oneself or of an organization to be an agent of the District;
   e. 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;
   f. 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;
   g. Vandalism, graffiti, or other wilful 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;
   h. Assault, battery, violence or threat of violence, or any wilful 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;
   i. Theft of District property, or property in the possession of, or owned by, a member of the college community;
   j. 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;
   k. 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;
   l. The use, sale, distribution, or possession on campus 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 Professions Code 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;
   m. 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.
   n. 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;
   o. Engaging in lewd, indecent, or obscene behavior on District-owned or controlled property or at a District-sponsored or supervised function;
   p. 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;
suspension, or expulsion. May result in more serious disciplinary action, such as loss of privileges, the probationary period or violation of any conditions of the probation imposed at the discretion of the President's designee. Misconduct during standards of conduct as set forth in these regulations. Conditions may be a student must demonstrate his or her conduct conforms to District
Disciplinary Probation
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
1. a period of time 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; and
3. 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 expelled is prohibited from participating in any college activities or programs and from entering District premises.
Revocation 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 actions 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 Governors 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 without 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
A. Continued disruptive behavior, continues willful disobedience, 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 correction 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.

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.

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.

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.

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.

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.

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

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.

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.

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

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 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 appeals:
   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.

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 five (5) days from the date the notification letter is personally served or mailed.

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
1. 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").
2. An Administrative Hearing Officer shall be a college official.
3. 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.
   a. The Academic Senate will select a faculty representative and alternate(s). Vacancies will be filled by an action of the Academic Senate.
   b. 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.
   c. 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 serve as a neutral party.
   d. Alternate faculty, administrative, and student members shall be appointed to ensure that a standing committee can always be convened promptly.
XI. Appeal Hearing Procedures
1. 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.
2. The Hearing Authority shall rule on all questions of procedure and admission of evidence.
3. Hearings need not be conducted in accordance with strict rules of evidence or formality of a court hearing.
4. 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.
5. 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.
6. 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:
   a. The student charged.
   b. The Hearing Authority.
   c. An advisor for the student charged, if so desired.
   d. The President’s designee.
   e. A witness, while presenting evidence.
   f. An on-campus advisor for a witness while presenting evidence.
7. 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.

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:
1. A summary of factual findings and a determination that the accused student did or did not commit the act(s) alleged/charged.
2. A finding that the student’s act(s) did or did not constitute a violation of the Student Code of Conduct.
3. A recommendation for upholding or modifying the proposed discipline. The Hearing Authority may also recommend further investigation.

XIII. College President’s Decision
1. 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.
2. The decision of the College President to suspend or impose a lesser sanction shall be final and not subject to further appeal.
3. 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).
4. If the College President determines that a student should be expelled, he or she will forward that recommendation through the Chancellor, to the Board of Trustees for determination.
5. 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
1. An emergency/summary suspension is an immediate suspension imposed upon a student for good cause. (Ed. Code § 66017.)
2. 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.
3. 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.
4. 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.

XVI. 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.
1. 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
3. The hearing shall be conducted in accordance with the following:
   a. 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.
   b. A closed hearing will be closed to everyone except the following:
      i. The student charged.
      ii. 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.
      iii. The College President and/or President’s Designee.
      iv. The Governing Board
      v. The Chancellor and/or District Legal Advisor
      vi. The student’s parent(s) or guardian, if the student is a minor.

2. 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.

3. The hearing shall be conducted in accordance with the following procedures:
   a. 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.
   b. Hearings need not be conducted in accordance with strict rules of evidence or formality of a court hearing.
   c. 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.
   d. 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.
   e. The accused student may then make a brief statement to the Governing Board and present any relevant evidence.
   f. The statements shall be limited to five (5) minutes.
   g. 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).
   h. The Governing Board will conclude the hearing, dismiss the parties, and privately deliberate as to a decision.
   i. 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.
   j. 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.
   k. 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.
   l. The decision of the Governing Board is final, and not subject to further appeal.
   m. 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

Drug-Free Campus Policy

As defined by State and Federal law, it is the policy of the San José 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.

Smoking Policy

Non-Smoking on Campus Policy

Board Policy 3570

To enforce smoking and tobacco control regulations and procedures, the District Chancellor is authorized to:

• Set enforcement standards for all District sites and campuses;
• Impose a fine for a first, second, and third offense and for each subsequent offense. The amount of fines is to be determined by the Board of Trustees, cannot exceed one hundred dollars ($100). Funds shall be allocated to include, but not be limited to, the designated enforcement agency, education and promotion of the policy, and tobacco cessation treatment options;
• Direct that the District post signs stating its tobacco use policy on campus, as follows:
• the locations at which smoking or tobacco use is prohibited on campus
• the locations at which smoking or tobacco use is permitted on campus
• Inform employees and students of the tobacco use policy and enforcement measures

Administrative Procedure 3570
San Jose City College and the District Office prohibit smoking on their property in any area.

Tobacco products, including cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, and an electronic device that delivers nicotine or other vaporized liquids to a person inhaling from the device (e.g., e-cigarettes and vaporizers) may not be used within 250 feet of a youth sports event. A youth sports event is any practice, game, or related activity organized by any entity at which athletes up to 18 years of age are present.

Student Success & Support Program

To register and enroll in courses at San José 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 José 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 $20 Student Health fee and $5 Student Activity fee ($25 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).

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 José 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 apprenticeship courses 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 Division 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 Division 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 of Academic & 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 next submit the initial form to the Vice-President of Student Affairs for further review.

2. The Vice President of Academic & 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.

Student Record Privacy Law

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 José City College hereby provides notice that the SJECDD Governing Board has adopted a policy, Board Policy 5040 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:

- Student records shall be released pursuant to a student’s written consent.
- 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 regulating or pertaining to the parking of vehicles in District parking lots shall not be cause for the suspension or expulsion of a student, excepting violations which are disruptive to the educational programs of the district.

**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:

1. another student,
2. a faculty member,
3. an administrator.

**Student Rights and Grievances**

**Administrative Procedure 5530**

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected his/her status, rights or privileges as a student. The procedures shall include, but not be limited to, grievances regarding:

- Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972
- Financial aid
- Illegal discrimination
- Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors.
- The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

This procedure does **not** apply to:

- Student disciplinary actions, which are covered under separate Board Policies and Administrative Procedures.
- Police citations (i.e. "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.

**Definitions**

**Party** – The student or any persons claimed to have been responsible for the student’s alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the College Grievance Officer.

**College President** – The College President or a designated representative of the College President.

**Student** – A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

**Respondent** – Any person claimed by a grievant to be responsible for the alleged grievance.

**Day** – Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays and Sundays.

**Informal Resolution** – Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local college administration.

The Vice President of Student Affairs shall appoint an employee who shall assist students in seeking resolution by informal means. This person shall be called the Grievance Officer. The Grievance Officer and the student may also seek the assistance of the Associated Student Organization in attempting to resolve a grievance informally.

Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

Any student who believes he/she has a grievance shall file a Statement of Grievance with the Grievance Officer within five days of the incident on which the grievance is based, or five days after the student learns of the basis for the grievance, whichever is later. The Statement of Grievance
must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Within two days following receipt of the Statement of Grievance Form, the Grievance Officer shall advise the student of his or her rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance Form.

If at the end of 15 days following the student's first meeting with the Grievance Officer, there is no informal resolution of the complaint which is satisfactory to the student, the student shall have the right to request a grievance hearing.

**Grievance Hearing Committee**

The College President or designee shall at the beginning of each semester, including any summer session, establish a standing panel of four members of the college community, including one faculty member, one classified staff member, and one administrator, from which one or more Grievance Hearing Committees may be appointed. The panel will be established with the advice and assistance of the Associated Students Organization and the Academic Senate, who shall each submit five names to the College President or designee for inclusion on the panel. A Grievance Hearing Committee shall be constituted in accordance with the following:

- It shall include one student, one faculty member, one classified staff member, and one administrator selected from the panel described above.
- No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the College President or designee who shall determine whether cause for disqualification has been shown. If the College President or designee feels that sufficient ground for removal of a member of the committee has been presented, the College President or designee shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.
- The Grievance Officer shall sit with the Grievance Hearing Committee but shall not serve as a member nor vote. The Grievance Officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the Hearing Committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an adversary role.

**Request for Grievance Hearing**

Any request for a grievance hearing shall be filed on a Request for a Grievance Hearing within ten days after filing the Statement of Grievance as described above.

Within ten days following receipt of the request for grievance hearing, the College President or designee shall appoint a Grievance Hearing Committee as described above, and the Grievance Hearing Committee shall meet in private and without the parties present to select a chair and to determine on the basis of the Statement of Grievance whether it presents sufficient grounds for a hearing.

The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student as defined in these procedures, which include applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet each of the requirements, the Hearing Committee chair shall notify the student in writing of the rejection of the Request for a Grievance Hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within ten days of the date the decision is made by the Grievance Hearing Committee.

If the Request for Grievance Hearing satisfies each of the requirements, the College Grievance Officer shall schedule a grievance hearing. The hearing will begin within ten days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than ten days notice of the date, time, and place of the hearing.

**Hearing Procedure**

The decision of the Grievance Hearing Committee chair shall be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.

The members of the Grievance Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.

Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

Unless the Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)' evidence. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true and that a grievance has been established as specified above.

Each party to the grievance may represent himself/herself, and may also have the right to be represented by a person of his/her choice; except that a party shall not be represented by an attorney unless, in the judgment of the Grievance Hearing Committee, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The hearing committee may also request legal assistance through the College President or designee any legal advisor provided to the hearing committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request must be made no less than seven days prior to the date of the hearing.
In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.

The hearing shall be recorded by the Grievance Officer either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the Grievance Hearing Committee Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The tape recording shall remain in the custody of the District, either at the college or the District office, at all times, unless released to a professional transcribing service. Any party may request a copy of the tape recording.

All testimony shall be taken under oath; the oath shall be administered by the Grievance Hearing Committee Chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded shall be considered to be unavailable.

Within ten days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the College President or designee a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

**College President’s or designee’s Decision**

Within ten days following receipt of the Grievance Hearing Committee’s decision and recommendation(s), the College President or designee shall send to all parties his/her written decision, together with the hearing committee’s decision and recommendations. The College President or designee may accept or reject the findings, decisions and recommendations of the Hearing Committee. The factual findings of the Hearing Committee shall be accorded great weight; and if the College President or designee does not accept the decision or a finding or recommendation of the Hearing Committee, the College President or designee shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the College President or designee shall be final, subject only to appeal as provided below.

**Appeal**

Any appeal relating to a Grievance Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the College President or designee within ten days of that decision. The College President or designee shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The College President or designee’s decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.

Any party to the grievance may appeal the decision of the College President or designee after a hearing before a Grievance Hearing Committee by filing an appeal with the District Chancellor. The District Chancellor may designate a District administrator to review the appeal and make a recommendation.

Any such appeal shall be submitted in writing within five days following receipt of the College President or designee’s decision and shall state specifically the grounds for appeal.

The written appeal shall be sent to all concerned parties. All parties may submit written statements on the appeal.

The District Chancellor shall review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside of the record. Following the review of the record and appeal statements, the District Chancellor, if any, shall make a written recommendation to the College President or designee regarding the outcome of the appeal.

The District Chancellor may decide to sustain, reverse, or modify the decision of the College President or designee. The District Chancellor’s decision shall be in writing and shall include a statement of reasons for the decision. The District Chancellor’s decision shall be final.

The decision on appeal shall be reached within five days after receipt of the appeal documents. Copies of the District Chancellor’s appeal decision shall be sent to all parties.

**Time Limits**

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

Also see BP/AP 3410 titled Nondiscrimination, BP/AP 3430 titled Prohibition of Harassment, AP 3435 titled Discrimination and Harassment Investigations, BP/AP 5500 titled Standards of Student Conduct, and AP 5520 titled Student Discipline Procedures.

**Crime Policy**

**Campus Safety**

**Administrative Procedure 3500**

A campus safety plan shall be developed and provided to students in the form of a Campus Security Report which is published annually.

The Chief of Police prepares and annually updates a report of all occurrences reported to campus police and the San Jose Police Department of, and arrests for, crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts of hate violence reported to campus authorities. A written report shall be distributed to all students and District employees consistent with the Clery Act requirements and will also be posted on the Campus Police webpage.

Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.

**Reporting of Crimes**

**Administrative Procedure 3515**

Members of the District who are witnesses or victims of a crime should immediately report the crime to District Police.

In the event an employee is assaulted, attacked or menaced by a student, the employee shall notify his/her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the attack or assault to the District Police. The supervisor himself/herself shall make the report if the employee is unable or unwilling to do so. Reporting
a complaint to local law enforcement will not relieve the District of its obligation to investigate all complaints of harassment.

The District will instruct members of the District Police Department to notify students and employees complaining of sexual violence of their right to file a sex discrimination complaint with the District in addition to filing a criminal complaint, and to report incidents of sexual violence to District Police if the complainant consents.

The District shall publish warnings to the campus community about the following crimes:

- Criminal homicide – murder and non-negligent manslaughter;
- Criminal homicide – negligent manslaughter;
- Sex offenses – forcible and non-forcible sex offenses;
- Domestic violence, dating violence and stalking;
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft;
- Arson;
- Arrests for liquor law violations, drug law violations, and illegal weapons possession;
- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
- Crimes that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving bodily injury;
- Those reported to District Police; and
- Those that are considered to represent a continuing threat to other students and employees.

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Police or his/her designee, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the District emergency notification system to students, faculty, and staff. The information shall be disseminated by District Police in a manner that aids the prevention of similar crimes.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the the Chief of Police or his/her designee may also post a notice on the campus-wide electronic bulletin board on the District website at www.sjc.edu (http://www.sjc.edu) providing the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the District Police, by phone 408-270-6468 or in person at Evergreen Valley College, 3095 Yerba Buena Road, San Jose, CA 95135 or San José City College, 2100 Moorpark Avenue, Student Center 108, San Jose, CA 95128 during normal business hours.

The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the District shall follow its emergency notification procedures.

The District shall annually collect and distribute statistics concerns crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information.

The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims’ assistance program, student discipline, campus resources and other matters. The District shall make the report available to all current students and employees. The District will also provide prospective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting District Police at Evergreen Valley College, 3095 Yerba Buena Road, San Jose, CA 95135 or San José City College, 2100 Moorpark Avenue, Student Center 108, San Jose, CA 95128 during normal business hours or at the Website address published in http://www.sjc.edu/district-services/district-police.

To Report a Crime:
Contact District Police at 408-270-6468 or dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the police department. In addition you may report a crime to the following areas:

- Vice President, Student Affairs SJCC
  (408) 288-3146

- Vice President, Student Affairs EVC
  (408) 223-6738

- Vice Chancellor, Administrative Services
  (408) 270-6428

If you are the victim of a crime and do not want to pursue action within the District’s System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Vice President of Student Affairs can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the District can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

The District Police encourage anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the District Police cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities as identified below. Confidential reports of crime may also be made to Vice President of
Student Organizations

Student Organizations shall comply with the Constitution/Bylaws of the Associated Students, chartering policies of the Governing Board, and the Education Code and are subject to revocation of their charter or other disciplinary action for violation of such policies or regulations.

Financial Responsibilities; Student Body Associations and Student Organizations

In order to assure efficient operation and prudent expenditure of funds under student control, the following policies will govern:

• The student body association shall be responsible for student body association expenses and shall not be responsible for the financial obligations of student organizations not under its sponsorship and/or jurisdiction.
• Approved expenses of staff members assigned to supervise AS activities may be borne within the college budget. The expenses of staff members assigned to supervise other student sponsored events may be borne by the appropriate student organization.
• The college shall be reimbursed by any student organization for all toll calls made on its behalf.

Student-Right-to-Know Completion and Transfer Rates

Completion Rate: 25.59%
Transfer Rate: 11.09%

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2013, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three year period. Their completion and transfer rates are listed above. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became ‘transfer prepared’ during a three year period, from Fall 2013 to Spring 2016. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered ‘transfer prepared’. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer prepared' during a five semester period, from Spring 2014 to Spring 2016, are transfer students.

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.
GRADUATION/CERTIFICATE/GENERAL EDUCATION REQUIREMENTS

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 Degree Graduation Requirements (p. 161)
- Certificates of Achievement (p. 162)
- Certificates of Specialization (p. 162)
- Associate in Arts General Education (GE) Pattern (p. 163)
- Associate in Science General Education (GE) Pattern (p. 171)
- California State University General Education (GE) Breadth Requirements (p. 177)
- Intersegmental General Education Transfer Curriculum (IGETC) (p. 184)
- Course Identification Numbering System (C-ID) (p. 190)
- General Education Reciprocity (p. 193)

Associate Degree Graduation Requirements

Associate Degrees for Transfer (ADT) - Graduation Requirements

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 (A.A.) - 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;
- 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

Associate in Science Degree (A.S.) - 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
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.

<table>
<thead>
<tr>
<th>Certificate of Achievement Level</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>12-17.5</td>
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<tr>
<td>Level 2</td>
<td>18-29.5</td>
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<tr>
<td>Level 3</td>
<td>30+</td>
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</tbody>
</table>

Certificates of Specialization

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.
### Associate in Arts General Education (GE) Pattern

**AREA A: English Language Communication and Critical Thinking**

Select one course from each area below (“C” grade or better in each course); total **9 units** required.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1: Oral Communication</td>
<td></td>
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</tr>
<tr>
<td>COMS 010</td>
<td>Interpersonal Communication</td>
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</tr>
<tr>
<td>COMS 020</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMS 040</td>
<td>Introduction to Argumentation</td>
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</tr>
<tr>
<td>COMS 045</td>
<td>Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>A2: Written Communication</td>
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</tr>
<tr>
<td>ENGL 001A</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>A3: Critical Thinking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMS 040</td>
<td>Introduction to Argumentation</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 001C</td>
<td>Critical Thinking/Composition</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 060</td>
<td>Logic and Critical Thinking</td>
<td>3</td>
</tr>
</tbody>
</table>

**AREA B: Scientific Inquiry and Quantitative Reasoning**

Select one each from areas B1, B2, B3 and B4. Area B3 may be satisfied with a B1 or B2 lab course. Total **9 units** required.

<table>
<thead>
<tr>
<th>Code</th>
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</thead>
<tbody>
<tr>
<td>B1: Physical Science</td>
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<td></td>
</tr>
<tr>
<td>ASTRO 010</td>
<td>Introduction to Astronomy (^1)</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 001A</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 001B</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 010</td>
<td>Everyday Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 012A</td>
<td>Organic Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 012B</td>
<td>Organic Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 015</td>
<td>Fundamentals of Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 032A</td>
<td>Intro to General, Organic, &amp; Biological Chemistry</td>
<td>4</td>
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<tr>
<td>CHEM 032B</td>
<td>Intro to General, Organic, &amp; Biological Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 061</td>
<td>Introduction to Fermentation Chemistry</td>
<td>3</td>
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<tr>
<td>chem 065</td>
<td>Environmental Science</td>
<td>4</td>
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<tr>
<td>GEOG 010</td>
<td>Introduction to Physical Geography</td>
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<tr>
<td>GEOL 010</td>
<td>Physical Geology (^1)</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 015</td>
<td>Earth Science (^1)</td>
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<tr>
<td>METEO 010</td>
<td>Weather and Climate</td>
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<tr>
<td>OCEAN 010</td>
<td>Descriptive Oceanography</td>
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<tr>
<td>PHYS 002A</td>
<td>Algebra/Trigonometry-Based Physics I</td>
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<tr>
<td>PHYS 002B</td>
<td>Algebra/Trigonometry-Based Physics II</td>
<td>4</td>
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<tr>
<td>PHYS 004A</td>
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<td>5</td>
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<tr>
<td>PHYS 004B</td>
<td>General Physics</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 004C</td>
<td>General Physics</td>
<td>5</td>
</tr>
<tr>
<td>B2: Life Science</td>
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<tr>
<td>BIOL 004A</td>
<td>General Principles and Cell Biology</td>
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</tr>
<tr>
<td>BIOL 004B</td>
<td>Biodiversity and Organismal Biology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 020</td>
<td>Human Biology</td>
<td>4</td>
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<tr>
<td>BIOL 021</td>
<td>General Biology</td>
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<tr>
<td>BIOL 061</td>
<td>Human Heredity</td>
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</tr>
<tr>
<td>BIOL 063</td>
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<tr>
<td>BIOL 064</td>
<td>Marine Biology</td>
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<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>BIOL 066</td>
<td>Botany</td>
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<tr>
<td>BIOL 071</td>
<td>Human Anatomy</td>
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<tr>
<td>BIOL 072</td>
<td>Human Physiology</td>
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<tr>
<td>BIOL 074</td>
<td>General Microbiology</td>
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<tr>
<td>ENVIR 010</td>
<td>Environmental Science</td>
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<tr>
<td>PSYCH 031</td>
<td>Biological Psychology</td>
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<tr>
<td><strong>B3: Laboratory Activity</strong></td>
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<tr>
<td>ASTRO 010L</td>
<td>Introductory Astronomy Lab ^1</td>
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<tr>
<td>BIOL 004A</td>
<td>General Principles and Cell Biology</td>
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<tr>
<td>BIOL 004B</td>
<td>Biodiversity and Organismal Biology</td>
<td>5</td>
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<tr>
<td>BIOL 020</td>
<td>Human Biology</td>
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<td>BIOL 021</td>
<td>General Biology</td>
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<td>BIOL 071</td>
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<td>BIOL 072</td>
<td>Human Physiology</td>
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<tr>
<td>BIOL 074</td>
<td>General Microbiology</td>
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</tr>
<tr>
<td>CHEM 001B</td>
<td>General Chemistry</td>
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<tr>
<td>CHEM 010</td>
<td>Everyday Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 012A</td>
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<td>Organic Chemistry</td>
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</tr>
<tr>
<td>CHEM 015</td>
<td>Fundamentals of Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 032A</td>
<td>Intro to General, Organic, &amp; Biological Chemistry</td>
<td>4</td>
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<tr>
<td>CHEM 032B</td>
<td>Intro to General, Organic, &amp; Biological Chemistry</td>
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<tr>
<td>ENVIR 010</td>
<td>Environmental Science</td>
<td>4</td>
</tr>
<tr>
<td>GEOL 010L</td>
<td>Physical Geology Laboratory ^1</td>
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</tr>
<tr>
<td>GEOL 015L</td>
<td>Earth Science Laboratory ^1</td>
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<tr>
<td>PHYS 002A</td>
<td>Algebra/Trigonometry-Based Physics I</td>
<td>4</td>
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<tr>
<td>PHYS 004A</td>
<td>General Physics</td>
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<tr>
<td>PHYS 004B</td>
<td>General Physics</td>
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<tr>
<td>PHYS 004C</td>
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<tr>
<td><strong>B4: Mathematical/Quantitative Reasoning</strong></td>
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<tr>
<td>(&quot;C&quot; grade or better)</td>
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<tr>
<td>BUS 060</td>
<td>Fundamentals of Business Statistics</td>
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<tr>
<td>MATH 021</td>
<td>Precalculus Algebra</td>
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<tr>
<td>MATH 022</td>
<td>Trigonometry</td>
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</tr>
<tr>
<td>MATH 025</td>
<td>Precalculus Algebra and Trigonometry</td>
<td>6</td>
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<tr>
<td>MATH 051</td>
<td>Mathematics for General Education</td>
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<tr>
<td>MATH 052</td>
<td>Mathematics for Elementary Education</td>
<td>3</td>
</tr>
<tr>
<td>MATH 061</td>
<td>Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 062</td>
<td>Calculus for Business and the Social Sciences</td>
<td>3</td>
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<tr>
<td>MATH 063</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 065</td>
<td>Integrated Statistics II</td>
<td>5</td>
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<tr>
<td>MATH 070</td>
<td>Discrete Mathematics</td>
<td>4</td>
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<tr>
<td>MATH 071</td>
<td>Calculus I With Analytic Geometry</td>
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</tr>
<tr>
<td>MATH 072</td>
<td>Calculus II with Analytic Geometry</td>
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<tr>
<td>MATH 073</td>
<td>Multivariable Calculus</td>
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<tr>
<td>MATH 078</td>
<td>Differential Equations</td>
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<tr>
<td>MATH 079</td>
<td>Linear Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

^1 Course fulfills lab requirement as long as companion course in area B1 is completed prior to or concurrently with lab course.
## AREA C: Arts and Humanities

Select three courses from the following; one from C1, one from C2 and a third from C1 or C2; total 9 units required.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td><strong>C1: Arts</strong></td>
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<tr>
<td>ART 090</td>
<td>Art Appreciation</td>
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</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>ART 096</td>
<td>Survey of Asian Art</td>
<td>3</td>
</tr>
<tr>
<td>DANCE 002</td>
<td>Dance Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>HUMNT 001</td>
<td>Introduction to Visual and Performing Arts</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 083</td>
<td>Exploring the World of Music</td>
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<tr>
<td>MUSIC 091</td>
<td>Music Appreciation: Western Civilization</td>
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<tr>
<td>MUSIC 095</td>
<td>Music Appreciation: Jazz</td>
<td>3</td>
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<tr>
<td>MUSIC 099</td>
<td>Introductory Music</td>
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<tr>
<td>THEAT 002</td>
<td>Beginning Acting</td>
<td>3</td>
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<tr>
<td>THEAT 020</td>
<td>Introduction to Theatre</td>
<td>3</td>
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<tr>
<td>THEAT 040</td>
<td>Introduction to Film</td>
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<tr>
<td><strong>C2: Humanities</strong></td>
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<tr>
<td>ARABC 001A</td>
<td>Elementary Arabic</td>
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<td>ARABC 001B</td>
<td>Elementary Arabic</td>
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<tr>
<td>CHIN 001A</td>
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<td>CHIN 001B</td>
<td>Elementary Chinese</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 001B</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 010</td>
<td>Great Works of Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 033</td>
<td>Women in Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 065</td>
<td>The Short Story</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 071A</td>
<td>Fundamentals of Creative Writing/Poetry</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 073</td>
<td>Introduction to Shakespeare</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 079</td>
<td>Memoir Writing</td>
<td>3</td>
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<tr>
<td>ENGL 080</td>
<td>Mexican-American Literature</td>
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</tr>
<tr>
<td>ENGL 081</td>
<td>Introduction to African American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 084A</td>
<td>Survey of American Literature I</td>
<td>3</td>
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<td>ENGL 084B</td>
<td>Survey of American Literature II</td>
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<td>ENGL 086A</td>
<td>Survey of British Literature I</td>
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<td>ENGL 086B</td>
<td>Survey of British Literature II</td>
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</tr>
<tr>
<td>ETH 020</td>
<td>African American Culture</td>
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<tr>
<td>ETH 030</td>
<td>Chicana/o Culture</td>
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<td>ETH 037A</td>
<td>Mexican American History I</td>
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<td>FREN 001A</td>
<td>Elementary French</td>
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<td>FREN 001B</td>
<td>Elementary French</td>
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<tr>
<td>FREN 002A</td>
<td>Intermediate French</td>
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<td>FREN 002B</td>
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<tr>
<td>GLOBL 007</td>
<td>Global Citizenship/Civics</td>
<td>3</td>
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<tr>
<td>HIST 010A</td>
<td>Development of Western Culture</td>
<td>3</td>
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<td>HIST 010B</td>
<td>Development of Western Culture</td>
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</tr>
<tr>
<td>HUMNT 002</td>
<td>Introduction to World Literature</td>
<td>3</td>
</tr>
<tr>
<td>HUMNT 003</td>
<td>Introduction to Women’s Studies</td>
<td>3</td>
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<tr>
<td>JAPAN 001A</td>
<td>Elementary Japanese1</td>
<td>5</td>
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<tr>
<td>JAPAN 001B</td>
<td>Elementary Japanese 2</td>
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<tr>
<td>JAPAN 002A</td>
<td>Intermediate Japanese 1</td>
<td>5</td>
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**JAPAN 002B**  Intermediate Japanese 2  5

**PHIL 010**  Introduction to Philosophy: Metaphysics and Epistemology  3

**PHIL 011**  Introduction to Political and Aesthetic Philosophies  3

**PHIL 012**  Introduction to Existentialism: The Meaning of Life  3

**PHIL 014**  Introduction to Peace Studies  3

**PHIL 051**  Introduction to Asian Philosophy  3

**PHIL 065**  Introduction to Ethics  3

**PHIL 070**  Comparative Religions  3

**SL 001A**  American Sign Language 1  3

**SL 001B**  American Sign Language 2  3

**SL 002A**  American Sign Language 3  3

**SL 002B**  American Sign Language 4  3

**SPAN 001A**  Elementary Spanish 1  5

**SPAN 001B**  Elementary Spanish 2  5

**SPAN 002A**  Intermediate Spanish 1  5

**SPAN 002B**  Intermediate Spanish 2  5

**SPAN 022A**  Spanish for Heritage Speakers 1  5

**SPAN 022B**  Spanish for Heritage Speakers 2  5

**THEAT 015**  Theatre History 1  3

**VIET 001A**  Elementary Vietnamese 1  5

**VIET 001B**  Elementary Vietnamese 2  5

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**AREA D: Social Sciences**

Select three courses from the following; from at least two disciplines. Minimum 9 units.

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<th>Code</th>
<th>Title</th>
<th>Units</th>
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<tr>
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<tr>
<td>AJ 010</td>
<td>Introduction to Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>AJ 011</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>AJ 013</td>
<td>Criminal Procedures</td>
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### SL 015
#### Deaf Culture

3

### Sociology
**SOC 010**
Introduction to Sociology

3

**SOC 011**
Social Problems

3

### US1, US2 and US3: American Institutions Requirements (Formerly AREA F)
Select one of the options below. These courses may also be used to satisfy 6 units of AREA D requirement.

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### 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. Minimum 3 units.
Veterans with DD214 honorable discharge receive waiver for AREA E and 3 units toward CSU transfer.

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<td>Rehearsal and Performance - Jazz Dance</td>
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# Total Requirements

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## Additional Graduation Requirements

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<td>Complete one of the options as listed above to meet US1, US2 and US3 American Institutions requirement.</td>
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## Associate in Science General Education (GE) Pattern

Courses listed in more than one area can only be counted in one area.

### AREA A: English Language Communication and Critical Thinking

Select one course from each area ("C" grade or better in each course); total 6 units required.

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<td></td>
<td><strong>A1: Oral Communication</strong></td>
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<tr>
<td>COMS 010</td>
<td>Interpersonal Communication</td>
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<td>COMS 020</td>
<td>Oral Communication</td>
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<tr>
<td>COMS 040</td>
<td>Introduction to Argumentation</td>
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<td>COMS 045</td>
<td>Small Group Communication</td>
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<td><strong>A2: Written Communication</strong></td>
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<tr>
<td>ENGL 001A</td>
<td>English Composition</td>
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### AREA B: Physical or Biological Science with Laboratory

Select one course from the following; minimum 3 units required.

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<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>ASTRO 010L</td>
<td>Introductory Astronomy Lab</td>
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<tr>
<td>BIOL 004A</td>
<td>General Principles and Cell Biology</td>
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<tr>
<td>BIOL 004B</td>
<td>Biodiversity and Organismal Biology</td>
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<tr>
<td>BIOL 020</td>
<td>Human Biology</td>
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<tr>
<td>BIOL 021</td>
<td>General Biology</td>
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<tr>
<td>BIOL 064</td>
<td>Marine Biology</td>
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<tr>
<td>BIOL 071</td>
<td>Human Anatomy</td>
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<tr>
<td>BIOL 072</td>
<td>Human Physiology</td>
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<tr>
<td>BIOL 074</td>
<td>General Microbiology</td>
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<tr>
<td>CHEM 001A</td>
<td>General Chemistry</td>
<td>5</td>
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<tr>
<td>CHEM 001B</td>
<td>General Chemistry</td>
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</tr>
<tr>
<td>CHEM 010</td>
<td>Everyday Chemistry</td>
<td>4</td>
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<tr>
<td>CHEM 012A</td>
<td>Organic Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 012B</td>
<td>Organic Chemistry</td>
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<tr>
<td>CHEM 015</td>
<td>Fundamentals of Chemistry</td>
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<tr>
<td>CHEM 032A</td>
<td>Intro to General, Organic, &amp; Biological Chemistry</td>
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<tr>
<td>CHEM 032B</td>
<td>Intro to General, Organic, &amp; Biological Chemistry</td>
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<tr>
<td>ENVIR 010</td>
<td>Environmental Science</td>
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<tr>
<td>GEOL 010L</td>
<td>Physical Geology Laboratory</td>
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<tr>
<td>GEOL 015</td>
<td>Earth Science</td>
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<tr>
<td>&amp; 015L</td>
<td>and Earth Science Laboratory</td>
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<tr>
<td>PHYS 002A</td>
<td>Algebra/Trigonometry-Based Physics I</td>
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<tr>
<td>PHYS 002B</td>
<td>Algebra/Trigonometry-Based Physics II</td>
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<td>PHYS 004A</td>
<td>General Physics</td>
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<td>PHYS 004B</td>
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<td>PHYS 004C</td>
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### Cosmetology Major Only

<table>
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<td>COS 010A</td>
<td>Cosmetology Freshman Theory</td>
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<td>COS 010B</td>
<td>Cosmetology Senior Theory</td>
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<td>COS 105A</td>
<td>Cosmetology Freshman Laboratory</td>
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<td>COS 105B</td>
<td>Cosmetology Senior Laboratory</td>
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### Dental Assistant Major Only
**Medical Assisting Major Only**

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<td>DENT 151</td>
<td>Beginning Dental Assisting 1</td>
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**AREA C: Arts and Humanities**

Select two courses from the following: at least one course from C1 and one course from C2. Total **6 units** required.

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<tr>
<td>ART 090</td>
<td>Art Appreciation</td>
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<tr>
<td>ART 091</td>
<td>Survey of Art History: Prehistoric Through Gothic</td>
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<tr>
<td>ART 092</td>
<td>Survey of Art History: Renaissance to the Present</td>
<td>3</td>
</tr>
<tr>
<td>ART 096</td>
<td>Survey of Asian Art</td>
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</tr>
<tr>
<td>DANCE 002</td>
<td>Dance Appreciation</td>
<td>3</td>
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<tr>
<td>HUMNT 001</td>
<td>Introduction to Visual and Performing Arts</td>
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<tr>
<td>MUSIC 083</td>
<td>Exploring the World of Music</td>
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<tr>
<td>MUSIC 091</td>
<td>Music Appreciation: Western Civilization</td>
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<tr>
<td>MUSIC 095</td>
<td>Music Appreciation: Jazz</td>
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<tr>
<td>MUSIC 099</td>
<td>Introductory Music</td>
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<tr>
<td>THEAT 002</td>
<td>Beginning Acting</td>
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<tr>
<td>THEAT 020</td>
<td>Introduction to Theatre</td>
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<td>THEAT 040</td>
<td>Introduction to Film</td>
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**C2: Humanities**

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<tr>
<td>CHIN 001A</td>
<td>Elementary Chinese</td>
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<tr>
<td>CHIN 001B</td>
<td>Elementary Chinese</td>
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<td>ENGL 001B</td>
<td>English Composition</td>
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<tr>
<td>ENGL 010</td>
<td>Great Works of Literature</td>
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<tr>
<td>ENGL 033</td>
<td>Women in Literature</td>
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<tr>
<td>ENGL 065</td>
<td>The Short Story</td>
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<td>ENGL 071A</td>
<td>Fundamentals of Creative Writing/Poetry</td>
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<td>ENGL 073</td>
<td>Introduction to Shakespeare</td>
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<td>ENGL 079</td>
<td>Memoir Writing</td>
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<td>ENGL 080</td>
<td>Mexican-American Literature</td>
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<td>Introduction to African American Literature</td>
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<td>Survey of American Literature I</td>
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<td>Survey of American Literature II</td>
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<td>ETH 030</td>
<td>Chicana/o Culture</td>
<td>3</td>
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<tr>
<td>ETH 037A</td>
<td>Mexican American History I</td>
<td>3</td>
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<tr>
<td>ETH 037B</td>
<td>Mexican American History II</td>
<td>3</td>
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<tr>
<td>FREN 001A</td>
<td>Elementary French</td>
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<tr>
<td>FREN 001B</td>
<td>Elementary French</td>
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<td>FREN 002A</td>
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<td>FREN 002B</td>
<td>Intermediate French</td>
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<tr>
<td>GLOBL 007</td>
<td>Global Citizenship/Civics</td>
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<tr>
<td>HIST 010A</td>
<td>Development of Western Culture</td>
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HIST 010B Development of Western Culture 3
HUMNT 002 Introduction to World Literature 3
HUMNT 003 Introduction to Women's Studies 3
JAPAN 001A Elementary Japanese 1 5
JAPAN 001B Elementary Japanese 2 5
JAPAN 002A Intermediate Japanese 1 5
JAPAN 002B Intermediate Japanese 2 5
PHIL 010 Introduction to Philosophy: Metaphysics and Epistemology 3
PHIL 011 Introduction to Political and Aesthetic Philosophies 3
PHIL 012 Introduction to Existentialism: The Meaning of Life 3
PHIL 014 Introduction to Peace Studies 3
PHIL 051 Introduction to Asian Philosophy 3
PHIL 065 Introduction to Ethics 3
PHIL 070 Comparative Religions 3
SL 001A American Sign Language 1 3
SL 001B American Sign Language 2 3
SL 002A American Sign Language 3 3
SL 002B American Sign Language 4 3
SPAN 001A Elementary Spanish 1 5
SPAN 001B Elementary Spanish 2 5
SPAN 002A Intermediate Spanish 1 5
SPAN 002B Intermediate Spanish 2 5
SPAN 022A Spanish for Heritage Speakers 1 5
SPAN 022B Spanish for Heritage Speakers 2 5
THEAT 015 Theatre History 1 3
VIET 001A Elementary Vietnamese 1 5
VIET 001B Elementary Vietnamese 2 5

AREA D: Social Sciences
Select Option 1, Option 2, or Option 3. Minimum 6 units.

<table>
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<td>HIST 017A History of the United States</td>
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<td>HIST 017B History of the United States</td>
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<tr>
<td>Option 2:</td>
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<tr>
<td>HIST 001 Survey of American History</td>
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<tr>
<td>POLSC 001 Politics and Government In America</td>
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<td>Option 3:</td>
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<tr>
<td>ETH 037A Mexican American History I</td>
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<tr>
<td>ETH 037B Mexican American History II</td>
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<tr>
<td>Option 4:</td>
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<tr>
<td>HIST 009 Women in American History</td>
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<tr>
<td>POLSC 001 Politics and Government In America</td>
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<td>Option 5:</td>
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<tr>
<td>HIST 021 African American History</td>
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<td>POLSC 001 Politics and Government In America</td>
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<td>Option 6:</td>
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<tr>
<td>HIST 024 History and Culture of the American Indian</td>
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<tr>
<td>POLSC 001 Politics and Government In America</td>
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AREA E: Lifelong Learning and Self-Development
Select one course from the following: Minimum 3 units.
Veterans with DD214 honorable discharge may be able to receive a waiver for AREA E.

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<tr>
<td>ECE 108</td>
<td>Health, Safety, and Nutrition in Child Care</td>
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<tr>
<td>FCS 019</td>
<td>Nutrition</td>
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<tr>
<td>FCS 070</td>
<td>Child Development</td>
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<tr>
<td>GUIDE 096</td>
<td>Career and Life Planning</td>
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<tr>
<td>GUIDE 130</td>
<td>College and Life Success</td>
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<tr>
<td>HED 011</td>
<td>Dynamic Health Concepts</td>
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<tr>
<td>KIN 005</td>
<td>Introduction to Kinesiology</td>
<td>3</td>
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<tr>
<td>KIN 010</td>
<td>Sports in Society</td>
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<tr>
<td>KIN 095</td>
<td>Life Skills for the Athlete</td>
<td>3</td>
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<tr>
<td>PSYCH 020</td>
<td>Psychology of Stress Reduction</td>
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<td>PSYCH 035</td>
<td>Psychology of Women</td>
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<tr>
<td>PSYCH 060</td>
<td>Personal Growth and Adjustment</td>
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<td>PSYCH 092</td>
<td>Developmental Psychology</td>
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<td>PSYCH 100</td>
<td>Human Sexuality</td>
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**Total Requirements**

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**Additional Graduation Requirements**

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<td>American Institutions</td>
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<td></td>
<td>Complete one of the options listed under AREA D to meet the US1, US2 and US3 American Institutions Requirement. See options in AREA D</td>
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<tr>
<td></td>
<td>Cultural Pluralism/Ethnic Studies</td>
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<td>Select one of the following:</td>
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<td>ANTH 063</td>
<td>Introduction to Social and Cultural Anthropology</td>
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<td>COMS 035</td>
<td>Intercultural Communication</td>
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<tr>
<td>ENGL 033</td>
<td>Women in Literature</td>
<td>3</td>
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<td>ENGL 080</td>
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<td>ENGL 081</td>
<td>Introduction to African American Literature</td>
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<td>ETH 026</td>
<td>Vietnamese Women in the U.S.</td>
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<td>ETH 027</td>
<td>Introduction to Race &amp; Ethnicity in American History</td>
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<td>Chicana/o Culture</td>
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<td>ETH 031</td>
<td>Social Justice Issues in Mexican American Communities</td>
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<td>ETH 037A</td>
<td>Mexican American History I</td>
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<td>Global Citizenship/Civics</td>
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<td>HIST 009</td>
<td>Women in American History</td>
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<td>HIST 021</td>
<td>African American History</td>
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<td>History and Culture of the American Indian</td>
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<td>HUMNT 003</td>
<td>Introduction to Women's Studies</td>
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<td>Sports in Society</td>
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<td>Psychology of Women</td>
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<tr>
<td>SL 015</td>
<td>Deaf Culture</td>
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**Physical Activity**

|        | Select one of the following:                              | 1     |
Veterans with DD214 honorable discharge may be able to receive waiver for this area.

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<tr>
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<td>DANCE 010</td>
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<td>DANCE 011</td>
<td>Ballet, Intermediate</td>
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<tr>
<td>DANCE 011B</td>
<td>Ballet, High-Intermediate</td>
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<tr>
<td>DANCE 011C</td>
<td>Ballet, Advanced</td>
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<tr>
<td>DANCE 014A</td>
<td>Rehearsal and Performance - Modern Dance</td>
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<tr>
<td>DANCE 014B</td>
<td>Rehearsal and Performance - Jazz Dance</td>
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<tr>
<td>DANCE 014C</td>
<td>Rehearsal and Performance - Hip-Hop Dance</td>
<td>0.5-1.5</td>
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<tr>
<td>DANCE 014D</td>
<td>Rehearsal and Performance - Tap Dance</td>
<td>0.5-1.5</td>
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<tr>
<td>DANCE 014E</td>
<td>Rehearsal and Performance - Ballroom Dance</td>
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<td>Rehearsal and Performance - Ballet</td>
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<tr>
<td>DANCE 020</td>
<td>Jazz Dance, Beginning</td>
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<td>Jazz Dance, Intermediate</td>
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<td>DANCE 021B</td>
<td>Jazz Dance, High-Intermediate</td>
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<tr>
<td>DANCE 023B</td>
<td>Hip-Hop Dance, Beginning</td>
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<tr>
<td>DANCE 023C</td>
<td>Hip-hop Dance, Intermediate</td>
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<td>DANCE 030</td>
<td>Dance Improvisation</td>
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<td>DANCE 032</td>
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<td>Choreography Workshop - Large Group</td>
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<td>DANCE 034B</td>
<td>Choreography Workshop - Small Group</td>
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<td>DANCE 034C</td>
<td>Choreography Workshop - Solo/Duet</td>
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<td>DANCE 040B</td>
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<td>Intermediate Ballroom - Latin</td>
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<td>DANCE 067</td>
<td>Intermediate Ballroom - Swing</td>
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<td>Sport-Specific Training for the Intercollegiate Athlete</td>
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<td>KINA 057</td>
<td>Cross-Training for the Intercollegiate Athlete</td>
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<tr>
<td>KINPE 008</td>
<td>Archery</td>
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<td>KINPE 009</td>
<td>Badminton</td>
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<tr>
<td>KINPE 012</td>
<td>Basketball</td>
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<td>KINPE 013</td>
<td>Advanced Football</td>
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<td>KINPE 019</td>
<td>Tae Kwon Do</td>
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<td>Cardio Kickboxing</td>
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<td>Fit for Life</td>
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<td>Softball</td>
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<td>Pilates Mat Workout</td>
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<td>KINPE 043</td>
<td>Body Sculpting</td>
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<td>KINPE 044</td>
<td>Core, Alignment, and Resistance Exercise on the Ball</td>
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<td>KINPE 048</td>
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<td>KINPE 053</td>
<td>Walking/Jogging for Health</td>
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<td>KINPE 055</td>
<td>Step Aerobics</td>
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<td>KINPE 056</td>
<td>Beginning Weight Training</td>
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### Associate in Science General Education (GE) Pattern

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<td>Adapted Physical Education - Adapted Fitness for Life</td>
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<td>APE 053E</td>
<td>Adaptive Low Impact Walking/Jogging for Health</td>
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<td>APE 056E</td>
<td>Adapted Physical Education - Adapted Weight Training</td>
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#### Math Competency

Select one of the following or other qualifying method as listed below:

- MATH 013 Intermediate Algebra (with a "C" or better grade) \[5\]
- or MATH 014 Geometry

Equivalent Math Course

Higher Level Math Course

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

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<td>Total Minimum A.S. Degree Applicable Units Required</td>
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## California State University General Education (GE) Breadth Requirements

### AREA A: English Language Communication and Critical Thinking

Select one course from each area below ("C" grade or better in each course); total 9 units required.

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<td>A1: Oral Communication</td>
<td>Interpersonal Communication</td>
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<td>COMS 010</td>
<td>Oral Communication</td>
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<td>COMS 020</td>
<td>Introduction to Argumentation</td>
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<tr>
<td>COMS 045</td>
<td>Small Group Communication</td>
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### A2: Written Communication

ENGL 001A English Composition 3

### A3: Critical Thinking

COMS 040 Introduction to Argumentation 3

ENGL 001C Critical Thinking/Composition 3

PHIL 060 Logic and Critical Thinking 3

### AREA B: Scientific Inquiry and Quantitative Reasoning

Select one course from areas B1, B2, B3 and B4. Area B3 may be satisfied with a B1 or B2 lab course. At least three courses required; total 9 units required.

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<td>B1: Physical Science</td>
<td>Introduction to Astronomy 1</td>
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<tr>
<td>ASTRO 010</td>
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<tr>
<td>CHEM 001A</td>
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<tr>
<td>CHEM 010</td>
<td>Everyday Chemistry</td>
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<tr>
<td>CHEM 012A</td>
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<td>CHEM 012B</td>
<td>Organic Chemistry</td>
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<tr>
<td>CHEM 015</td>
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<tr>
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<td>CHEM 061</td>
<td>Introduction to Fermentation Chemistry</td>
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<tr>
<td>CHEM 065</td>
<td>Environmental Science</td>
<td>4</td>
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<tr>
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<td>Introduction to Physical Geography</td>
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<tr>
<td>GEOL 010</td>
<td>Physical Geology 1</td>
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<td>METEO 010</td>
<td>Weather and Climate</td>
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<td>OCEAN 010</td>
<td>Descriptive Oceanography</td>
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<td>Algebra/Trigonometry-Based Physics II</td>
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<tr>
<td>PHYS 004A</td>
<td>General Physics</td>
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### B2: Life Science

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<td>BIOL 004A</td>
<td>General Principles and Cell Biology</td>
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<td>BIOL 004B</td>
<td>Biodiversity and Organismal Biology</td>
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<tr>
<td>BIOL 020</td>
<td>Human Biology</td>
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<td>BIOL 021</td>
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<td>BIOL 061</td>
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<td>BIOL 063</td>
<td>Ecology</td>
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<td>BIOL 064</td>
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<td>BIOL 074</td>
<td>General Microbiology</td>
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<tr>
<td>PSYCH 031</td>
<td>Biological Psychology</td>
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<td><strong>B3: Laboratory Activity</strong></td>
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<tr>
<td>BIOL 004B</td>
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<td><strong>B4: Mathematical/Quantitative Reasoning</strong></td>
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<td>BUS 060</td>
<td>Fundamentals of Business Statistics</td>
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<td>MATH 051</td>
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<td>Mathematics for Elementary Education</td>
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<td>MATH 061</td>
<td>Finite Mathematics</td>
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<td>MATH 062</td>
<td>Calculus for Business and the Social Sciences</td>
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<td>Elementary Statistics</td>
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<td>MATH 070</td>
<td>Discrete Mathematics</td>
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<td>Calculus II with Analytic Geometry</td>
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<td>Multivariable Calculus</td>
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<tr>
<td>MATH 079</td>
<td>Linear Algebra</td>
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1 Course fulfills lab requirement as long as companion course in area B1 is completed prior to or concurrently with lab course.
**AREA C: Arts and Humanities**

Select three courses from the following: one from C1, one from C2 and a third from C1 or C2; total **9 units** required.

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<td>ART 091</td>
<td>Survey of Art History: Prehistoric Through Gothic</td>
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<tr>
<td>ART 092</td>
<td>Survey of Art History: Renaissance to the Present</td>
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<tr>
<td>ART 096</td>
<td>Survey of Asian Art</td>
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<td>DANCE 002</td>
<td>Dance Appreciation</td>
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<tr>
<td>HUMNT 001</td>
<td>Introduction to Visual and Performing Arts</td>
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<tr>
<td>MUSIC 083</td>
<td>Exploring the World of Music</td>
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<tr>
<td>MUSIC 091</td>
<td>Music Appreciation: Western Civilization</td>
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<td>MUSIC 095</td>
<td>Music Appreciation: Jazz</td>
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<td>THEAT 002</td>
<td>Beginning Acting</td>
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**C1: Arts**

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<td>ENGL 001B</td>
<td>English Composition</td>
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<td>ENGL 010</td>
<td>Great Works of Literature</td>
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<td>Women in Literature</td>
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<tr>
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<td>The Short Story</td>
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<td>Fundamentals of Creative Writing/Poetry</td>
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<td>Introduction to Shakespeare</td>
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<td>GLOBL 007</td>
<td>Global Citizenship/Civics</td>
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<td>Development of Western Culture</td>
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<td>HUMNT 002</td>
<td>Introduction to World Literature</td>
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<td>Introduction to Women's Studies</td>
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<td>Elementary Japanese 1</td>
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California State University General Education (GE) Breadth Requirements

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<td>Introduction to Philosophy: Metaphysics and Epistemology</td>
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<td>PHIL 011</td>
<td>Introduction to Political and Aesthetic Philosophies</td>
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<td>Introduction to Existentialism: The Meaning of Life</td>
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<td>PHIL 014</td>
<td>Introduction to Peace Studies</td>
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**AREA D: Social Sciences**

Select three courses from the following: from at least two disciplines. Minimum 9 units.

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<td>AJ 011</td>
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<td>Criminal Procedures</td>
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<td>Contemporary Police Issues</td>
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<td>AJ 016</td>
<td>Street Law</td>
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<td>AJ 019</td>
<td>Law Enforcement in Multicultural Communities</td>
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<td>AJ 116</td>
<td>Introduction to Corrections</td>
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<td>Introduction to Physical Anthropology</td>
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<td>ANTH 063</td>
<td>Introduction to Social and Cultural Anthropology</td>
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<td>COMS 035</td>
<td>Intercultural Communication</td>
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<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
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**Early Childhood Education**

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<td>ECE 107</td>
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**Economics**

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<td>Principles of Macroeconomic Theory</td>
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<td>Introduction to Microeconomic Theory</td>
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**English**

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<td>Women in Literature</td>
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<td>Mexican-American Literature</td>
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<td>ENGL 081</td>
<td>Introduction to African American Literature</td>
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**Ethnic Studies**

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<td>Vietnamese Women in the U.S.</td>
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<td>Introduction to Race &amp; Ethnicity in American History</td>
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<td>Chicana/o Culture</td>
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<td>Social Justice Issues in Mexican American Communities</td>
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<td>ETH 037A</td>
<td>Mexican American History I</td>
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<td>ETH 037B</td>
<td>Mexican American History II</td>
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<td>Vietnamese American Culture</td>
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**Family and Consumer Studies**

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**Geography**

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<td>Introduction to Cultural Geography</td>
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**Global Studies**

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<td>GLOBL 001</td>
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<td>GLOBL 002</td>
<td>Global Issues</td>
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<td>GLOBL 007</td>
<td>Global Citizenship/Civics</td>
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**History**

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<td>Survey of American History</td>
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<td>HIST 009</td>
<td>Women in American History</td>
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<td>HIST 010A</td>
<td>Development of Western Culture</td>
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<td>HIST 010B</td>
<td>Development of Western Culture</td>
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<td>HIST 011A</td>
<td>World History to 1500</td>
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<td>World History from 1500</td>
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<td>HIST 017B</td>
<td>History of the United States</td>
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<td>History and Culture of the American Indian</td>
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**Humanities**

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**Journalism**

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**Kinesiology**

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**Labor Studies**

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<td>Local Union and Community Leadership</td>
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**Political Science**

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<td>Comparative Politics</td>
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<td>POLSC 004</td>
<td>International Relations</td>
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<td>POLSC 005</td>
<td>International Law and Human Rights</td>
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**Psychology**

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<td>Social Psychology</td>
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<td>PSYCH 020</td>
<td>Psychology of Stress Reduction</td>
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<td>PSYCH 022</td>
<td>Research Methods in Psychology</td>
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<td>Biological Psychology</td>
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<td>Psychology of Women</td>
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<td>Personal Growth and Adjustment</td>
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<td>Developmental Psychology</td>
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<td>Abnormal Psychology</td>
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<td>PSYCH 100</td>
<td>Human Sexuality</td>
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**Sign Language**
SL 015  Deaf Culture 3

**Sociology**

SOC 010  Introduction to Sociology 3

SOC 011  Social Problems 3


Select one of the options below. These courses may also be used to satisfy 6 units of AREA D requirement.

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<td>HIST 001  Survey of American History 3</td>
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<td>POLSC 001  Politics and Government In America 3</td>
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**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. Minimum 3 units.

Veterans with DD214 honorable discharge receive waiver for AREA E and 3 units toward CSU transfer.

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<td>FCS 019  Nutrition 3</td>
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<td>FCS 070  Child Development 3</td>
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<td>GUIDE 096  Career and Life Planning 3</td>
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<td>GUIDE 130 College and Life Success 3</td>
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<td>HED 011 Dynamic Health Concepts 3</td>
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<td>KIN 005 Introduction to Kinesiology 3</td>
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<td>KIN 010  Sports in Society 3</td>
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<td>DANCE 014B</td>
<td>Rehearsal and Performance - Jazz Dance</td>
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<td>DANCE 014C</td>
<td>Rehearsal and Performance - Hip-Hop Dance</td>
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<td>DANCE 014D</td>
<td>Rehearsal and Performance - Tap Dance</td>
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<td>Dance Improvisation</td>
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<td>Choreography Workshop - Solo/Duet</td>
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<td>DANCE 040B</td>
<td>Tap Dance, Beginning</td>
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<td>DANCE 050</td>
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<td>Advanced Football</td>
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<td>KINPE 019</td>
<td>Tae Kwon Do</td>
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<td>KINPE 023</td>
<td>Cardio Kickboxing</td>
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<td>KINPE 030</td>
<td>Fit for Life</td>
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<td>KINPE 038</td>
<td>Soccer</td>
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<td>KINPE 039</td>
<td>Hatha Yoga</td>
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<td>Softball</td>
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<td>Pilates Mat Workout</td>
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<td>KINPE 043</td>
<td>Body Sculpting</td>
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<td>KINPE 044</td>
<td>Core, Alignment, and Resistance Exercise on the Ball</td>
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<td>KINPE 048</td>
<td>Track and Field</td>
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<td>KINPE 052</td>
<td>Volleyball</td>
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<tr>
<td>KINPE 053</td>
<td>Walking/Jogging for Health</td>
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<td>KINPE 055</td>
<td>Step Aerobics</td>
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<td>KINPE 056</td>
<td>Beginning Weight Training</td>
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<td>KINPE 056B</td>
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<td>KINPE 059</td>
<td>Yoga for Stress Management</td>
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<td>APE 030E</td>
<td>Adapted Physical Education - Adapted Fitness for Life</td>
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<td>APE 053E</td>
<td>Adaptive Low Impact Walking/Jogging for Health</td>
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<td>APE 056E</td>
<td>Adapted Physical Education - Adapted Weight Training</td>
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</table>
Intersegmental General Education Transfer Curriculum (IGETC)

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.

AREA 1: English Communication

CSU: Select one course from each group below: total 9 units required.
UC: Select one course from Group A and one from Group B below: total 6 units required.

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<tr>
<td>1A</td>
<td>English Composition</td>
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<td>ENGL 001A</td>
<td>English Composition</td>
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<tr>
<td>1B</td>
<td>Critical Thinking</td>
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<td>ENGL 001C</td>
<td>Critical Thinking/Composition</td>
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<td>1C</td>
<td>Oral Communication – CSU only</td>
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<tr>
<td>COMS 010</td>
<td>Interpersonal Communication</td>
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<td>COMS 020</td>
<td>Oral Communication</td>
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</tr>
<tr>
<td>COMS 040</td>
<td>Introduction to Argumentation</td>
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AREA 2: Mathematical Concepts and Quantitative Reasoning

Select one course from below: minimum 3 units required.

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<td>BUS 060</td>
<td>Precalculus Algebra</td>
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<td>MATH 021</td>
<td>Precalculus Algebra and Trigonometry</td>
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<td>MATH 025</td>
<td>Finite Mathematics</td>
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<tr>
<td>MATH 061</td>
<td>Calculus for Business and the Social Sciences</td>
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<td>MATH 063</td>
<td>Elementary Statistics</td>
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<td>MATH 065</td>
<td>Integrated Statistics II</td>
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<td>MATH 071</td>
<td>Calculus I With Analytic Geometry</td>
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<tr>
<td>MATH 072</td>
<td>Calculus II with Analytic Geometry</td>
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<td>MATH 073</td>
<td>Multivariable Calculus</td>
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<td>MATH 078</td>
<td>Differential Equations</td>
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<td>MATH 079</td>
<td>Linear Algebra</td>
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AREA 3: Arts and Humanities

Select three courses from below: at least one course from Arts, one course from Humanities and a third course from either. Minimum 9 units required.

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<td>ART 090</td>
<td>Art Appreciation</td>
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<td>ART 091</td>
<td>Survey of Art History: Prehistoric Through Gothic</td>
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<td>ART 092</td>
<td>Survey of Art History: Renaissance to the Present</td>
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<td>ART 096</td>
<td>Survey of Asian Art</td>
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<td>DANCE 002</td>
<td>Dance Appreciation</td>
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<td>Introduction to Visual and Performing Arts</td>
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<td>MUSIC 083</td>
<td>Exploring the World of Music</td>
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<td>MUSIC 091</td>
<td>Music Appreciation: Western Civilization</td>
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<td>MUSIC 095</td>
<td>Music Appreciation: Jazz</td>
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<td>THEAT 020</td>
<td>Introduction to Theatre</td>
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<td>THEAT 040</td>
<td>Introduction to Film</td>
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<td>3B:</td>
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ENGL 001B English Composition 3
ENGL 010 Great Works of Literature 3
ENGL 033 Women in Literature 3
ENGL 065 The Short Story 3
ENGL 073 Introduction to Shakespeare 3
ENGL 080 Mexican-American Literature 3
ENGL 081 Introduction to African American Literature 3
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
ETH 020 African American Culture 3
ETH 030 Chicana/o Culture 3
FREN 001B Elementary French 5
FREN 002A Intermediate French 5
FREN 002B Intermediate French 5
HIST 010A Development of Western Culture 3
HIST 010B Development of Western Culture 3
HUMNT 002 Introduction to World Literature 3
HUMNT 003 Introduction to Women's Studies 5
JAPAN 002A Intermediate Japanese 1 3
JAPAN 002B Intermediate Japanese 2 5
PHIL 010 Introduction to Philosophy: Metaphysics and Epistemology 3
PHIL 011 Introduction to Political and Aesthetic Philosophies 3
PHIL 012 Introduction to Existentialism: The Meaning of Life 3
PHIL 014 Introduction to Peace Studies 3
PHIL 051 Introduction to Asian Philosophy 3
PHIL 065 Introduction to Ethics 3
PHIL 070 Comparative Religions 3
SL 001B American Sign Language 2 3
SL 002A American Sign Language 3 3
SL 002B American Sign Language 4 3
SPAN 002A Intermediate Spanish 1 5
SPAN 002B Intermediate Spanish 2 5
THEAT 015 Theatre History 1 3

AREA 4: Social and Behavioral Sciences
Select three courses from below from at least two disciplines: minimum 9 units required.

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<td>AJ 016</td>
<td>Street Law</td>
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<td>AJ 019</td>
<td>Law Enforcement in Multicultural Communities</td>
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<td>AJ 116</td>
<td>Introduction to Corrections</td>
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<td>ANTH 062</td>
<td>Introduction to Physical Anthropology</td>
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<td>ANTH 063</td>
<td>Introduction to Social and Cultural Anthropology</td>
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<td>COMS 035</td>
<td>Intercultural Communication</td>
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<td>ECE 107</td>
<td>Child, Family and Community</td>
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Economics
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<td>Principles of Macroeconomic Theory</td>
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<td>Introduction to Microeconomic Theory</td>
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<td>English</td>
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<td>Mexican-American Literature</td>
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<td>Introduction to African American Literature</td>
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<td>Ethnic Studies</td>
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<td>ETH 020</td>
<td>African American Culture</td>
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<td>ETH 026</td>
<td>Vietnamese Women in the U.S.</td>
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<td>Introduction to Race &amp; Ethnicity in American History</td>
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<td>Chicana/o Culture</td>
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<td>ETH 031</td>
<td>Social Justice Issues in Mexican American Communities</td>
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<td>ETH 037A</td>
<td>Mexican American History I</td>
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<td>ETH 037B</td>
<td>Mexican American History II</td>
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<td>Family and Consumer Studies</td>
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<td>FCS 070</td>
<td>Child Development</td>
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<td>GEOG 010</td>
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<td>GEOG 011</td>
<td>Introduction to Cultural Geography</td>
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<td>GEOG 012</td>
<td>World Regional Geography</td>
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<td>Global Issues</td>
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<td>Women in American History</td>
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<td>Development of Western Culture</td>
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<td>HIST 011A</td>
<td>World History to 1500</td>
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<td>World History from 1500</td>
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<td>History of the United States</td>
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<td>History of the United States</td>
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<td>African American History</td>
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<td>HIST 024</td>
<td>History and Culture of the American Indian</td>
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<td>Introduction to Women's Studies</td>
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<td>PSYCH 022</td>
<td>Research Methods in Psychology</td>
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<td>PSYCH 031</td>
<td>Biological Psychology</td>
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<td>PSYCH 035</td>
<td>Psychology of Women</td>
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<td>PSYCH 060</td>
<td>Personal Growth and Adjustment</td>
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<td>PSYCH 092</td>
<td>Developmental Psychology</td>
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PSYCH 099 Abnormal Psychology 3
PSYCH 100 Human Sexuality 3

Sign Language
SL 015 Deaf Culture 3

Sociology
SOC 010 Introduction to Sociology 3
SOC 011 Social Problems 3

American Institutions Requirements
CSU Graduation Requirement only.
Complete one of the options below. These courses may also be used to satisfy 6 units of the IGETC Area 4 requirement.

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<td>History of the United States</td>
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<td>History of the United States</td>
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<td>POLSC 001</td>
<td>Politics and Government In America</td>
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<tr>
<td>ETH 037A</td>
<td>Mexican American History I</td>
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<td>Mexican American History II</td>
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<td>HIST 009</td>
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AREA 5: Physical Science and Biological Science
Select one Physical Science and one Biological Science course from below. One course must include a laboratory. Courses in bold contain a laboratory. Minimum 7-9 units

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<td>ASTRO 010</td>
<td>Introduction to Astronomy 1</td>
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<td>CHEM 001A</td>
<td>General Chemistry</td>
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<td>CHEM 001B</td>
<td>General Chemistry</td>
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<tr>
<td>CHEM 010</td>
<td>Everyday Chemistry</td>
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<td>CHEM 015</td>
<td>Fundamentals of Chemistry</td>
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<td>CHEM 032A</td>
<td>Intro to General, Organic, &amp; Biological Chemistry</td>
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<td>Intro to General, Organic, &amp; Biological Chemistry</td>
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<td>Introduction to Fermentation Chemistry</td>
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<td>GEOG 011</td>
<td>Introduction to Cultural Geography</td>
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<td>GEOL 010</td>
<td>Physical Geology 1</td>
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<td>Earth Science 1</td>
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<td>METEO 010</td>
<td>Weather and Climate</td>
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<td>OCEAN 010</td>
<td>Descriptive Oceanography</td>
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<td>PHYS 002A</td>
<td>Algebra/Trigonometry-Based Physics I</td>
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<td>Algebra/Trigonometry-Based Physics II</td>
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**5B: Biological Science**

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<td>Biodiversity and Organismal Biology</td>
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<td>BIOL 021</td>
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**5C: Lab Sciences**

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¹ Course fulfills lab requirement as long as companion course in area 5A AND 5C is completed prior to or concurrently with lab course.

**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:
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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.
Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California Community Colleges. For example, the SJCC course ACCTG 020 is listed as comparable to C-ID course ACCT 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 (http://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 José City College courses with C-ID approval as of July, 2017. For a regularly updated list, please go to www.assist.org (http://www.assist.org), select San José City College and click on the "C-ID Designators at San José City College" link. This list will be updated regularly as courses receive approval for C-ID designation.

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General Education Reciprocity

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 SJECDD 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.

The San José/Evergreen Community College District has entered into a mutual agreement with nine other Community Colleges to accept the General Education of these colleges “as completed.” In addition to San Jose City College, participating institutions include:

- Chabot
- De Anza
- Foothill
- Gavilan
- Las Positas
- Mission
- Ohlone
- San José City
- West Valley

The reciprocity agreement allows students who obtain a certification of completion of associate degree GE requirements at one of the participating colleges to transfer both the GE coursework and graduation proficiencies to any of the other participating colleges. Additional GE coursework will not be required if the official certification is presented. Students will still be required to complete all courses or prerequisites needed for a major. The agreement also means that the other participating colleges will accept the San Jose City College GE pattern when presented with official certification.

The process for obtaining a Certification of Completion of SJCC’s General Education is the following:

1. Student works with a counselor and requests General Education Certifications from the Office of Admissions and Records for verification.
2. Official reciprocity certification will be completed by the counselor, verified by the evaluations specialist, and mailed to the community college of transfer. Student will be given a copy of the certification.
3. If transcripts are to be used from other colleges, official copies must be on file with the Office of Admissions and Records.
4. San Jose City College will honor the certification presented from the participating college only if it is transmitted in the same manner as an official transcript. Student copies will not be honored.

Please note that only community colleges listed above participate in the agreement at this time, and these agreements are subject to change.

According to Title 5 requirements, beginning Fall 2009, English Composition (English 1A) and Intermediate Algebra (Math 13) are required for all Associates Degrees. Please note that Title 5 requirements supersede local reciprocity agreements. Check with a counselor or visiting the counseling office for a counseling appointment.
TRANSFER TO FOUR-YEAR
INSTITUTIONS

- Transferring to a Four-Year College/University (p. 194)
- Transfer Admission Agreements (TAA) and Transfer Admission
  Guarantee (TAG) (p. 194)
- Associate Degrees for Transfer (ADT) (p. 194)
- California State University (CSU) (p. 195)
- University of California (UC) (p. 195)
- Certification of General Education for Transfer to CSU and UC
  (p. 196)
- Private and Out-of-State Colleges/Universities (p. 196)

Transferring to a Four-Year College/University

San José 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 José 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 student’s chosen major. Impacted or Selective
   Majors (major 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 (http://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

Many baccalaureate level courses at San José City College have
been articulated with the UC and CSU as general education, major
preparatory and/or elective courses. Articulated agreements between
San José City College and the UC and CSU institutions can be found at
www.ASSIST.org (http://www.ASSIST.org).

ASSIST and College Catalogs

ASSIST (www.ASSIST.org (http://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 Admission Agreements
(TAA) and Transfer Admission
Guarantee (TAG)

Guaranteed Admissions

San José 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/TAG 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 José City College Associate Degrees for Transfer and to find which CSU campuses accept each degree, please go to www.adegreewithaguarantee.com (http://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

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Term</td>
<td>February 1-28 of that year</td>
</tr>
<tr>
<td>Fall Semester or Quarter</td>
<td>October 1 - November 30</td>
</tr>
<tr>
<td>Winter Quarter</td>
<td>June 1 - 30 of previous year</td>
</tr>
<tr>
<td>Spring Semester or Quarter</td>
<td>August 1 - 31</td>
</tr>
</tbody>
</table>

CSU Resources

- www.csumentor.edu (http://www.csumentor.edu)
- www.calstate.edu (https://www2.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)
  - English Composition - 2 courses
  - Mathematical Concepts and Quantitative Reasoning - 1 course
  - 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 IGEC 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)¹.
- General education requirements of the receiving UC campuses.

¹ 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 (http://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

<table>
<thead>
<tr>
<th>Priority Application Dates</th>
<th>UC Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester or Quarter</td>
<td>November 1 - 30</td>
</tr>
<tr>
<td>Winter Quarter/Spring Semester</td>
<td>July 1 - 31</td>
</tr>
</tbody>
</table>

UC Resources

- [www.universityofcalifornia.edu](http://www.universityofcalifornia.edu)
- [www.ASSIST.org](http://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 REGULATIONS

- Academic Freedom (p. 197)
- Attendance Requirements (p. 197)
- Grades (p. 197)
- Degrees and Certificates (p. 200)

Academic Freedom

Board Policy 4030
Institutions of higher learning exist for the common good and not to further the interest of either the individual instructor or the institution as a whole. The common good depends on the free search for truth and its free expression; to this end, faculty and students hold the right of full freedom of inquiry and expression.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom is fundamental to the protection of the rights of the teacher in teaching and of the student in learning.

Academic freedom cannot be separated from academic and professional responsibility.

Instructors
The instructor has the right to study and investigate, interpret his/her findings and express resulting conclusions to students. The instructor has the responsibility to be thorough in his/her 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 and valuing their right of their free expression.

The academic freedom policy shall be published in the college catalogs, class schedules, web sites, student handbooks, and other appropriate media.

Attendance Requirements

Administrative Policy 5020
Regular attendance is an obligation assumed by every student at the time of registration. Extenuating circumstances are verified cases of accidents, illnesses, other circumstances beyond the student’s control, and other conditions defined by the Governing Board and in published regulations. Leaves of absence of one week or longer for health or personal reasons must be requested from the Chief Student Services Officer (CSSO) or designee. Students who withdraw from classes are responsible for initiating the drop process by appropriate deadlines.

Students are expected to attend the first class meeting. Students who are not in attendance at the first class meeting are considered “no-shows” and the faculty may drop such persons in order to give their seats to non-registered students seeking to enroll. Also, a faculty member may withdraw a student from semester-length courses at any time for excessive absence through the 9th week of the Fall/Spring Semesters, and 60% point of the class for Summer and courses less than a semester in length. As a guideline, absence is considered excessive if a student misses three class meetings or the equivalent of one week of class attendance, or according to absence guidelines as published in the course syllabus.

Absence due to a verified illness may be accepted as an excused absence for a limited period of time.

Students are expected to notify faculty by e-mail and/or phone message if they are absent for a medical reason. Students are expected to make appointments for medical and dental treatments at times other than when classes are scheduled. Students anticipating or encountering extended absences due to medical, personal, or family emergencies should contact the Dean, Student Support Services.

It is the student’s responsibility to officially withdraw by stated deadlines either online or in person in Admissions & Records. Students failing to officially withdraw by the deadline may receive an “F” or “FW” grade.

Religious Accommodations
The District shall permit any student who is eligible to undergo the test or examination to do so, without penalty, at a time when that activity would not violate the student’s religious creed. The student shall notify the instructor before the religious holiday. This requirement shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship which could not reasonably have been avoided.

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 point per unit</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0 grade points per unit 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>
<tr>
<td>NP</td>
<td>No Pass</td>
<td>0 grade points/no units earned and no units attempted. May negatively affect progress.</td>
</tr>
<tr>
<td>SP</td>
<td>Satisfactory Progress</td>
<td>0 grade points/units earned and no units attempted.</td>
</tr>
<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
(For course completion and auditing, course credits for non-credit courses.

In accordance with the Education Code and the Administrative Code, San Jose 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 ration, 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.

Satisfactory Progress Grades
Satisfactory Progress towards completion of the course (Used for noncredit courses only and is not replaced by any other symbol.)

San José 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 a pass/no pass grade by the end of the fifth week of semester length courses, or before the end of 30% of the class, whichever is less. The instructor shall report a final grade of “P” (pass) or “NP” (no pass) for students who so petition. The student’s decision to opt for pass/no pass grade may not be reversed by either the student or the instructor at a later date.

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.

Grade Changes
Board Policy 4231
The District Chancellor shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.

- Notice to students, faculty, transfer institutions, accreditation agencies, and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Also see BP 3310 titled Records Retention and Destruction, AP 4231 titled Grade Changes, and BP/AP 5040 titled Student Records.

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 course-work “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”;

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.
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>Total</td>
<td>14</td>
<td></td>
<td>34.0</td>
<td>2.43 GPA</td>
</tr>
</tbody>
</table>

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.

Catalog Rights
Catalog Rights for Degree or Certificate Consideration
Students who maintain continuous enrollment, meaning they attended at least one semester or summer session during the academic year, may choose to graduate under the catalog in effect at the time they first enrolled at San Jose City College or any catalog up to the time of graduation. Students who are considered returning students, meaning those who did not attend for one year or more before returning to San Jose City College, must follow the catalog requirement in effect at the time or re-enrollment. For the purpose of catalog rights, the academic year begins each fall and ends with the subsequent summer session.

Continuous Enrollment:
Continuous Enrollment is important in deciding which catalog a student may select to determine degree or certificate requirements. A continuously enrolled student is defined as one who attended San Jose City College at least one semester or summer session during the academic year. Any notation mark ("W", "IP", "NP", "AL" etc.) in a semester qualifies as an attended semester.

Discontinued Degrees:
A discontinued degree is one that was once offered by San Jose City College but which is no longer offered. To be considered for an Associate Degree in a discontinued program, the student who has maintained continuous enrollment may petition for the Associate Degree within seven years of the time that a program is discontinued.

Certificates Not Posted on Official San Jose City College Transcripts or Official Records:
Per Title 5 regulations certificates of achievement are noted on the student's transcript. However, Certificates of completion, proficiency, specialization, skills, and career are not reflected on the student's San Jose City College transcript or official records.

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 if 50% or more of the cumulative units attempted do result 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 Readmission 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 mini-mum 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 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.

**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.
COURSE DESCRIPTIONS AND INFORMATION

- Course Descriptions (p. 202)
- Course Information Keys (p. 293)
- College Credit for Advanced Placement (AP) Tests (p. 297)
- International Baccalaureate (IB) Exams (p. 300)
- College Level Examination Program (CLEP) (p. 301)

Course Descriptions

A
- Accounting (ACCTG) (p. 204)
- Adapted Physical Education (APE) (p. 205)
- Administration of Justice (AJ) (p. 205)
- Air Conditioning (AIRC) (p. 208)
- Alcohol and Drug Studies (ADS) (p. 210)
- Anthropology (ANTH) (p. 214)
- Arabic (ARABC) (p. 214)
- Art (ART) (p. 214)
- Astronomy (ASTRO) (p. 218)

B
- Biology (BIOL) (p. 218)
- Broadcasting (BROAD) (p. 220)
- Business (BUS) (p. 220)

C
- Chemistry (CHEM) (p. 222)
- Chinese (CHIN) (p. 223)
- Communication Studies (COMS) (p. 224)
- Computer Applications (CA) (p. 224)
- Computer Information Systems (CIS) (p. 227)
- Construction Technology (CNSTR) (p. 231)
- Cosmetology (COS) (p. 234)

D
- Dance (DANCE) (p. 235)
- Dental Assisting (DENT) (p. 240)

E
- Early Childhood Education (ECE) (p. 242)
- Economics (ECON) (p. 246)
- Education (EDUC) (p. 246)
- Emergency Medical Services (EMS) (p. 247)
- Emerging Technology (ETEC) (p. 247)
- English (ENGL) (p. 248)
- English As a Second Language (ESL) (p. 250)
- Environmental Science (ENVIR) (p. 253)
- Ethnic Studies (ETH) (p. 253)

F
- Facilities Maintenance Technology (FMT) (p. 254)
- Family and Consumer Studies (FCS) (p. 255)
- French (FREN) (p. 255)

G
- Geography (GEOG) (p. 256)
- Geology (GEOL) (p. 256)
- Global Studies (GLOBL) (p. 257)
- Guidance (GUIDE) (p. 258)

H
- Health Education (HED) (p. 259)
- Health Science (HSCI) (p. 260)
- History (HIST) (p. 260)
- Humanities (HUMNT) (p. 261)

I
- Ironworker Apprenticeship (IRON) (p. 262)

J
- Japanese (JAPAN) (p. 263)
- Journalism (JOURN) (p. 263)

K
- Kinesiology, Wellness and Athletics (KIN) (p. 265)
- Kinesiology-Athletics (KINA) (p. 266)
- Kinesiology-Athletics, Men (KINAM) (p. 266)
- Kinesiology-Athletics, Women (KINAW) (p. 267)
- Kinesiology-Wellness (KINPE) (p. 267)

L
- Labor Studies (LABOR) (p. 269)
- Laser Technology (LASER) (p. 271)
- Learning Skills (LS) (p. 271)

M
- Machine Technology (MACH) (p. 272)
- Mathematics (MATH) (p. 274)
- Meat Cutting Apprenticeship (MCUT) (p. 278)
- Medical Assisting (MA) (p. 278)
- Meteorology (METEO) (p. 280)
- Music (MUSIC) (p. 280)

O
- Oceanography (OCEAN) (p. 282)

P
- Philosophy (PHIL) (p. 282)
- Photography (PHOTO) (p. 283)
- Physics (PHYS) (p. 283)
- Political Science (POLSC) (p. 284)
• Psychology (PSYCH) (p. 285)

R
• Reading (READ) (p. 286)
• Real Estate (REST) (p. 287)

S
• Sign Language (SL) (p. 288)
• Sociology (SOC) (p. 289)
• Solar & Renewable Energy (SOLAR) (p. 289)
• Spanish (SPAN) (p. 289)

T
• Theatre Arts (THEAT) (p. 291)
• Transportation (TRANS) (p. 292)

V
• Vietnamese (VIET) (p. 293)

W
• Work Experience (WE) (p. 293)
Accounting (ACCTG)

**ACCTG 020  Financial Accounting  5 Units**
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. (C-ID ACCT 110)
Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L
Prerequisite: ACCTG 101 with C or better, or MATH 111 with P grade
Advisory Level: Read: 4 Write: 4 Math: 2
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

**ACCTG 021  Managerial Accounting  5 Units**
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. (C-ID ACCT 120)
Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L
Prerequisite: ACCTG 020 with C or better
Advisory Level: Read: 4 Write: 4 Math: 2
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

**ACCTG 030  QuickBooks  3 Units**
Students will use QuickBooks software to learn accounting. This course in computer-based accounting gives students hands-on use of business QuickBooks 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 both with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

**ACCTG 050  Personal Financial Planning  3 Units**
Students will learn in this introductory course how to create a personal financial plan designed to accomplish their financial and retirement goals. Foundations of the financial plan will be covered including asset allocation, portfolio theory, insurance needs, and investments to achieve short and long-term goals. Retirement and estate planning will also be discussed.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: MATH 311 with a P or ACCTG 101 with a C or better
Advisory Level: Read: 3 Write: 3 Math: 3
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

**ACCTG 062  Cost Accounting  5 Units**
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 021 with C or better
Advisory Level: Read: 4 Write: 4 Math: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

**ACCTG 063  Intermediate Accounting  5 Units**
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 021 with C or better
Advisory Level: Read: 4 Write: 4 Math: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

**ACCTG 097  Introduction to Income Taxes  3 Units**
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: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

**ACCTG 098  Directed Study in Accounting  0.5-9 Units**
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. Student must identify with the faculty member objectives for learning. Student must complete the written objectives, readings, writings, research, portfolio, and/or papers to meet the objective. 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: Yes Grading: O
Prerequisite: ACCTG 020 with C or better
Recommended: 3 units of MATH 310 with CR or placement based on Math assessment.
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None
ACCTG 101  Bookkeeping for Small Business  3 Units
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: 4  Write: 4  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

ACCTG 138  Work Experience  1-8 Units
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: Yes  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  IGETC: None  District GE: None

APE 030E  Adapted Physical Education - Adapted Fitness for Life  1 Unit
Students with disabilities will participate in personalized exercise programs created to focus on strength training, cardiovascular endurance, and flexibility. Emphasis is on encouraging independence through the teaching of lifelong fitness skills.
Lecture Hours: None  Lab Hours: 3  Repeatable: Yes  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/UC  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

APE 035E  Adaptive Low Impact Walking/Jogging for Health  1 Unit
Students with 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.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: O
Open Curriculum*: Students need documentation proving their disability on file in the DSPS office and an Adapted PE medical form release on file with the DSPS office and/or class instructor prior to the first day of the class.
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  IGETC: None  District GE: E

APE 053E  Adapted Physical Education - Adaptive Low Impact Walking/Jogging for Health  1 Unit
Students with 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.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: O
Open Curriculum*: Students need documentation proving their disability on file in the DSPS office and an Adapted PE medical form release on file with the DSPS office and/or class instructor prior to the first day of the class.
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  IGETC: None  District GE: E

APE 056E  Adapted Physical Education - Adapted Body Conditioning Weight Training  0 Units
Students with disabilities will participate in personalized exercise programs created to focus on strength training, cardiovascular endurance, and flexibility. Emphasis is on encouraging independence through the teaching of lifelong fitness skills.
Lecture Hours: None  Lab Hours: 3  Repeatable: Yes  Grading: N
Open Curriculum*: Students need documentation proving their disability on file in the DSPS office and an Adapted PE medical form release on file with the DSPS office and/or class instructor prior to the first day of the class.
Transfer Status: CSU/UC  Degree Applicable: NC
CSU GE: None  IGETC: None  District GE: None

Administration of Justice (AJ)

AJ 010  Introduction to Administration of Justice  3 Units
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. (C-ID AJ 110)
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  IGETC: 4  District GE: D

AJ 011  Criminal Law  3 Units
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. (C-ID AJ 120)
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  IGETC: None  District GE: D

AJ 013  Criminal Procedures  3 Units
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. Students will examine and analyze due process in criminal proceedings from pre-arrest through trial and appeal. (C-ID AJ 122)
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  IGETC: None  District GE: D
AJ 014  Contemporary Police Issues  3 Units  
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  IGETC: 4  District GE: D  

AJ 015  Introduction to Criminal Investigation  3 Units  
Students are introduced to fundamental principles and procedures 
of criminal investigation including crime scene management, 
documentation methods, rules of evidence, and interviewing and 
testimony. Students will also examine modus operandi, sources of 
information, chain of custody, and investigative techniques related to 
persons and property crimes. (C-ID AJ 140)  
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  IGETC: None  District GE: None  

AJ 016  Street Law  4 Units  
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  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  IGETC: 4  District GE: D  

AJ 019  Law Enforcement in Multicultural Communities  3 Units  
Students examine the complex, dynamic relations between multicultural communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice. Topics will include the consensus and conflicting values in culture, religion, and law. (C-ID AJ 160)  
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  IGETC: 4  District GE: D  

AJ 081  Criminal Justice Process for the Addicted Offender  2 Units  
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  Lab Hours: None  Repeatable: No  Grading: L  
Advisory Level: Read: 4  Write: 4  Math: None  
Transfer Status: None  Degree Applicable: AS  
CSU GE: None  IGETC: None  District GE: None  

AJ 082  Co-Occurring Disorders in the Addicted Offender Population  2 Units  
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  Lab Hours: None  Repeatable: No  Grading: L  
Advisory Level: Read: 4  Write: 4  Math: None  
Transfer Status: None  Degree Applicable: AS  
CSU GE: None  IGETC: None  District GE: None  

AJ 083  Treatment and Interventions for the Addicted Offender  2 Units  
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  Lab Hours: None  Repeatable: No  Grading: L  
Advisory Level: Read: 4  Write: 4  Math: None  
Transfer Status: None  Degree Applicable: AS  
CSU GE: None  IGETC: None  District GE: None  

AJ 080  Addiction in the Criminal Justice Population  2 Units  
Students examine the addiction disease process and its role in 
criminality. Students will explore the criminal justice response to 
adiction, and historical and current trends in addressing the needs of the 
addicted offender in county, state and federal incarceration settings.  
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  IGETC: None  District GE: None  

AJ 088  Co-Occurring Disorders in the Addicted Offender Population  2 Units  
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  Lab Hours: None  Repeatable: No  Grading: L  
Advisory Level: Read: 4  Write: 4  Math: None  
Transfer Status: None  Degree Applicable: AS  
CSU GE: None  IGETC: None  District GE: None  

AJ 098  Directed Study in Administration of Justice  0.5-9 Units  
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: Yes  Grading: 0  
Advisory Level: Read: 3  Write: 3  Math: None  
Transfer Status: CSU  Degree Applicable: AA/AS  
CSU GE: None  IGETC: None  District GE: None
AJ 104  Report Writing  3 Units
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 11107 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 IGETC: None District GE: None

AJ 110  Narcotics and Drug Abuse  3 Units
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, 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 IGETC: None District GE: None

AJ 111  Juvenile Law and Procedures  3 Units
Students examine the application of specific statutes from the California Welfare and Institutions Code, and the Penal Code, to the juvenile justice system. Students focus on the role of law enforcement, probation services, schools, and parents/guardians in responding to delinquency issues. Also included are discussions relating to gangs, juvenile sex offenders, mentally ill juvenile offenders, and juvenile victimization and exploitation. (C-ID AJ 220)
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 IGETC: 4 District GE: D

AJ 112  Introduction to Evidence  3 Units
Students examine the history, legal standards, and social aspects of the rules of evidence including burden of proof, rules governing admissibility, hearsay, relevance, and types of evidence. Students will also explore judicial considerations, documentary evidence, and issues relating to witness examination and competency, and privileges. (C-ID AJ 124)
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 IGETC: None District GE: None

AJ 113  Violent Crime in America  3 Units
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 IGETC: None District GE: None

AJ 114  Terrorism  3 Units
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 IGETC: None District GE: None

AJ 115  Introduction to Forensic Science  3 Units
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. (C-ID AJ 150)
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 IGETC: None District GE: None

AJ 116  Introduction to Corrections  3 Units
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. (C-ID AJ 200)
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 IGETC: 4 District GE: D

AJ 125  Fundamentals of Court Operations-Court Case Types  3 Units
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.
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 IGETC: None District GE: None

AJ 126  Fundamentals of Court Operations- Legal Processing  3 Units
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.
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 IGETC: None District GE: None
AJ 127  Introduction to Government and the Judicial Branch 3 Units
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.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level: Read: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

AJ 128  Public Trust and Confidence in the Judicial Branch 3 Units
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.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level: Read: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

AJ 129  Fundamentals of Court Operations- Courtroom Support 3 Units
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.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level: Read: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

AJ 130  Judicial Branch Workplace: Relationships and Communications 3 Units
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.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level: Read: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

AJ 131  Introduction to Judicial Administration 3 Units
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.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level: Read: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

AJ 132  Career Readiness in the Judicial/Justice System 3 Units
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.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level: Read: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

AJ 133  Introduction to Public Safety Community Service Officer 3 Units
Students in this course prepare for public safety professional support careers including Community Service Officer, Explorer, and other ancillary-support functions. Role and responsibility of law enforcement support staff and basic duties including crime reporting, investigations, parking enforcement, integrity of evidence, and interacting with a diverse community will be explored.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level: Read: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

AJ 134  Work Experience 1-8 Units
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: Yes  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  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

AJ 135  Introduction to Public Safety Community Service Officer 3 Units
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.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level: Read: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

AJ 136  Career Readiness in the Judicial/Justice System 3 Units
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.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level: Read: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

AJ 137  Introduction to Public Safety Community Service Officer 3 Units
Students in this course prepare for public safety professional support careers including Community Service Officer, Explorer, and other ancillary-support functions. Role and responsibility of law enforcement support staff and basic duties including crime reporting, investigations, parking enforcement, integrity of evidence, and interacting with a diverse community will be explored.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level: Read: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

AJ 138  Work Experience 1-8 Units
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: Yes  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  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

Air Conditioning (AIRC)

AIRC 098  Directed Study in Air Conditioning 0.5-9 Units
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: Yes  Grading: O
Advisory Level: Read: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None
AIRC 121  Air Conditioning Principles  4 Units
Students will study concepts of electricity, control, and electrical loads found on air conditioning and refrigeration circuits. The course includes both the theory and practice of electricity applicable to the air conditioning and refrigeration industries.
Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  IGETC: None  District GE: None
Credit by Exam: Yes

AIRC 122  Refrigeration Principles  4 Units
Students will study concepts of the vapor compression refrigeration system. The course includes both the theory and practice applicable to the mechanical function of air conditioning and refrigeration systems.
Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  IGETC: None  District GE: None
Credit by Exam: Yes

AIRC 131  Intermediate Air Conditioning  4.5 Units
Students will gain technical knowledge and skills in the 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, Fan Laws as well as the service procedures for central air conditioning systems.
Lecture Hours: 4 Lab Hours: 1.5 Repeatable: No Grading: L
Prerequisite: AIRC 121 and AIRC 122 with C or better
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: None  Degree Applicable: AS
CSU GE: None  IGETC: None  District GE: None
Credit by Exam: Yes

AIRC 132  Refrigeration Service  4.5 Units
Students study the servicing of commercial refrigeration systems and applied thermodynamics. Students examine topics including the design and construction of walk-in coolers and freezers, cooling towers, piping and accessories, 3-phase load and control circuits. Green and sustainable energy concepts are also covered. Students study for and are able to take the EPA certification exam onsite.
Lecture Hours: 4 Lab Hours: 1.5 Repeatable: No Grading: L
Prerequisite: AIRC 121 and AIRC 122, both with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  IGETC: None  District GE: None
Credit by Exam: Yes

AIRC 133  Refrigerant Recovery Certification Preparation  2 Units
Students will acquire the technical skills to complete the Section 608 of the Federal Clean Air Act "EPA Certification Program". They will study types of refrigerants, practical refrigerant recovery, recycling, evacuation, and recharging. Students successfully completing this course will receive the Section 608 EPA Universal Certification. A written board approved exam will be administered within the course whereupon students who successfully pass with 72% or higher will earn the Section 608 EPA Universal Certification.
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  IGETC: None  District GE: None
Credit by Exam: Yes

AIRC 138  Work Experience  1-8 Units
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: Yes 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  IGETC: None  District GE: None

AIRC 141  Hydronics and Air Distribution  3 Units
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  IGETC: None  District GE: None
Credit by Exam: Yes

AIRC 142  Air Conditioning Control Systems  4 Units
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  IGETC: None  District GE: None
AIRC 145 Sheet Metal Principles 2 Units
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
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None
Credit by Exam: Yes

Alcohol and Drug Studies (ADS)

ADS 070 Introduction to Chemical Dependency 3 Units
Students will examine cultural, historical and political influences on alcohol and drug abuse and its impact on the community. Sociocultural factors that contribute to the use of drugs, addiction issues will be examined through the lens of Western and non-Western societies, as well as a comparisons between the impact of substance use on gender, diverse ages and subgroups. As an overview course, the review of the pattern and progression of chemical addiction will connect treatment modalities and interventions from a theoretical perspective. 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 IGETC: None District GE: None

ADS 071 Pharmacology/Physiology of Addiction 3 Units
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
Corequisite: ADS 070
Advisory Level: Read: 4 Write: 4 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

ADS 072 Codependency & Family Dynamics 3 Units
Students will examine codependency through attachment theory across the lifespan. Codependency behaviors will be explored as a response to disrupted attachment, which includes individual, sociocultural, psychological and physiological impact. The physical legacy of disrupted attachment is connected with the neurological and Central Nervous System changes resulting from the ACE (Adverse Childhood Experiences) study indicators, and the legacy of this impact across the lifespan.
Course topics include attachment theory definitions and characteristics, Pia Mellody's Five Core Symptoms, genograms, dysfunctional and healthy family systems, codependency and parenting, social and cultural indicators, the psychical legacy of disrupted attachment which includes damage to the immune system, 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
Corequisite: ADS 070
Advisory Level: Read: 4 Write: 4 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

ADS 073 Case Management 3 Units
Students will learn to conduct an assessment, orientation, treatment planning, record keeping, and relapse prevention (aftercare planning) from an ASAM (American Society of Addiction Medicine) 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
Corequisite: ADS 070
Advisory Level: Read: 4 Write: 4 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

ADS 074 Ethics, and Personal and Professional Growth 3 Units
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
Corequisite: ADS 070
Advisory Level: Read: 4 Write: 4 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

ADS 075 Individual, Family, Group Counseling 3 Units
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.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Corequisite: ADS 070
Advisory Level: Read: 4 Write: 4 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

ADS 076 Law and Prevention: Community Response 3 Units
Students develop awareness of community responses to addiction by examining alcohol and drug laws, and programs of prevention, education, outreach, intervention, and referral.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Corequisite: ADS 070
Advisory Level: Read: 4 Write: 4 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None
ADS 077A  Supervised Practicum A  2 Units
Students begin the clinical counseling experience hours in an approved chemical dependency treatment facility. Direct supervision is provided by a staff member meeting CCAPP/CAADE (California Consortium of Addiction Programs and Professionals) approved standards. Students apply and integrate acquired knowledge and values. This “learning by doing” requires concurrent enrollment in 2.0 units of ADS 138 Work Experience for the first half of the 255 hours required for certification and is essential to adequately prepare for professional practice.
Lecture Hours: 1.5  Lab Hours: 1.5  Repeatable: No  Grading: L  Prerequisite: ADS 070 and ADS 071 and ADS 073 and ADS 074 and ADS 075; all with C or better  Corequisite: Requires concurrent enrollment in 2 unit of ADS 138.
Transfer Status: CSU  Degree Applicable: AA/AS  CSU GE: None  IGETC: None  District GE: None

ADS 077B  Supervised Practicum B  2 Units
Students complete the clinical counseling experience hours in an approved chemical dependency treatment facility. Direct supervision is provided by a staff member meeting CCAPP (California Consortium of Addiction Programs and Professionals) approved standards. Students apply and integrate acquired knowledge and values. This “learning by doing” practicum fulfills the 255 hours required for certification essential to adequately prepare for professional practice.
Lecture Hours: 1.5  Lab Hours: 1.5  Repeatable: No  Grading: L  Prerequisite: ADS 077A with C or better  Corequisite: Requires 2 units of concurrent enrollment in ADS 138.
Transfer Status: CSU  Degree Applicable: AA/AS  CSU GE: None  IGETC: None  District GE: None

ADS 078  Integrated Behavioral Health  3 Units
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.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L  Advisory Level: Read: 3 Write: 3  Corequisite: ADS 070
Transfer Status: CSU  Degree Applicable: AA/AS  CSU GE: None  IGETC: None  District GE: None

ADS 079  Group Dynamics  3 Units
Students are introduced to group dynamics and group leadership skills within the context of treating substance use disorder. The focus is on group development, interpersonal and intrapersonal processes, and group facilitation skills. The course incorporates a strong experiential component with an emphasis on changing behavior as a goal.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L  Corequisite: ADS 070  Advisory Level: Read: 4 Write: 4 Math: None
Transfer Status: CSU  Degree Applicable: AA/AS  CSU GE: None  IGETC: None  District GE: None

ADS 080  Addiction in the Criminal Justice Population  2 Units
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  Lab Hours: None  Repeatable: No  Grading: L  Advisory Level: Read: 4 Write: 4 Math: None
Transfer Status: None  Degree Applicable: AS  CSU GE: None  IGETC: None  District GE: None

ADS 081  Criminal Justice Process for the Addicted Offender  2 Units
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  Lab Hours: None  Repeatable: No  Grading: L  Advisory Level: Read: 4 Write: 4 Math: None
Transfer Status: None  Degree Applicable: AS  CSU GE: None  IGETC: None  District GE: None

ADS 082  Co-Occurring Disorders in the Addicted Offender Population  2 Units
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  Lab Hours: None  Repeatable: No  Grading: L  Advisory Level: Read: 4 Write: 4 Math: None
Transfer Status: None  Degree Applicable: AS  CSU GE: None  IGETC: None  District GE: None

ADS 083  Treatment and Interventions for the Addicted Offender  2 Units
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  IGETC: None  District GE: None
ADS 085 Substance Use Prevention Program Evaluation 2 Units
Students will review the best practices in the collection, assessment, evaluation, and analysis of prevention program data and performance measures throughout the integrated behavioral health continuum of care. In addition, students will learn to implement quality improvements to enhance program effectiveness with targeted populations.
Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

ADS 086 Prevention Education and Service Delivery 2 Units
Students will examine alcohol and other drug prevention resources and models, which will include 6 hours of HIV/AIDS training. Students will explore education, training, and group facilitation techniques, and explore management and organizational resources supporting outreach to community stakeholders.
Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

ADS 087 Community Organization and Communication Strategies 1 Unit
Students will explore strategies for engaging community members and moving leaders of organizations for higher levels of readiness for change in behavioral and substance use healthcare. Students will review advocacy and media communication strategies, as well as approaches to training, mentoring and organizing community groups, volunteers, and other stakeholders.
Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

ADS 088 Public and Organizational Policy Development 2 Units
Students will learn to identify policy maker use of formal and informal processes to influence substance use prevention policies and legislation, including the effective use of media strategies. Students will examine approaches to communicating prevention policies to decision makers within local and state political systems to effect environmental change.
Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

ADS 089 Overview of Core Functions of Addiction Treatment 1 Unit
Students will review the Substance Abuse and Mental Health Services Administration (SAMHSA) Technical Assistance Publication (TAP) 21 core and global functions of addiction treatment in preparation for the International Certification and Reciprocity Consortium (IC&RC) exam for the California Certified Prevention Specialist (CCPS) process through the California Consortium of Addiction Professionals and Programs (CCAPP).
Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

ADS 138 Work Experience 1-8 Units
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: Yes 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 IGETC: None District GE: None

ADS 170 LAADC Introduction to Chemical Dependency 1.5 Units
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 pattern 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 IGETC: None District GE: None

ADS 171 LAADC Pharmacology and Physiology of Addiction 1.5 Units
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 IGETC: None District GE: None

ADS 172 LAADC Codependency and Family Dynamics 1.5 Units
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 IGETC: None District GE: None
ADS 173  LAADC Case Management  1.5 Units
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 IGETC: None District GE: None

ADS 174  LAADC Ethics, Personal and Professional Growth  1.5 Units
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 IGETC: None District GE: None

ADS 176  LAADC Law and Prevention: Community Response  1.5 Units
Students in this course will learn to examine how the community responds to addiction through alcohol and drug laws, prevention, education, outreach, and referral programs. 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 IGETC: None District GE: None

ADS 177A  LAADC Supervised Practicum A  1.5 Units
Students examine the dynamics of substance abuse counseling and work to integrate the theories and concepts of chemical dependencies. Students are required to co-enroll in three units of ADS 138 Work Experience (to meet a minimum of 150 hours completed in an approved CD treatment facility, and under direct supervision of a staff member meeting LAADC (Licensed Advanced Alcohol and Drug Counselor) approved standards. The instructor provides general supervision and guidance for integrating the components of the course and consults regularly with the student and agency supervisor. This combined experience is required for advanced certification and preparation for professional practice.
Lecture Hours: 1.5 Lab Hours: None Repeatable: No Grading: L
Prerequisite: ADS 170 ADS 171 ADS 172 ADS 173 ADS 174 ADS 176; minimum grade of C
Corequisite: 3 units of ADS 138
Advisory Level: Read: 4 Write: 4 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None IGETC: None District GE: None

ADS 177B  LAADC Supervised Practicum B  1.5 Units
Students learn to apply and integrate the acquired knowledge and values from prior LAADC course work. Students are required to co-enroll in three units of ADS 138 Work Experience (to meet a minimum of 150 hours completed in an approved CD treatment facility, and under direct supervision of a staff member meeting LAADC (Licensed Advanced Alcohol and Drug Counselor) approved standards). The practicum instructor provides general supervision and guidance for integrating the components of the course and consults regularly with the student and agency supervisor. This practicum is required for certification and is essential for adequate preparation for professional practice.
Lecture Hours: 1.5 Lab Hours: None Repeatable: No Grading: L
Prerequisite: ADS 177A; minimum grade of C
Corequisite: 3 units of ADS 138
Advisory Level: Read: 4 Write: 4 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None IGETC: None District GE: None

ADS 500  Prevention 101  0 Units
Students are introduced to the fundamental concepts of substance abuse prevention, integration of behavioral health and substance abuse programs, trends in substance use prevention and treatment, and strategic prevention planning.
Lecture Hours: 0.5 Lab Hours: None Repeatable: Yes Grading: N
Transfer Status: None Degree Applicable: NC
CSU GE: None IGETC: None District GE: None

ADS 501  Addiction Overview for Prevention  0 Units
Students are introduced to the fundamentals of substance abuse and misuse, and the pharmacology of addiction. Students will apply these concepts to specific drugs of addiction, such as opioids and marijuana.
Lecture Hours: 0.5 Lab Hours: None Repeatable: Yes Grading: N
Transfer Status: None Degree Applicable: NC
CSU GE: None IGETC: None District GE: None

ADS 502  Ethics and Values in Prevention  0 Units
Students will review the California Consortium of Addiction Professionals and Programs (CCAPP) ethical codes. Students will also review HIPPA and 42-CFR regulations and their impact of prevention service delivery.
Lecture Hours: 0.5 Lab Hours: None Repeatable: Yes Grading: N
Transfer Status: None Degree Applicable: NC
CSU GE: None IGETC: None District GE: None

ADS 503  Program Monitoring, Evaluation, and Compliance  0 Units
Students will examine the process, assessment and analysis of program data and performance measures and apply them to quality improvements.
Lecture Hours: 0.5 Lab Hours: None Repeatable: Yes Grading: N
Transfer Status: None Degree Applicable: NC
CSU GE: None IGETC: None District GE: None

ADS 504  Overview of Certified Prevention Specialist Process  0 Units
Students will review the five domains of substance use prevention education set forth by Substance Abuse Mental Health Services Administration (SAMHSA), and the Certified Prevention certification process as outlined by the California Consortium of Addiction Professionals and Programs (CCAPP).
Lecture Hours: 0.5 Lab Hours: None Repeatable: Yes Grading: N
Transfer Status: None Degree Applicable: NC
CSU GE: None IGETC: None District GE: None
Anthropology (ANTH)

ANTH 062  Introduction to Physical Anthropology  3 Units
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 IGETC: 4 District GE: D

ANTH 063  Introduction to Social and Cultural Anthropology  3 Units
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, Ethnicity and communication, patterns of subsistence and economic systems. Other topics covered are gender and marriage, family, kinship and descent, political systems, spirituality, religion, the arts, and the challenge of globalization. (C-ID ANTH 120)
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 IGETC: 4 District GE: D, ES

Arabic (ARABC)

ARABC 001A  Elementary Arabic  5 Units
Students will develop a basic ability to understand, speak, read, and write the Arabic language. They will learn frequently used sentence patterns that allow them to communicate on a basic level utilizing their reading and writing skills; and students will learn and appreciate diverse Arabic culturally appropriate practices. The Arabic taught in this course is Modern Standard Arabic (MSA); however, references will be made to major dialects in the Arab World (Levantine & Egyptian).
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 IGETC: 6A District GE: C2

ARABC 001B  Elementary Arabic  5 Units
Students will develop their communication skills to the mid-to-high novice level in all of the five areas of listening, speaking, reading, and writing. Students will acquire additional vocabulary, and will read and write simple materials. Students will continue to explore and develop an appreciation for the divers cultures of the Arabic-speaking world. Arabic taught in this course is Modern Standard Arabic (MSA); however, references will be made to major dialects in the Arab World (Levantine & Egyptian).
Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L
Prerequisite: ARABC 001A with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 IGETC: 6A District GE: C2

Art (ART)

ART 012  Two-Dimensional Design  3 Units
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. (C-ID ARTS 100)
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 IGETC: None District GE: None

ART 013  Three Dimensional Design  3 Units
Students are introduced to the principles 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, and other materials at the instructor's discretion, in a studio lab setting. Field trips may be required. (C-ID ARTS 101)
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: O
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

ART 014  Color Theory  3 Units
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. (C-ID ARTS 270)
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 IGETC: None District GE: None

ART 024  Beginning Drawing  3 Units
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. (C-ID ARTS 110)
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 IGETC: None District GE: None

ART 025  Expressive Drawing  3 Units
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 IGETC: None District GE: None
ART 026  Intermediate Drawing  3 Units
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. (C-ID ARTS 205)
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  IGETC: None  District GE: None

ART 027A  Illustration I  3 Units
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
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

ART 040  Ceramic Sculpture I  3 Units
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: 2
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

ART 042  Beginning Sculpture I  3 Units
Students are introduced to three-dimensional sculptural principles, techniques, and concepts utilizing a range of materials and practices. Students will practice various sculptural methods practiced 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  IGETC: None  District GE: None

ART 046A  Beginning Ceramics I  3 Units
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 it's 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  IGETC: None  District GE: None

ART 046B  Beginning Ceramics II  3 Units
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
Prerequisite: ART 046A
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

ART 055A  Life Drawing I  3 Units
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. (C-ID ARTS 200)
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Prerequisite: ART 024
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

ART 055B  Life Drawing II  3 Units
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
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

ART 060  Beginning Painting I  3 Units
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. Beginning Painting is an introductory studio course in acrylic and oil painting media.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Prerequisite: ART 024 with a C or better.
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None
ART 061  Beginning Painting II  3 Units
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
Advisory Level: Read: 3  Write: 3  Math: 2
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

ART 071  Introduction to Media Arts  3 Units
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. (C-ID ARTS 250)
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: 2
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

ART 072  Computer Graphics  3 Units
Students learn fundamental concepts and practices of creating computer graphics. Topics will include using design elements, creating layouts, working with a variety 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: 2
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

ART 074  Media Arts Project Development  3 Units
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  IGETC: None  District GE: None

ART 076  Professional Practices and Portfolio Development 1  3 Units
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: Students must complete a minimum of 12 units from:
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 060 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 099 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  IGETC: None  District GE: None

ART 076B  Professional Practices and Portfolio Development 2  3 Units
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  IGETC: None  District GE: None

ART 078  Digital Video  3 Units
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  IGETC: None  District GE: None

ART 079A  Web Design 1  3 Units
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: 2
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None
ART 079B  Web Design 2  3 Units
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: 2
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

ART 084A  Web Animation 1  3 Units
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: 2
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

ART 084B  Web Animation 2  3 Units
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
Recommended: Computer literacy and ability to work with object oriented programming
Advisory Level: Read: 3  Write: 3  Math: 2
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

ART 089  Special Projects in Ceramics  3 Units
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: O
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  IGETC: None  District GE: None

ART 090  Art Appreciation  3 Units
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.
(C-ID ARTH 100)
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  IGETC: 3A  District GE: C1

ART 091  Survey of Art History: Prehistoric Through Gothic  3 Units
Students will study 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, social, political, and religious attitudes of the time. Comparative analysis of styles with critical evaluation of aesthetics. A field trip may be required. (C-ID ARTH 110)
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  IGETC: 3A  District GE: C1

ART 092  Survey of Art History: Renaissance to the Present  3 Units
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. (C-ID ARTH 120)
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  IGETC: 3A  District GE: C1

ART 095  Watercolor 1  3 Units
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  IGETC: None  District GE: None

ART 095B  Watercolor 2  3 Units
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  IGETC: None  District GE: None
ASTRO 010L Introductory Astronomy Lab 1 Unit
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. 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.
Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: ASTRO 010 with C or better, or concurrent enrollment in ASTRO 010
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B3 IGETC: 5C District GE: B3

Biology (BIOL)

BIOL 004A General Principles and Cell Biology 5 Units
BIOL 004A is a lecture lab course and the first of a two term sequence for students interested 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. (C-ID BIOL 190)
Lecture Hours: 0 Lab Hours: 6 Repeatable: No Grading: L
Prerequisite: MATH 013 and ENGL 092 and CHEM 001A; 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 IGETC: 5B, 5C District GE: B2, B3

BIOL 004B Biodiversity and Organismal Biology 5 Units
BIOL 004B is the second course in a two-term sequence for students preparing for careers in the sciences, including the health sciences, biochemistry, research, and teaching. Students will study the basic biology and diversity of unicellular and multicellular organisms by emphasizing evolutionary theory, Earth history, phylogeny, form and function/adaptation, physiology, and ecology of life on Earth. Field studies may be required.
Lecture Hours: 0 Lab Hours: 6 Repeatable: No Grading: L
Prerequisite: BIOL 004A with C or better
Advisory Level: Read: 4 Write: 4 Math: 3
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B2, B3 IGETC: 5B, 5C District GE: B2, B3

BIOL 020 Human Biology 4 Units
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.
Lecture Hours: 0 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: B2, B3 IGETC: None District GE: None
BIOL 021 General Biology 4 Units
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.
Lecture Hours: 3 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: B2, B3 IGETC: None District GE: B2, B3

BIOL 061 Human Heredity 3 Units
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 IGETC: 5B District GE: B2

BIOL 062 Plants and Human Welfare 3 Units
Students are introduced to the world of plants and their ecological importance to humans. Topics include the impact of plants on development of civilizations; the need for conservation; and the role of plants in the total environment. Class meetings may be held at alternative off campus sites.
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 IGETC: None District GE: None

BIOL 063 Ecology 3 Units
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: 4 Math: 2
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B2 IGETC: 5B District GE: B2

BIOL 064 Marine Biology 4 Units
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. Students will also study special topics on tropical habitats, shark biology, whaling operations, and local marine habitats. 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 IGETC: 5B, 5C District GE: B2, B3

BIOL 066 Botany 3 Units
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 IGETC: 5B District GE: B2

BIOL 071 Human Anatomy 5 Units
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. (C-ID BIOL 110)
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 IGETC: 5B, 5C District GE: B2, B3

BIOL 072 Human Physiology 5 Units
Students will explore the different body systems (e.g. nervous, endocrine, muscular, urinary, respiratory, cardiovascular, reproductive) along with cellular physiology and metabolism. Students will also learn to use physiology to help diagnose and treat disease, along with answering questions like: "If you pull someone’s heart out of their chest, why does the heart keep beating? Why is 0.9% NaCl often the IV of choice in hospitals? Why is it dangerous to drink too much water too fast? Why do you feel dizzy when you stand up?" This course is required for four-year nursing and pre-professional majors in the health science field. (C-ID BIOL 120)
Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L
Prerequisite: BIOL 071 and (CHEM 001A or CHEM 015 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 IGETC: 5B, 5C District GE: B2, B3

BIOL 074 General Microbiology 5 Units
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 032A) and (BIOL 071 or BIOL 072); all with C or better
Advisory Level: Read: 3 Write: 3 Math: 3
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B2, B3 IGETC: None, 5B, 5C District GE: B2, B3
BIOL 098 Directed Study in Biology 0.5-9 Units
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: Yes Grading: O
Prerequisite: BIOL 021 or BIOL 004A with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

BUS 008 Business English and Writing 3 Units
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: None 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 IGETC: None District GE: None

BUS 025 Introduction to Investments 3 Units
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 IGETC: None District GE: None

BUS 060 Fundamentals of Business Statistics 3 Units
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 IGETC: 2A District GE: B4

BUS 068 Entrepreneurship and Small Business Management 3 Units
Students will study the basic elements of entrepreneurship; 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 IGETC: None District GE: None

Business (BUS)

BUS 007A Business Language Skills 3 Units
Students use and apply English language skills for business letter writing. Students practice and study grammar, word and number usage, punctuation, vocabulary, spelling, and other mechanics that apply to business writing.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

Broadcasting (BROAD)

BROAD 042A Beginning Radio Production 3 Units
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 IGETC: None District GE: None

BROAD 042B Intermediate Radio Production 3 Units
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 IGETC: None District GE: None

BROAD 042C Advanced Radio Production 3 Units
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 IGETC: None District GE: None

Business (BUS)

BUS 007A Business Language Skills 3 Units
Students use and apply English language skills for business letter writing. Students practice and study grammar, word and number usage, punctuation, vocabulary, spelling, and other mechanics that apply to business writing.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None
BUS 071 Legal Environment of Business 3 Units
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. (C-ID BUS 120)
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: None IGETC: None District GE: None

BUS 082 Introduction to Business 3 Units
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. (C-ID BUS 110)
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 4 Write: 4 Math: 2
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

BUS 098 Directed Study in Business 0.5-9 Units
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: Yes Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

BUS 112 Advertising, Promotion, and Sales 3 Units
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 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 IGETC: None District GE: None

BUS 113 Principles of Management 3 Units
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 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 IGETC: None District GE: None

BUS 120 Marketing Principles 3 Units
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 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 IGETC: None District GE: None

BUS 124 International Marketing 3 Units
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, promotional strategies, negotiation styles, and personal selling.
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 IGETC: None District GE: None

BUS 126 Retail Management 3 Units
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 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 IGETC: None District GE: None

BUS 135 Human Relations and Leadership 3 Units
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 IGETC: None District GE: None
**BUS 138 Work Experience 1-8 Units**
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: Yes  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  IGETC: None  District GE: None

**Chemistry (CHEM)**

**CHEM 010A General Chemistry 5 Units**
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. (C-ID CHEM 120)
Lecture Hours: 3  Lab Hours: 6  Repeatable: No  Grading: L
Prerequisite: MATH 111 with P grade or equivalent
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B1, B3  IGETC: 5A, 5C  District GE: B1, B3

**CHEM 010B General Chemistry 5 Units**
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 010A, the second semester of a one year college level general chemistry sequence. (C-ID CHEM 120)
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  IGETC: 5A, 5C  District GE: B1, B3

**CHEM 012A Organic Chemistry 5 Units**
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 stereochmical 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. (C-ID CHEM 160)
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  IGETC: None  District GE: B1, B3

**CHEM 012B Organic Chemistry 5 Units**
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 stereochmical 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. (C-ID CHEM 160)
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  IGETC: None  District GE: B1, B3

**CHEM 015 Fundamentals of Chemistry 4 Units**
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. (C-ID CHEM 101)
Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: MATH 111 with P grade or equivalent
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  IGETC: 5A, 5C  District GE: B1, B3
CHEM 032A  Intro to General, Organic, & Biological Chemistry  4 Units
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
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B1, B3  IGETC: 5A, 5C  District GE: B1, B3

CHEM 032B  Intro to General, Organic, & Biological Chemistry  4 Units
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, disulfdides, 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  IGETC: 5A, 5C  District GE: B1, B3

CHEM 061  Introduction to Fermentation Chemistry  3 Units
Students are introduced to the chemistry of brewing, winemaking, and fermenting of food such as cheese, yogurt, and pickled vegetables. Students will study the general chemical principles of brewing, winemaking, and various types of fermentation.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: MATH 111 with P grade.
Advisory Level: Read: 3  Write: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: B1  IGETC: 5A  District GE: B1

CHEM 098  Directed Study  0.5-9 Units
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.
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  Repeatable: Yes  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
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

Chinese (CHIN)

CHIN 001A  Elementary Chinese  5 Units
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
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  IGETC: 6A  District GE: C2

CHIN 001AL  Foreign Language Lab - Chinese 1A  0.5 Units
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  IGETC: None  District GE: None

CHIN 001B  Elementary Chinese  5 Units
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  Degree Applicable: AA/AS
CSU GE: C2  IGETC: 6A  District GE: C2

CHIN 001BL  Foreign Language Lab - Chinese 1B  0.5 Units
The Foreign Language Laboratory/Humanities Lab supplements classroom instruction for CHIN 001B. 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 explore cultural components related to the target language. This course is a corequisite for CHIN 001B.
Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K
Corequisite: CHIN 001B
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None
 Communication Studies (COMS)

COMS 010 Interpersonal Communication 3 Units
Students will study principles of verbal and nonverbal transactions that occur in relationships. The course includes the study of theory and research findings and their application to communication in interpersonal relationships in personal and professional contexts. (C-ID COMM 130)
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: A1 IGETC: 1C District GE: A1

COMS 018 Introduction to Communication Studies 3 Units
Students examine 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. Students explore the basic history, assumptions, principles, processes, variables, methods, and specializations of human communication as an academic field of study. (C-ID COMM 180)
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Recommended: Prior completion of ENGL 001A is highly recommended
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

COMS 020 Oral Communication 3 Units
Students will acquire theory and technique of public 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 taking this course online must be able to record and upload audiovisual files. (C-ID COMM 110)
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Recommended: Prior completion of ENGL 001A is highly recommended
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: A1 IGETC: 1C District GE: A1

COMS 035 Intercultural Communication 3 Units
Students will study intercultural communication in domestic and global contexts. They will examine the influence of cultures, languages, and social patterns on how members of groups relate among themselves and with members of different cultural groups. They will develop skills for appreciation and comparison of communication among diverse groups within the larger context of U.S. American culture. (C-ID COMM 150)
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Recommended: Prior completion of ENGL 001A is highly recommended
Advisory Level: Read: 4 Write: 4 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D IGETC: 4 District GE: D, ES

COMS 040 Introduction to Argumentation 3 Units
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. (C-ID COMM 120)
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Recommended: Prior completion of ENGL 001A is highly recommended
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: A1, A3 IGETC: 1C District GE: A1, A3

COMS 045 Small Group Communication 3 Units
Students will study the principles of communication in a variety of group contexts. They will learn about theories, applications, and the evaluation of group communication processes. Students will acquire skills including problem solving, conflict management, decision making, and leadership. (C-ID COMM 140)
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Recommended: Prior completion of ENGL 001A is highly recommended
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: A1 IGETC: None District GE: A1

COMS 098 Directed Study in Communication Studies 0.5-9 Units
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: Yes Grading: O
Advisory Level: Read: 2 Write: 2 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

Computer Applications (CA)

CA 005 Computer Literacy 2 Units
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
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 IGETC: None District GE: None
Credit by Exam: Yes
CA 010A  Computer Keyboarding  1 Unit
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: CSU  Degree Applicable: AS
CSU GE: None  IGETC: None  District GE: None

CA 011  Speed and Accuracy  1 Unit
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  IGETC: None  District GE: None

CA 015A  Business Documents  2 Units
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: O
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  IGETC: None  District GE: None

CA 020D  Microsoft Windows  1 Unit
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  IGETC: None  District GE: None

CA 030A  Internet for Beginners  1 Unit
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  IGETC: None  District GE: None

CA 040D  Microsoft Word Level 1  1 Unit
Students will learn the basics 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 table features. This is a self-paced course.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Recommended: Basic touch keyboarding of 25 net words a minute
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  IGETC: None  District GE: None

CA 045D  Microsoft Word Level 2  1 Unit
Students learn the advanced 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. This is a self-paced course.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Recommended: Basic touch keyboarding of 25 net words a minute
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  IGETC: None  District GE: None

CA 050D  Microsoft Excel Level 1  1 Unit
Students will learn the basic features of Excel to create charts, work with built in mathematical functions, create tables, and manage large worksheets. Students will apply themes and conditional formatting to modify the style of the worksheet as well as save files under different formats. Students will create excel databases as well as sort and filter data. This is a self-paced course.
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  IGETC: None  District GE: None

CA 055D  Microsoft Excel Level 2  1 Unit
Students will use the advanced 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. This is a self-paced course.
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 are strongly recommended
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  IGETC: None  District GE: None

CA 060D  Microsoft Access Level 1  1 Unit
Students use the basic features of Microsoft Access to design databases. They will create database objects such as tables, queries, forms, and reports. Students will import and export data. This is a self-paced course.
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  IGETC: None  District GE: None
CA 065D  Microsoft Access Level 2  1 Unit
Students will use advanced features of Microsoft Access. They will customize forms and reports, create macros, Pivot Tables/Charts, integrate with other applications, secure databases, and write SQL statements. Students learn to group, and perform summary calculations in reports. They will create main forms and subforms, as well as create reports and sub reports. They will learn to import and export data between Access, Excel, and Word.
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 060D are strongly recommended
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  IGETC: None  District GE: None

CA 070D  Microsoft PowerPoint Level 1  1 Unit
Students will learn the basic features of Microsoft PowerPoint including creating new presentation, formatting, enhancing presentations with animation, video, tables, and charts. Students will also learn to create templates, review, publish, compare, combine, and protect presentations. This is a self-paced course.
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  IGETC: None  District GE: None

CA 075D  Microsoft PowerPoint Level 2  1 Unit
Students will use advanced features of Microsoft PowerPoint. They will apply advanced graphic techniques, insert and embed audio and video, and use tables and pie charts. They will also learn about publishing presentations in other formats. This is a self-paced course.
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 070D are strongly recommended
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  IGETC: None  District GE: None

CA 080D  Microsoft Outlook  1 Unit
Students will learn the features of Microsoft Outlook. Students will acquire skills to create and manage email, calendars, scheduling of appointments, as well as contacts, tasks and notes. This is a self-paced course.
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  IGETC: None  District GE: None

CA 100D  Microsoft Office  3 Units
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
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

CA 138  Work Experience  1-8 Units
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: Yes  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  IGETC: None  District GE: None

CA 302  Getting Started with Microsoft Windows  0.5 Units
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.
Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K
Open Curriculum: No prerequisite, corequisite or levels
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

CA 303  Getting Started With Microsoft Word  0.5 Units
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
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

CA 304  Getting Started with Microsoft Excel  0.5 Units
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
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

CA 305  Getting Started with Microsoft PowerPoint  0.5 Units
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
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None
CA 306 Getting Started with the Internet 0.5 Units
Students are introduced to the fundamentals of the Internet for personal and business use and will learn how to browse web, search the Web, and communicate online.
Lecture Hours: None Lab Hours: 1.5 Repeatable: No Grading: K
Transfer Status: None Degree Applicable: NAA
CSU GE: None IGETC: None District GE: None

Computer Information Systems (CIS)

CIS 014A Internet Principles and Protocols 3 Units
Students will 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
Advisory Level: Read: 3 Write: 3 Math: 3
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

CIS 017A Windows 3 Units
Students acquire skills installing, planning, implementing, configuring and maintaining the Windows operating system. Students are introduced to remote desktop and virtual mode, printing, managing data 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
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

CIS 017B Windows Server 3 Units
Students will acquire skills installing, planning, implementing, configuring and maintaining the Windows Server operating system. Students are introduced to Active Directory and account management, printing, managing data storage, network services, deploying Internet Information Server (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 Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

CIS 017C Microsoft Windows Server Active Directory 3 Units
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, and read only domain controllers.
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 IGETC: None District GE: None

CIS 017D Microsoft Windows Server Network Infrastructure 3 Units
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 Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

CIS 018A CCNA R&S: Introduction to Networks 3 Units
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
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

CIS 018B CCNA R&S: Routing and Switching Essentials 3 Units
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 Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None
CIS 018C CCNA R&S: Scaling Networks  3 Units
Students learn the design of a Local Area Network (LAN) and prepare for the Cisco Certified Network Associate (CCNA) test. Students will design and configure an actual network for a typical LAN. Topics covered include IPX addresses and access lists, advantages of LAN segmentation using bridges, routers, and switches. The course also covers features and benefits of Fast Ethernet connections and Virtual Local Area Networks (VLANs). (The course is a part of the CISCO Academy.)
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 Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

CIS 018D CCNA R&S: Connecting Networks  3 Units
Students acquire knowledge of (Wide Area Network) 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 learn to implement WAN using Cisco networks.
Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: O
Prerequisite: CIS 018C with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

CIS 020 XML Fundamentals  3 Units
Students will create their own XML documents, XML document type definitions, and schemas to describe their structure and content in building dynamic web pages. 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
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

CIS 020A Advanced XML  3 Units
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: CIS 020 or equivalent
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

CIS 022 Database Technology  3 Units
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
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

CIS 023 JavaScript Programming  3 Units
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. Students will learn how to use Document Object Model (DOM), Browser Object Model (BOM), and Dynamic HTML (DHTML) to be able to develop well-formed web pages.
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: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

CIS 023A Advanced Javascript  3 Units
Students study advanced JavaScript techniques to develop 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
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

CIS 024A Perl Programming  3 Units
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
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

CIS 024B PHP Programming  3 Units
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
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

CIS 024C Python Programming  3 Units
Students will study the use of Python, a programming language, to create stand-alone and web-based applications. Students will acquire skills necessary to locate, evaluate, and utilize open source web materials.
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: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

CIS 036 Web 2.0 Programming  3 Units
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 IGETC: None District GE: None
CIS 037 SQL Fundamentals 3 Units
Students learn and apply SQL (Structured Query Language), to access and manipulate relational databases. Topics include simple and multiple queries, 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 IGETC: None District GE: None

CIS 038 Programming the Mobile Web 3 Units
Students learn to create effective and rich application experiences for mobile web browsers. Students also learn how to create offline applications that will be installed in the mobile device.
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 IGETC: None District GE: None

CIS 041 Introduction to Computer Information Systems 3 Units
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 get hands-on practice of introductory level skills in word processing, spreadsheets, database, presentation graphics, and use of the internet. Students will be exposed to a programming language. (C-ID ITIS 120)
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 IGETC: None District GE: None

CIS 047 Apache, PHP, MySQL 3 Units
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 IGETC: None District GE: None

CIS 054 C/C++ Programming 3 Units
Students will study C, a general-purpose programming language that 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 or equivalent
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

CIS 055 Data Structures 3 Units
Students learn 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 IGETC: None District GE: None

CIS 059 Object Oriented Design and Programming 3 Units
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 IGETC: None District GE: None

CIS 060 Systems Analysis and Design 3 Units
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 equivalent
Advisory Level: Read: 3 Write: 3 Math: 3
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

CIS 062A Introduction to PC Hardware and Diagnostics 2 Units
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 diagnostic tests, processors, motherboards, memory, storage devices, peripherals, and video. This class is the first step towards acquiring the skills needed for the CompTia A+ certification.
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 IGETC: None District GE: None
**CIS 062B  A+ Core PC Hardware Technology  2 Units**

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  IGETC: None  District GE: None

**CIS 062C  A+ Core PC Operating Systems Technology  2 Units**

Students acquire the hands-on skills to diagnose, load and set up a wide array of operating systems. Topics include the use of the command prompt, essential utilities, boot files, file systems, OS installation procedures, Windows configuration, hard disk partitioning, backup, disaster recovery, virtualization, and hard disk imaging solutions. 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  IGETC: None  District GE: None

**CIS 068  Administering Microsoft SQL Server  3 Units**

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  IGETC: None  District GE: None

**CIS 073  Visual Basic Programming  3 Units**

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  IGETC: None  District GE: None

**CIS 084  Java Programming  3 Units**

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, Graphical User Interface (GUI), input/output, Java libraries, applets, and exception handling.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Recommended: CIS 041 or equivalent
Advisory level: Read: 3  Write: 3  Math: 2
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

**CIS 098  Directed Study in Computer Information Systems  0.5-9 Units**

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: Yes  Grading: O
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

**CIS 106  Coding Academy: Introduction to Computer Coding  2 Units**

In this Coding Academy, students will learn to think algorithmically to create code and to solve programming problems. Utilizing MIT-created instructional videos, SJCC faculty will guide, coach, and assist students in creating code. After students view the MIT lecture videos, faculty will answer questions, assist students with lab assignments, and proctor exams. Enrollment in this class is contingent upon acceptance into the Coding Academy. Interested students will need to contact personnel listed in the schedule of classes. This is the MITx6.00 Introduction to Computer Science course.

Lecture Hours: 1  Lab Hours: 3  Repeatable: No  Grading: O
Recommended: Although no formal programming background is needed, students without prior programming experience will find there is a steep learning curve and may have to put in more than the estimated time effort.
Advisory Level: Read: 3  Write: 3  Math: 3
Transfer Status: None  Degree Applicable: AS
CSU GE: None  IGETC: None  District GE: None

**CIS 138  Work Experience  1-8 Units**

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: Yes  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  IGETC: None  District GE: None
CIS 157 Introduction to Unix/Linux  3 Units
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.
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 IGETC: None District GE: None

CIS 158 Linux System Administration  3 Units
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.
Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No  Grading: L
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 IGETC: None District GE: None

Construction Technology (CNSTR)

CNSTR 098 Directed Study in Construction  0.5-9 Units
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: Yes  Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

CNSTR 101A Construction Tools, Materials and Processes  4 Units
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.
Lecture Hours: 3 Lab Hours: 3 Repeatable: No  Grading: L
Recommended: Ability to accurately measure and do calculations using feet, inches, and fractions
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None
Credit by Exam: Yes

CNSTR 101B Residential Construction Framing  4 Units
Students are introduced to the requirements and techniques of properly 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.
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 IGETC: None District GE: None

CNSTR 102A Residential Plumbing Systems  3 Units
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.
Lecture Hours: 2 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 IGETC: None District GE: None
Credit by Exam: Yes

CNSTR 102B Residential/Commercial Wiring  4 Units
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 be get their trainee card.
Lecture Hours: 3 Lab Hours: 3 Repeatable: No  Grading: L
Recommended: General math skills are needed for calculations
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

CNSTR 103 Roof Framing Systems  4 Units
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. Install 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: 1
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

San José City College - 2017-2018  231
CNSTR 104  Interior/Exterior Finish  4 Units
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
Corequisite: CNSTR 101A
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None
Credit by Exam: Yes

CNSTR 105  Concrete Construction  4 Units
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 and 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 IGETC: None District GE: None

CNSTR 106  Construction Blueprint Reading, Estimating, Codes and Specifications  3 Units
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 IGETC: None District GE: None

CNSTR 107  Principles of Contracting  3 Units
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: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

CNSTR 109A  Basic Cabinet/Furniture Making  3 Units
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 IGETC: None District GE: None

CNSTR 110  Architectural Drawing and Home Planning  3 Units
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
Recommended: Completion of CNSTR 106
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None
Credit by Exam: Yes

CNSTR 115  Blueprint Reading  2 Units
Students will be introduced to reading and interpreting residential and light commercial construction drawings and specifications. Topics include green and traditional materials, symbols and abbreviations. Students will learn to interpret plot plans, floor and roof plans, elevations, details and sectional views including the alphabet of lines. This is a print reading, not a drafting course, although sketching techniques are taught. Use of the architect's scale is taught.
Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

CNSTR 116  Estimating  2 Units
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
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None
CNSTR 117  OSHA Construction Safety Standards  1 Unit
Students will receive 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 an OSHA 10 card upon
successful completion of the class.
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 IGETC: None District GE: None

CNSTR 118  Project Management for Construction  1 Unit
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 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

CNSTR 120  Building Code for the Construction Industry  2 Units
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 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

CNSTR 125  Green Construction  3 Units
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
earthcrete. Field trips are required.
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 IGETC: None District GE: None

CNSTR 128  National Electrical Code & Calculations  4 Units
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
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

CNSTR 130  House Building Practicum  4.5 Units
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: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

CNSTR 138  Work Experience  1-8 Units
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: Yes 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 IGETC: None District GE: None
**Cosmetology (COS)**

**COS X109  Senior Laboratory Special Problems  1-13 Units**  
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: 5  Lab Hours: 35  Repeatable: Yes  Grading: L  
Prerequisite: COS 010B and COS 105B, both with C or better.  
Advisory Level: Read: 3  Write: 3  Math: 1  
Transfer Status: CSU  Degree Applicable: AA/AS  
CSU GE: None  IGETC: None  District GE: None

**COS 010A  Cosmetology Freshman Theory  5 Units**  
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, previous or concurrent  
Advisory Level: Read: 3  Write: 3  Math: 1  
Transfer Status: CSU  Degree Applicable: AA/AS  
CSU GE: None  IGETC: None  District GE: BL

**COS 010B  Cosmetology Senior Theory  5 Units**  
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  IGETC: None  District GE: BL

**COS 098  Directed Study in Cosmetology  0.5-9 Units**  
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. Division office. Repeatable to a maximum of 9 units across all disciplines.  
Lecture Hours: None  Lab Hours: 1.81  Repeatable: Yes  Grading: O  
Advisory Level: Read: 2  Write: 2  Math: None  
Transfer Status: CSU  Degree Applicable: AA/AS  
CSU GE: None  IGETC: None  District GE: None

**COS 105  Cosmetology Professional Skills  11.5 Units**  
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 practicum 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  IGETC: None  District GE: None

**COS 105A  Cosmetology Freshman Laboratory  16 Units**  
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  IGETC: None  District GE: BL

**COS 105B  Cosmetology Senior Laboratory  16 Units**  
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: None  
Transfer Status: CSU  Degree Applicable: AA/AS  
CSU GE: None  IGETC: None  District GE: BL
COS 116A  Cosmetology Teacher Training I  10.5 Units
Students who are experienced, licensed cosmetologists will learn practical and theoretical principles of effective teaching methods of becoming a Master Teacher. The teacher trainees will learn concepts of lesson planning, oral presentations, evaluation, and test construction as well as cosmetology procedures that ensure environmental health and safety. Teacher trainees will assist students on the clinical floor during client services under the supervision of a cosmetology instructor. This course is the first of two course series providing 300 required hours towards completing the Master Teaching requirements. Five years of professional salon experience with a valid cosmetology license is required.
Lecture Hours: 5  Lab Hours: 16.5  Repeatable: No  Grading: L
Prerequisite: Hold a valid Board of Barbering and Cosmetology license and five years full professional salon industry experience.
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

COS 116B  Cosmetology Teacher Training II  10.5 Units
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  IGETC: None  District GE: None

COS 130A  Esthetics I  11 Units
Students will acquire the skills required to render professional services as an Esthetician. Students are provided with basic knowledge of the theory and practice pertaining to esthetics and skin message. Theory and practical training includes professional image and ethics, sanitation, disinfection, and safety, standard massage, client consultation, skin analysis, and makeup color theory. Students begin to prepare for the State board examination to obtain the Esthetician license. Students are required to attend a field trip. Esthetics I is the first course in a sequence of two in which students are required to complete 300 hours of practice on one another.
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  IGETC: None  District GE: None

COS 130B  Esthetics II  11 Units
Students continue to develop skills required to render professional services on clients in the skin care industry. Theory and practical training includes the application of chemical peels, waxing, essential oils, and electrical apparatus. Students are required to attend a field trip. Esthetics II is designed for continuing students to complete the state board requirement of 600 hours.
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  IGETC: None  District GE: None

COS 130C  Trends in Esthetics  2 Units
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 message techniques, superficial chemical peels, and body scrubs/ wraps.
Lecture Hours: 1.5  Lab Hours: 1.5  Repeatable: No  Grading: O
Prerequisite: COS 130A; with C or better
Advisory Level: Read: 3  Write: 3  Math: 2
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

Dance (DANCE)

DANCE 002  Dance Appreciation  3 Units
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: 4  Write: 4  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C1  IGETC: 3A  District GE: C1

DANCE 004  Dance Pedagogy: Teaching Children Dance  3 Units
Students will be introduced to the theories and methods of teaching dance to children. The focus of the class will be on teaching creative movement and dance technique for Pre-K and Elementary school age students in private and public settings. Students will learn how to plan developmentally appropriate and standards-based curriculum, participate in hands-on performing arts experiences, and recognize the anatomical and artistic fundamentals necessary for an effective movement class.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Recommended: Completion of at least two of the following courses with a C or better: DANCE 011 or DANCE 011B or DANCE 021 or DANCE 021B or DANCE 051 or DANCE 051B
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

DANCE 009  Ballet, Fundamentals  1 Unit
Students are introduced to fundamental aspects of ballet technique. Students will explore principles of alignment, port de bras, positions and articulation of the feet, as well as concepts of musicality and rhythm. The students will gain an appreciation of their unique bodies in relation to ballet at the most basic level. Attendance at a live dance performance may be required. No previous dance experience necessary.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None
DANCE 010  Ballet, Beginning  1 Unit
Students focus on the beginning level of ballet technique while learning Classical ballet terminology through barre and centre work. Students will explore principles of alignment, port de bras, coordination, and musicality while developing strength, flexibility, control, and performance quality. The student will gain an appreciation of their unique bodies in relation to ballet as a classical art form. Attendance at a live dance performance may be required. It is recommended that students take DANCE 009, Ballet Fundamentals, or have some previous dance experience before taking this course.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: O
Recommended: DANCE 010 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  IGETC: None  District GE: E

DANCE 011  Ballet, Intermediate  1 Unit
Students develop artistry and technique of classical ballet at the intermediate level. They 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 Classical ballet vocabulary. Attendance at a live dance performance may be required.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: O
Prerequisite: DANCE 010 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  IGETC: None  District GE: E

DANCE 011B  Ballet, High-Intermediate  1 Unit
Students continue 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 high-intermediate level class will draw from the previous level classes while increasing the difficulty in coordination,complexity,tempo, stamina, and the use of Classical ballet vocabulary. Attendance at a live dance performance may be required.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: O
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  IGETC: None  District GE: E

DANCE 011C  Ballet, Advanced  1 Unit
Students develop the 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 Classical ballet vocabulary. Attendance at a live dance performance may be required.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: O
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  IGETC: None  District GE: E

DANCE 012A  Dancers' Workshop - Student, Large Group  0.5-1 Units
Dancers in this course will be required to perform a solo or a duet.
Lecture Hours: None  Lab Hours: 2  Repeatable: Yes  Grading: L
Recommended: Completion of one or more courses in beginning ballet, jazz, hip-hop, tap, modern dance, or ballroom
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  IGETC: None  District GE: E

DANCE 012B  Dancers' Workshop - Student, Small Group  0.5-1 Units
Dancers in this course will be required to perform in a small group using three or more dancers.
Lecture Hours: None  Lab Hours: 2  Repeatable: Yes  Grading: L
Recommended: Completion of one or more courses in beginning ballet, jazz, hip-hop, tap, modern dance, or ballroom
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  IGETC: None  District GE: E

DANCE 013A  Dancers' Workshop - Student, Large Group  0.5-1 Units
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 in a large group using six or more dancers.
Lecture Hours: None  Lab Hours: 2  Repeatable: Yes  Grading: L
Recommended: Completion of one or more courses in beginning ballet, jazz, hip-hop, tap, modern dance, or ballroom
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  IGETC: None  District GE: E

DANCE 013B  Dancers' Workshop - Student, Small Group  0.5-1 Units
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 in a small group using three or more dancers.
Lecture Hours: None  Lab Hours: 2  Repeatable: Yes  Grading: L
Recommended: Completion of one or more courses in beginning ballet, jazz, hip-hop, tap, modern dance, or ballroom
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  IGETC: None  District GE: E

DANCE 013C  Dancers' Workshop - Student, Solo/Duet  0.5-1 Units
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  Repeatable: Yes  Grading: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  IGETC: None  District GE: E

DANCE 014A  Rehearsal and Performance - Modern Dance  0.5-1.5 Units
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  Repeatable: Yes  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  IGETC: None  District GE: E

DANCE 014B  Rehearsal and Performance - Jazz Dance  0.5-1.5 Units
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  Repeatable: Yes  Grading: L
Recommended: DANCE 019, DANCE 020, DANCE 021, or DANCE 021B
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  IGETC: None  District GE: E
DANCE 014C Rehearsal and Performance - Hip-Hop Dance 0.5-1.5 Units
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 Repeatable: Yes 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 IGETC: None District GE: E

DANCE 014D Rehearsal and Performance - Tap Dance 0.5-1.5 Units
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 Repeatable: Yes 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 IGETC: None District GE: E

DANCE 014E Rehearsal and Performance - Ballroom Dance 0.5-1.5 Units
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 ballroom dance genre. This class will require some evening and/or weekend commitments.
Lecture Hours: None Lab Hours: 2 Repeatable: Yes 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 IGETC: None District GE: E

DANCE 014F Rehearsal and Performance - Ballet 0.5-1.5 Units
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 Repeatable: Yes 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 IGETC: None District GE: E

DANCE 019 Jazz Dance, Fundamentals 1 Unit
Students are introduced to the fundamental skills and terminology 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
Transfer Status: None Degree Applicable: NAA
CSU GE: None IGETC: None District GE: None

DANCE 020 Jazz Dance, Beginning 1 Unit
Students are introduced to beginning skills and terminology of jazz dance technique. The student will integrate beginning positions, isolations, and locomotor movements into full body actions and explore movement qualities, rhythms, 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 019, or previous dance experience
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E IGETC: None District GE: E

DANCE 021 Jazz Dance, Intermediate 1 Unit
Students develop 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 terminology. 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
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E IGETC: None District GE: E

DANCE 021B Jazz Dance, High-Intermediate 1 Unit
Students continue to develop their 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 terminology. 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
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E IGETC: None District GE: E

DANCE 023A Hip-Hop Dance, Fundamentals 1 Unit
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
Transfer Status: None Degree Applicable: NAA
CSU GE: None IGETC: None District GE: None
DANCE 023B  Hip-Hop Dance, Beginning  1 Unit
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
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  IGETC: None  District GE: E

DANCE 023C  Hip-hop Dance, Intermediate  1 Unit
This course works to develop the student’s artistry and technique in hip-hop dance at the intermediate level. Students continue to gain knowledge of hip-hop history and intermediate level positions, isolations, gestures, traveling and jumping steps, turns and level changes with increasingly more complicated patterns and weight changes. The student will explore the syncopated and polyrhythmic phrasing unique to hip-hop dance. Attendance at a live performance may be required.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: DANCE 023B 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  IGETC: None  District GE: E

DANCE 030  Dance Improvisation  1.5 Units
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
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  IGETC: None  District GE: E

DANCE 032  Choreography  1.5 Units
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
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  IGETC: None  District GE: E

DANCE 034A  Choreography Workshop - Large Group  0.5 Units
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  IGETC: None  District GE: E

DANCE 034B  Choreography Workshop - Small Group  0.5 Units
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  IGETC: None  District GE: E

DANCE 034C  Choreography Workshop - Solo/Duet  0.5 Units
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  IGETC: None  District GE: E

DANCE 040A  Tap Dance, Fundamentals  0.5 Units
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
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

DANCE 040B  Tap Dance, Beginning  0.5 Units
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 experience 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  IGETC: None  District GE: E
DANCE 040C  Tap Dance, Intermediate  0.5 Units
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  IGETC: None  District GE: E

DANCE 049  Modern Dance, Fundamentals  1 Unit
Students are 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
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

DANCE 050  Modern Dance, Beginning  1 Unit
Students develop 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  IGETC: None  District GE: E

DANCE 051  Modern Dance, Intermediate  1 Unit
Students develop 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 minimum grade of C
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  IGETC: None  District GE: E

DANCE 051B  Modern Dance, High-Intermediate  1 Unit
Students develop 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  IGETC: None  District GE: E

DANCE 064  Ballroom Dance, Beginning  0.5 Units
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
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
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

DANCE 065  Ballroom Dance, Intermediate  0.5 Units
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  IGETC: None  District GE: None

DANCE 066  Intermediate Ballroom - Latin  1 Unit
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
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  IGETC: None  District GE: E
DANCE 067  Intermediate Ballroom - Swing  1 Unit
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: Fox trot, 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;
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  IGETC: None  District GE: E

DANCE 098  Directed Study in Dance  0.5-9 Units
Individual or small groups of students with previous coursework 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 will develop appropriate learning outcomes and activities. The number of units to be earned will be determined by the faculty and Division Dean. Guidelines for Directed Study and student 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: Yes  Grading: O
Prerequisite: DANCE 010 or DANCE 020 or DANCE 023B or DANCE 040B or DANCE 050; all with C or better
Open Curriculum: No prerequisite, corequisite or levels
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

Dental Assisting (DENT)

DENT 151  Beginning Dental Assisting 1  3 Units
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, previous or concurrent
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  IGETC: None  District GE: BL

DENT 152  Beginning Dental Assisting 2  3 Units
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 152, previous or concurrent
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  IGETC: None  District GE: None

DENT 153  Beginning Dental Assisting 3  1.5 Units
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, previous or concurrent
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  IGETC: None  District GE: None

DENT 154  Fundamental Dental Assisting 1  3 Units
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 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, DENT 152 and DENT 153; all with C or better
Corequisite: DENT 155 and DENT 156, previous or concurrent
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  IGETC: None  District GE: None
DENT 155  Fundamental Dental Assisting 2  3 Units
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, DENT 152 and DENT 153; all with C or better
Corequisite: DENT 154 and DENT 156, previous or concurrent
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  IGETC: None  District GE: None

DENT 156  Fundamental Dental Assisting 3  1.5 Units
Students build on chairside assisting and manipulation of dental materials skills learned in previous courses. Emphasis is on properties, uses, and manipulation of dental materials and practices associated with prosthodontic procedures including dental implants. The course will introduce RDA skills and the student will demonstrate the technical skills and knowledge necessary to assist and/or work independently in manipulating dental materials, fabricating final impressions, custom provisional crowns, custom trays, assemble a facebow, take digital impressions using CAD/CAM, and learn to use a model trimmer to cut gypsum models.
Lecture Hours: 1  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: DENT 151, DENT 152 and DENT 153; all with C or better
Corequisite: DENT 154 and DENT 156, previous or concurrent
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  IGETC: None  District GE: None

DENT 161  Intermediate Dental Assisting 1  3 Units
This highly technical course is to complete the radiography acquisition necessary to in DENT 154. Students learn about more advanced techniques including, digital radiography, 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, previous or concurrent
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  IGETC: None  District GE: None

DENT 162  Intermediate Dental Assisting 2  1.5 Units
Students continue to build on fundamental skills and 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 written and practical examination and the California Dental Law and Ethics written state board examination.
Lecture Hours: 0.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: DENT 156 with C or better and current enrollment in the full-time Dental Assisting program.
Corequisite: DENT 161, previous or concurrent
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  IGETC: None  District GE: None

DENT 163  Expanded Dental Assisting 1  3 Units
Students will acquire dental assisting skills and knowledge specific to dental specialties: Pediatric Dentistry, Orthodontics, Periodontics, Oral and Maxillofacial Surgery, and Endodontics. All Registered Dental Assistant allowable duties listed in the California Dental Practice Act that are directly related to the above dental specialties are taught in-depth to lab and/or pre-clinical competency level. Also, completion of this course fulfills the Dental Board of California requirements for certification in Coronal Polishing. The importance of patient management and the required legal protocols are followed throughout the course.
Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: DENT 154, DENT 155 and DENT 156; all with C or better
Corequisite: DENT 161 and DENT 162, previous or concurrent
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  IGETC: None  District GE: None

DENT 164  Dental Office Administration 1 Unit
Students will learn office administration skills for 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: 0.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: DENT 156 with C or better
Corequisite: DENT 163, previous or concurrent
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  IGETC: None  District GE: None
DENT 165  Advanced Dental Assisting 1  1 Unit
Students will apply pit and fissure sealants on patients who have a prescription form signed by a licensed dentist. A written and practical board approved exam will be administered within the course whereupon students who successfully pass with a 75% or higher earn a certificate of completion in Pit and Fissure Sealants. Mandated by the Dental Board of California, this course is an extension of SJCC's RDA program and is not open to non-registered dental assisting students. All students must have a current CPR certificate.
Lecture Hours: 0.5 Lab Hours: 1.5 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 IGETC: None District GE: None

DENT 171  Clinical Dental Assisting 1  2.5 Units
Students participate in clinical externships in a general dental office for 100 hours and perform chairside assisting, lab, and business office responsibilities described by the American Dental Association of the Commission on Dental Accreditation and the State Dental Practice Act. In lecture, the student will focus on Dental Law & Ethics guidelines established by the American Dental Association of the Commission on Dental Accreditation, the California Dental Association and Dental Assisting National Board and discuss clinical experiences. This course is designed to focus on preparing the student for the Dental Board of California Law and Ethics Examination and is the first of three externships.
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 IGETC: None District GE: None

DENT 172  Clinical Dental Assisting 2  2.5 Units
Students participate in clinical externship in a general dental office for 100 hours and perform chairside assisting, lab, and business office responsibilities described by the American Dental Association of the Commission on Dental Accreditation and the State Dental Practice Act. Students focus on increasing skills and knowledge to achieve intermediate clinical-level dental assisting and RDA skills. They receive in-depth coverage in securing and maintaining employment, laws governing employment, and CAL-OSHA's Employee's Right to Know Act. This course is the second of three externships.
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 IGETC: None District GE: None

DENT 173  Clinical Dental Assisting 3  2.5 Units
Students participate for 100 hours in the final clinical externship in a specialty dental office and/or general practice that performs specialty dental treatment to achieve advanced clinical-level skills described by the American Dental Association of the Commission on Dental Accreditation and the State Dental Practice Act. Students are introduced to Substance Use Disorders, diversion programs, and recovery models related to dentistry. Students will also learn how to recognize and report child, elderly and dependent abuse, and domestic violence. They are introduced to the importance of cultural competence and career paths.
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 IGETC: None District GE: None

**Early Childhood Education (ECE)**

ECE 016  Storytelling for Children  2 Units
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 Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

ECE 017  Literacy Development in Children  2 Units
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 Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

ECE 018  Children's Literature  2 Units
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: None Repeatable: No Grading: L
Recommended: Successful completion of ECE 105
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None
ECE 020 Observation and Assessment Methods in ECE 3 Units
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. (C-ID ECE 200)
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: FCS 070 and ECE 102 and ECE 108; all with a C or better. ECE 108 may be taken concurrently.
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

ECE 098 Directed Studies in Early Childhood Education 0.5-9 Units
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: Yes 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: FCS 070
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

ECE 100 Early Childhood Education Overview 1 Unit
Students are introduced to the field of early childhood education. They will learn about the stages of child development and the factors that influence it. They will explore curriculum for children from infancy to five years of age. This course will prepare students interested in early childhood education as a career.
Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: L
Open Curriculum: No prerequisite, corequisite or levels
Transfer Status: None Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

ECE 101 Introduction to Curriculum 3 Units
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. Off-site observations may be required. (C-ID ECE 130)
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: ECE 107 and FCS 070 with a C or better
Corequisite: ECE 102
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

ECE 101B Practicum in Early Childhood Education 3 Units
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. (C-ID ECE 210)
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 Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

ECE 102 Principles & Practices of Teaching Young Children 3 Units
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. (C-ID ECE 120)
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: ECE 107 and FCS 070 with a C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

ECE 104 Art and Creativity for Children 3 Units
Students are introduced to the value of visual arts and creative activities in the classroom and how they support positive brain development in young children. Students will demonstrate an understanding of developmentally appropriate practices for creating art experiences for children. Students will learn to plan and present creative and problem-solving experiences for children.
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 IGETC: None District GE: None
ECE 105  Language Development for Young Children  3 Units
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: 3  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  IGETC: None  District GE: None

ECE 106  Administration and Supervision of Early Childhood Programs I  3 Units
Students are introduced to the principles and practices of administration and supervision of early childhood education programs. The course covers program goals and philosophies, the roles and responsibilities of program directors, professionalism, licensing requirements and other regulations, program organization and planning, budgeting, staffing, and working with parents and the community.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: ECE 102 with a 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.
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

ECE 107  Child, Family and Community  3 Units
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. (C-ID CDEV 110)
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: ENGL 092 and READ 101 or ESL 091; all with with C or better
Corequisite: ECE 107
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: D  IGETC: 4  District GE: D

ECE 108  Health, Safety, and Nutrition in Child Care  3 Units
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 AS degree in Early Childhood Education. (C-ID ECE 220)
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: CSU  Degree Applicable: AA/AS
CSU GE: E  IGETC: None  District GE: E

ECE 109  Music, Movement, and Rhythm Activities for Children  3 Units
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
Recommended: Completion of ECE 102
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

ECE 110  Administration and Supervision of Early Childhood Programs II  3 Units
Students will advance their studies of the administration and supervision of early childhood education programs focusing on program quality, reflective practices and working with staff and parents of diverse backgrounds. Topics include decision-making, management styles, team building, communication in the workplace, marketing and public relations, program evaluation, advocacy and National Association for the Education of Young Children (NAEYC) program standards. 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.
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

ECE 138  Work Experience  1-8 Units
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, 1.0 to 8.0 units allowed per semester, up to a total of 16.0 units. Internship/job placement is not guaranteed. This course is not a substitute for practicum experience class, ECE 101B.
Lecture Hours: None  Lab Hours: 2.07  Repeatable: Yes  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  IGETC: None  District GE: None
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 142</td>
<td>Supervising Adults-The Mentor Teacher</td>
<td>2</td>
<td>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 Recommended: Completion of 12 units in Early Childhood Education including core courses in Child Development, Child Family and Community and Programs/Curriculum. Advisory Level: Read: 3 Write: 3 Math: None Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None IGETC: None District GE: None</td>
</tr>
<tr>
<td>ECE 145</td>
<td>The Child With Special Needs</td>
<td>3</td>
<td>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 Advisory Level: Read: 3 Write: 3 Math: None Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None IGETC: None District GE: None</td>
</tr>
<tr>
<td>ECE 146</td>
<td>Child Guidance and Discipline</td>
<td>2</td>
<td>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 Advisory Level: Read: 3 Write: 3 Math: None Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None IGETC: None District GE: None</td>
</tr>
<tr>
<td>ECE 147</td>
<td>Teaching Young Children in a Diverse Society</td>
<td>3</td>
<td>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. (C-ID ECE 230) Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L Prerequisite: ECE 107 with a C or better Advisory Level: Read: 3 Write: 3 Math: None Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None IGETC: None District GE: None</td>
</tr>
<tr>
<td>ECE 149</td>
<td>Inclusion of Children With Special Needs In Early Childhood Program</td>
<td>3</td>
<td>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 Prerequisite: ECE 145 with C or better Advisory Level: Read: 3 Write: Math: None Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None IGETC: None District GE: None</td>
</tr>
<tr>
<td>ECE 150</td>
<td>Practicum Experience in an Inclusive Classroom</td>
<td>3</td>
<td>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 a C or better Advisory Level: Read: 3 Write: 3 Math: None Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None IGETC: None District GE: None</td>
</tr>
<tr>
<td>ECE 151</td>
<td>Infant Toddler Development</td>
<td>3</td>
<td>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: O 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 IGETC: None District GE: None</td>
</tr>
<tr>
<td>ECE 155</td>
<td>The School Age Child: Development, Behavior, Curriculum</td>
<td>3</td>
<td>Students will study the physical, cognitive, social, and psychological development of children ages five through twelve years. This course focuses on how to plan developmentally appropriate curriculum and includes conflict management, children with special needs, and community resources. Students will learn how to observe children in a classroom setting and will be assigned to an off-site elementary school to complete observation assignments. 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 IGETC: None District GE: None</td>
</tr>
</tbody>
</table>
ECE 500 Introduction to ECE Field 0 Units
This course is designed for parents and students who want to explore the field of early childhood education before taking for credit classes. Provides an understanding of various topics in the field of early childhood education, like development of children, curriculum, discipline, and health and safety, through workshop style presentations. Completion of this class helps prepare students for credit classes in Early Childhood Education.
Lecture Hours: 2 Lab Hours: None Repeatable: Yes Grading: N
Open Curriculum: No prerequisite, corequisite or levels.
Transfer Status: None Degree Applicable: NC
CSU GE: None IGETC: None District GE: None

ECON 010A Principles of Macroeconomic Theory 3 Units
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. (C-ID ECON 202)
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: MATH 111 with P grade
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D IGETC: 4 District GE: D

ECON 010B Introduction to Microeconomic Theory 3 Units
Students are introduced to microeconomic theory including economic behavior of individual economic units such as consumers, firms, and resource owners. They will examine the market system as a means of solving 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. They will also study microeconomic problems such as monopoly power of big business and big unions, government regulations and consumer protection, the energy crisis, taxes, and welfare. (C-ID ECON 201)
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 IGETC: 4 District GE: D

Education (EDUC)

EDUC 010 Introduction to Education in a Multicultural Society 3 Units
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. (C-ID EDUC 200)
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 IGETC: None District GE: None

EDUC 138 Work Experience 1-8 Units
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: Yes 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 IGETC: None District GE: None

EDUC 290 Leadership in Small-Group Peer-Assisted Learning 0.5 Units
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
Prerequisite: Completion of PLTL/SI designated course with B grade or better.
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None IGETC: None District GE: None

EDUC 291 Pedagogies/Best Practices in Small-Group Peer-Assisted Learning 0.5 Units
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
Prerequisite: Completion of PLTL/SI designated course with B grade or better.
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None IGETC: None District GE: None
Emergency Medical Services (EMS)

EMS 005  Emergency Medical Responder  2.5 Units
Students will study patient assessment, CPR review, splinting, emergency childbirth, and shock and wound management. This course is for non-ambulance professional rescuers who are first to arrive at an emergency medical scene. Students successfully completing this course will receive Emergency Medical Responder Certification and will be eligible to take the National Registry of Emergency Medical Technicians Emergency Medical Responder test.

Lecture Hours: 1.5  Lab Hours: 3  Repeatable: No  Grading: K
Prerequisite: Students must attain an American Heart Association CPR for Healthcare Providers by the third week of class.

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

EMS 006  EMT-B Refresher  0.5 Units
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: Yes  Grading: K
Prerequisite: Current EMT-B California certification with a lapse of no more than 24 months and current American Heart Association Healthcare provider CPR card

Advisory Level: Read: 3  Write: 3  Math: 1
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

EMS 010  Emergency Medical Technician - B  6 Units
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 successful course completion the student will be prepared to 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: An American Heart Association CPR-Certification Healthcare Provider card, current throughout the length of the program and be 18 years of age prior to first day of class per certification requirements;
Corequisite: EMS 005; 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  IGETC: None  District GE: None

EMS 121  Heartsaver Pediatric First Aid CPR AED  0.5 Units
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  IGETC: None  District GE: None

Emerging Technology (ETEC)

ETEC 110  Energy Master Planning for Commercial Facilities  2 Units
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  IGETC: None  District GE: None
ETEC 150 Commercial Wiring and Lighting Facilities 4 Units
Students are introduced to commercial and industrial wiring, including conduit bending, wire fill, load calculations, raceways, LED lighting, high pressure sodium lighting, metal halide and fluorescent lighting. The students will be bending conduit, pull wires and learn how to wire commercial and industrial lighting circuits.
Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: AIRC 121 with C or better
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: None Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

English (ENGL)

ENGL 001A English Composition 3 Units
Students will learn 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 formal format using MLA style. English 001A is the first transfer level English course. (C-ID ENGL 100)
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: Continuing students must complete ENGL 092 and 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 IGETC: 1A District GE: A2

ENGL 001B English Composition 3 Units
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. (C-ID ENGL 120)
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 IGETC: 3B District GE: C2

ENGL 001C Critical Thinking/Composition 3 Units
Students will learn to identify the basic structures of arguments and the ways people use language to fortify or to falsify arguments. This course presents the techniques of critical reasoning and advanced composition. Students will analyze and demonstrate these techniques by writing and critiquing essays. This course is specifically designed to meet the IGETC critical thinking requirement. (C-ID ENGL 105)
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 IGETC: 1B District GE: A3

ENGL 010 Great Works of Literature 3 Units
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 092 and READ 101 or ESL 091; all with C or better
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 IGETC: 3B District GE: C2

ENGL 033 Women in Literature 3 Units
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 092 and 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, D IGETC: 3B District GE: C2, D, ES

ENGL 065 The Short Story 3 Units
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 092 and 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 IGETC: 3B District GE: C2

ENGL 071A Fundamentals of Creative Writing/Poetry 3 Units
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 and 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 IGETC: None District GE: C2

ENGL 071B Fundamentals of Creative Writing/Fiction 3 Units
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. (C-ID ENGL 200)
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: ENGL 092 and 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 IGETC: None District GE: C2
ENGL 071C  Fundamentals of Creative Writing/Drama  3 Units
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 and 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: None  IGETC: None  District GE: None

ENGL 073  Introduction to Shakespeare  3 Units
Students will study Shakespeare as a major figure in literary history. Through examination of selected works, students will recognize the immense contribution Shakespeare's texts have had, and continue to have, in the modern world's literary, artistic, and cultural compositions. This course is designed to increase the awareness on the part of the student with regards to the contributions Shakespeare's works have had on society, and to increase the appreciation of those works' influence and artistic construction.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: ENGL 092 and READ 101 or ESL 091; all with C or better or placement based on assessment.
Advisory Level: Read: 4  Write: 4  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  IGETC: 3B  District GE: C2

ENGL 079  Memoir Writing  3 Units
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 and 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  IGETC: None  District GE: C2

ENGL 080  Mexican-American Literature  3 Units
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 092 and 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, D  IGETC: 3B, 4  District GE: C2, D, ES

ENGL 081  Introduction to African American Literature  3 Units
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 092 and READ 101; 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, D  IGETC: 3B, 4  District GE: C2, D, ES

ENGL 084A  Survey of American Literature I  3 Units
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. (C-ID ENGL 130)
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: ENGL 092 and READ 101; all with P or placement based on assessment.
Advisory Level: Read: 4  Write: 4  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  IGETC: 3B  District GE: C2

ENGL 084B  Survey of American Literature II  3 Units
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. (C-ID ENGL 135)
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: ENGL 092 and READ 101 or ESL 091; all with C or better or placement based on assessment.
Advisory Level: Read: 4  Write: 4  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  IGETC: 3B  District GE: C2

ENGL 086A  Survey of British Literature I  3 Units
Students are introduced to the development of British 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. (C-ID ENGL 160)
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: ENGL 092 and READ 101; all with C or better or placement based on assessment.
Advisory Level: Read: 4  Write: 4  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  IGETC: 3B  District GE: C2
ENGL 086B  Survey of British Literature II  3 Units
Students are introduced to British Literature from the 18th Century AD through the present day. Students will read and discuss examples of epic, lyric, drama, and prose writings. (C-ID ENGL 165)
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: ENGL 092 and READ 101 or ESL 091; all with C or better or placement based on assessment.
Advisory Level: Read: 4 Write: 4 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 IGETC: 3B District GE: C2

ENGL 092  Essay Development  4 Units
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: ENGL 335 and READ 301 or ESL 302; 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 IGETC: None District GE: None

ENGL 098  Directed Study  0.5-9 Units
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: Yes Grading: O
Prerequisite: ENGL 001A with C or better
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

ENGL 335  Basic Writing Skills  4.5 Units
Students learn 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. This course is designed to develop students' competence in basic writing skills two levels below English 1A.
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
Advisory Level: Read: 1 Write: 1 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None IGETC: None District GE: None

ENGL 587  Essay Exam Practice: WST & CBEST  0 Units
This non-credit course offers transfer bound and other students an opportunity to strengthen their grammar and language awareness, focusing specifically on the Writing Skills Test (WST) and other related tests of the CSU system as well as the California Basic Educational Skills Test (CBEST). The course offers an overview of English sentence structure; practice in identifying and correcting errors in writing; and practice in timed writing.
Lecture Hours: 2 Lab Hours: None Repeatable: Yes Grading: N
Open Curriculum: No prerequisite, corequisite or levels
Transfer Status: None Degree Applicable: NC
CSU GE: None IGETC: None District GE: None

English As a Second Language (ESL)

ESL 091  College Reading and Writing 2  6 Units
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
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None IGETC: None District GE: None

ESL 206  ESL Grammar Lab  0 Units
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 091, ESL 302, ESL 312, ESL 322, ESL 316, or ENGL 001A with an ESL emphasis.
Lecture Hours: None Lab Hours: 1.5 Repeatable: Yes Grading: N
Corequisite: ESL 091 or ESL 302 or ESL 312 or ESL 316 or ESL 322 or ENGL 001A
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NC
CSU GE: None IGETC: None District GE: None

ESL 208  ESL Skills Lab  0 Units
This open entry/open exit course provides individualized support for English Language Learners in need of English skills improvement. Students will use educational software and online formats that expand and enrich the learning experience beyond the classroom.
Lecture Hours: None Lab Hours: 1.5 Repeatable: Yes Grading: N
Recommended: Student must be enrolled in any course.
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NC
CSU GE: None IGETC: None District GE: None
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>ESL 302</td>
<td>Introduction to College Reading and Writing</td>
<td>6</td>
<td>Students will focus on writing essays that exhibit the depth and complexity of low-advanced language level academic texts. They will study language elements used to present clear and effective thesis statements. They will evaluate a variety of texts that demonstrate the ways writers express ideas for a variety of purposes and intent. Students will also continue to improve skills in academic and extensive reading, critical thinking, and vocabulary acquisition. Reading materials will highlight current issues and topics of interest across cultures including articles, essays, and literary works. This course is designed for non-native speakers of English two levels below ENGL 001A. Lecture Hours: 5.5 Lab Hours: 1.5 Repeatable: No Grading: K Prerequisite: ESL 312 and ESL 313, both with CR or placement Advisory Level: Read: None Write: None Math: None Transfer Status: None Degree Applicable: NAA CSU GE: None IGETC: None District GE: None</td>
</tr>
<tr>
<td>ESL 312</td>
<td>Introduction to the Essay</td>
<td>5</td>
<td>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 ENGL 001A. Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: K Prerequisite: ESL 322 and ESL 323 and ESL 324, all with P or placement based on assessment Corequisite: ESL 321L Advisory Level: Read: None Write: None Math: None Transfer Status: None Degree Applicable: NAA CSU GE: None IGETC: None District GE: None</td>
</tr>
<tr>
<td>ESL 312L</td>
<td>ESL Skills Development Lab</td>
<td>0.5</td>
<td>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 their experience with writing short essays. 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 CSU GE: None IGETC: None District GE: None</td>
</tr>
<tr>
<td>ESL 313</td>
<td>Introduction to College Reading</td>
<td>3</td>
<td>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. Strongly recommended: concurrent enrollment ESL 312 or ESL 314 or ESL 208. Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K Prerequisite: ESL 322 and ESL 323 and ESL 324, all with CR or placement based on assessment. Recommended: Concurrent enrollment in ESL 312 or ESL 314 or ESL 317 Advisory Level: Read: None Write: None Math: None Transfer Status: None Degree Applicable: NAA CSU GE: None IGETC: None District GE: None</td>
</tr>
<tr>
<td>ESL 314</td>
<td>Intermediate-High Listening and Speaking</td>
<td>3</td>
<td>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. Strongly recommended: concurrent enrollment in ESL 312 or ESL 313 or ESL 208. Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K Prerequisite: ESL 324 with CR or placement based on assessment. Recommended: Concurrent enrollment in ESL 312 or ESL 314 or ESL 317 Advisory Level: Read: None Write: None Math: None Transfer Status: None Degree Applicable: NAA CSU GE: None IGETC: None District GE: None</td>
</tr>
<tr>
<td>ESL 316</td>
<td>Grammar for Writers 1</td>
<td>3</td>
<td>ESL 316 is an intensive grammar course for ESL writers at the intermediate 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 322 and ESL 208 is strongly recommended. Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K Prerequisite: ESL 532 Recommended: Concurrent enrollment in (ESL 312 or ESL 313 or ESL 314 or ESL 317) and ESL 206 Advisory Level: Read: None Write: None Math: None Transfer Status: None Degree Applicable: NAA CSU GE: None IGETC: None District GE: None</td>
</tr>
<tr>
<td>ESL 317</td>
<td>English Pronunciation 3</td>
<td>3</td>
<td>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: ESL 324 with P grade or placement based on assessment. Recommended: Concurrent enrollment in ESL 312 or ESL 313 or ESL 314 or ESL 317 Advisory Level: Read: None Write: None Math: None Transfer Status: None Degree Applicable: NAA CSU GE: None IGETC: None District GE: None</td>
</tr>
<tr>
<td>ESL 322</td>
<td>Paragraph Development</td>
<td>5</td>
<td>Students develop intermediate level writing proficiency. They will 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 322 with CR or placement based on assessment. Corequisite: ESL 322L; concurrent enrollment in ESL 323 or ESL 324 or ESL 327 recommended Advisory Level: Read: None Write: None Math: None Transfer Status: None Degree Applicable: NAA CSU GE: None IGETC: None District GE: None</td>
</tr>
</tbody>
</table>
ESL 322L  ESL Skills Development Lab  0.5 Units
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 their experience with paragraphing and sentence level 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
CSU GE: None  IGETC: None  District GE: None

ESL 323  Reading and Vocabulary Development  3 Units
Students acquire reading and vocabulary skills at the intermediate level of proficiency in English. Students will develop reading comprehension and vocabulary development and engage in discussion and writing activities. Strongly recommended: concurrent enrollment in ESL 322 and/or ESL 324 or ESL 208.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: K
Prerequisite: ESL 532 with a P or placement based on assessment.
Recommended: Concurrent enrollment in ESL 322 or ESL 324 or ESL 327
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

ESL 324  Listening and Speaking Skills Development  4 Units
Students will learn listening skills such as inferring 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 level of proficiency such as 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. Strongly recommended: concurrent enrollment in ESL 322 or ESL 323 or ESL 208.
Lecture Hours: 4  Lab Hours: None  Repeatable: No  Grading: K
Prerequisite: ESL 531 with P or placement based on assessment.
Recommended: Concurrent enrollment in ESL 322 or ESL 323 or ESL 327
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

ESL 327  English Pronunciation 2  3 Units
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: ESL 337 with P grade or placement based on assessment
Recommended: Concurrent enrollment in ESL 322 or ESL 323 or ESL 324
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

ESL 337  English Pronunciation 1  3 Units
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
Prerequisite: Placement based on assessment
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

ESL 500  ESL in the Health Care Setting  0 Units
Students study listening, speaking, reading, and writing skills for a variety of tasks associated with health care. This course is designed as the part of the Medical Career Preparation CTE Program. Students acquire language, vocabulary, and cultural information necessary for communicating in English with patients and their families, health care providers, and health service co-workers.
Lecture Hours: 3  Lab Hours: None  Repeatable: Yes  Grading: N
Recommended: Completion of higher level Adult Education ESL courses
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NC
CSU GE: None  IGETC: None  District GE: None

ESL 510  ESL for Computers and Computing  0 Units
Students are introduced to the language used in operating and supporting the computer. This course is designed for the proposed noncredit Career Development and College Preparation (CDCP) Pathway Program.
Lecture Hours: 3  Lab Hours: None  Repeatable: Yes  Grading: N
Recommended: Completion of higher level Adult Education ESL courses
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NC
CSU GE: None  IGETC: None  District GE: None

ESL 531  Intermediate-Low Listening/Speaking  0 Units
ESL 531 is a non-credit academic intermediate-low listening and speaking skills course for non-native speakers of English. Students learn listening skills, such as distinguishing main idea from details. Students also learn speaking skills, such as restating main ideas, asking questions, and exchanging information.
Lecture Hours: 4  Lab Hours: None  Repeatable: Yes  Grading: N
Recommended: Completion of higher level Adult Education ESL courses
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NC
CSU GE: None  IGETC: None  District GE: None

ESL 532  Intermediate-Low Reading and Writing  0 Units
ESL 532 is a non-credit academic intermediate-low reading and writing skills course for non-native speakers of English. Students learn writing techniques and grammar for composing sentences and short paragraphs. Students also study reading and vocabulary skills and strategies for the literal and critical comprehension of intermediate level ESL texts.
Lecture Hours: 6  Lab Hours: None  Repeatable: Yes  Grading: N
Recommended: Completion of higher level Adult Education ESL courses
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NC
CSU GE: None  IGETC: None  District GE: None
ESL 542 Grammar for Writers 2 0 Units
ESL students will study English grammar and syntactic structure at the low-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: Yes Grading: N
Prerequisite: ESL 322 with P grade
Recommended: Completion of ESL 316.
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

ESL 550 ESL for the Workplace 0 Units
Students study listening, speaking, reading, and writing skills for a variety of tasks associated with workplaces. This course is designed for the proposed noncredit Career Development and College Preparation (CDCP) Pathway Program. Vocabulary used in this course will be specifically geared towards the area this course is offered for.
Lecture Hours: 3 Lab Hours: None Repeatable: Yes Grading: N
Recommended: Completion of higher level Adult Education ESL courses
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NC
CSU GE: None IGETC: None District GE: None

Environmental Science (ENVIR)

ENVIR 010 Environmental Science 4 Units
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.
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, B2, B3 IGETC: 5A, 5B, 5C District GE: B1, B2, B3

Ethnic Studies (ETH)

ETH 026 Vietnamese Women in the U.S. 3 Units
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.
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 IGETC: 4 District GE: D, ES

ETH 027 Introduction to Race & Ethnicity in American History 3 Units
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. (C-ID SOCI 150)
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 IGETC: 4 District GE: D, ES

ETH 026 Chicana/o Culture 3 Units
Students study the development of Mexican and Chicana/o culture in Mexico and the United States Southwest including theory, an analysis of the concept of culture and its application to the Mexican and Chicano community. Cultural expression as well as the socio-cultural realities in the study of people of Mexican origin will be emphasized. Other areas of interest include historical influences on art, language, music, folklore, and lifestyles of Chicanas/os in the United States Southwest.
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, D IGETC: 3B, 4 District GE: C2, D, ES

ETH 030 Social Justice Issues in Mexican American Communities 3 Units
Students study political, economic, and social justice 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.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Recommended: Completion of ETH 030
Advisory Level: Read: 4 Write: 4 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D IGETC: 4 District GE: D
ETH 037A  Mexican American History I  3 Units
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.
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

ETH 037B  Mexican American History II  3 Units
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.
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

ETH 041  Vietnamese American Culture  3 Units
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: C2, D  IGETC: None  District GE: D, ES

ETH 098  Directed Studies in Ethnic Studies  0.5-9 Units
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: Yes  Grading: O
Prerequisite: ETH 020 or ETH 026 or ETH 027 or ETH 030 or ETH 031 or ETH 037A or ETH 041 with a C or better
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

Facilities Maintenance Technology (FMT)

FMT 100  Introduction to Facilities Maintenance  3.5 Units
Students are introduced to industrial maintenance and operations including 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
Recommended: Mechanical aptitude and good command of communication skills
Advisory Level: Read: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None
Credit by Exam: Yes

FMT 104  Electrical Concepts for Facilities Maintenance Technicians  2.5 Units
Students are introduced to the concepts of electricity and its safe use as commonly used in large facilities. These concepts will include 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
Prerequisite: FMT 100 with C or better
Recommended: Prior completion of AIRC 121 and AIRC 122
Advisory Level: Read: 3  Math: 1
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None
Credit by Exam: Yes

FMT 105  Introduction to Industrial Electronics and Controls  2.5 Units
Students will develop a working knowledge of the common electronic control devices used in industry. They will gain skills in using electronic test equipment.
Lecture Hours: 2  Lab Hours: 1.5  Repeatable: No  Grading: L
Recommended: Completion of AIRC 121 and AIRC 122
Advisory Level: Read: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None
Credit by Exam: Yes

FMT 120  Low and High Pressure Boilers  3 Units
Students 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
Advisory Level: Read: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None
Credit by Exam: Yes
**Family and Consumer Studies (FCS)**

**FCS 019 Nutrition 3 Units**
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: CSU/UC Degree Applicable: AA/AS CSU GE: D, E IGETC: None District GE: D, E

**FCS 070 Child Development 3 Units**
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. (CID CDEV 100)

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: CU/UC Degree Applicable: AA/AS CSU GE: D, E IGETC: 4 District GE: D, E

**FCS 138 Work Experience 1-8 Units**
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: Yes 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 IGETC: None District GE: None

**French (FREN)**

**FREN 001A Elementary French 5 Units**
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 Advisory Level: Read: 3 Write: 3 Math: None Transfer Status: CSU/UC Degree Applicable: AA/AS CSU GE: C2 IGETC: 6A District GE: C2
FREN 001B  Elementary French  5 Units
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
Prerequisite: FREN 001A with C or better
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  IGETC: 3B, 6A  District GE: C2

FREN 002A  Intermediate French  5 Units
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: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  IGETC: 3B, 6A  District GE: C2

FREN 002B  Intermediate French  5 Units
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: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  IGETC: 6A, 3B  District GE: C2

FREN 098  Directed Study  0.5-9 Units
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: 1-8  Repeatable: Yes  Grading: O
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

Geography (GEOG)

GEOG 010  Introduction to Physical Geography  3 Units
Students study the earth's physical environment with focus on atmosphere, weather, climate, internal and external landform formation, vegetation, human-caused changes, and the interrelationship among these elements. The spatial location of unique landscapes will be explored with maps, globes, mapping exercises, and possibly a field trip. (C-ID GEOG 110)
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  IGETC: 4  District GE: B1, D

GEOG 011  Introduction to Cultural Geography  3 Units
Students will explore the human elements of geography, including population distribution, land use patterns, religion, language, trade, economics, migration, 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. (C-ID GEOG 120)
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  IGETC: 4  District GE: D

GEOG 012  World Regional Geography  3 Units
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. (C-ID GEOG 125)
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  IGETC: 4  District GE: D

Geology (GEOL)

GEOL 010  Physical Geology  3 Units
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. (C-ID GEOL 100)
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  IGETC: 5A  District GE: B1
GEOL 010L   Physical Geology Laboratory   1 Unit
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. (C-ID GEOL 100)
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  IGETC: 5C  District GE: B3

GEOL 015   Earth Science   3 Units
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. (C-ID GEOL 120)
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  IGETC: 5A  District GE: B1

GEOL 015L   Earth Science Laboratory   1 Unit
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. (C-ID GEOL 120)
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  IGETC: 5C  District GE: B3

GEOL 098   Directed Study   0.5-9 Units
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: Yes  Grading: L
Prerequisite: GEOL 010 with C or better
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

Global Studies (GLOBL)

GLOBL 001   Introduction to Global Studies   3 Units
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  IGETC: 4  District GE: D

GLOBL 002   Global Issues   3 Units
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
Recommended: Completion of GLOBL 001
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: D  IGETC: 4  District GE: D

GLOBL 007   Global Citizenship/Civics   3 Units
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: 4  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: D  IGETC: None  District GE: D, ES

GLOBL 008   Directed Study   0.5-9 Units
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: Yes  Grading: L
Prerequisite: GLOBL 001 with C or better
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None
GUIDE 010 Transfer Success 1 Unit
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/UC Degree Applicable: AA/AS CSU GE: None IGETC: None District GE: None

GUIDE 050A First Year Experience College Success 2 Units
Students will acquire skills necessary to be successful in college. Students will identify personal strengths and weaknesses by examining and identifying barriers and learning how to identify and overcome them. Topics will include college policies, procedures, identifying programs and academic resources and student services on campus. They will develop critical thinking, study skills and gain awareness of learning styles. Students will increase awareness of cultural diversity on campus and the community.
Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: L Advisory Level: Read: 3 Write: 3 Math: None Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None IGETC: None District GE: None

GUIDE 050B First Year Experience-Careers 2 Units
Students will explore careers and the current labor market. They will examine academic majors related to careers and will analyze their interests, values, and skill sets to help them in career selection. Students will complete self-assessments as part of their career planning and decision making.
Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: L Advisory Level: Read: 3 Write: 3 Math: None Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None IGETC: None District GE: None

GUIDE 085 Blueprint for Success 1 Unit
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 IGETC: None District GE: None

GUIDE 087 College Study Techniques 3 Units
Students learn study 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 IGETC: None District GE: None

GUIDE 096 Career and Life Planning 3 Units
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 IGETC: None District GE: E

GUIDE 097 Orientation to College 1 Unit
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 IGETC: None District GE: None

GUIDE 097A Orientation to College - Part I 0.5 Units
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 advisory levels Transfer Status: None Degree Applicable: NAA CSU GE: None IGETC: None District GE: None

GUIDE 098 Directed Study in Guidance 0.5-9 Units
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: None Repeatable: Yes Grading: L Prerequisite: GUIDE 010, GUIDE 085, GUIDE 087, GUIDE 096 or GUIDE 130; all with C or better Advisory Level: Read: 3 Write: 3 Math: None Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None IGETC: None District GE: None
GUIDE 102  
Diagnostic Learning - Reading Strategies  
1 Unit
Students will acquire skills in decoding, sight vocabulary, reading rate, comprehension, and use of curriculum materials appropriate to their needs. This is an individualized course designed for students who have difficulty reading due to a weakness in one or more of the learning modalities. This is intended for students in DSP&S.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: K
Recommended: Students are advised to seek DSP&S referral prior to registering for this course.
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

GUIDE 104  
Diagnostic Learning - Writing Strategies  
1 Unit
Students will study aspects of writing such as, organization, structure, coherence, punctuation, and grammar. This is an individualized course designed for students who have difficulty writing. This is intended for students in DSP&S. 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
Recommended: Students are advised to seek DSP&S referral prior to registering for this course.
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

GUIDE 108  
Diagnostic Learning - Mathematical Strategies  
1 Unit
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 math.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: K
Recommended: Students are advised to seek DSP&S referral prior to registering for this course.
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

GUIDE 115  
Computer Assisted Instruction  
1 Unit
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 Curriculm: No prerequisite, corequisite or levels
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

GUIDE 119  
Orientation to College for Students With Disabilities  
1 Unit
Students will acquire information on the Disabilities Support Program & Services (DSP&S), SJCC college facilities, policies, programs, course offerings, and services including accommodations per their medical documented needs, technological assistive devices and software, and academic adjustments. Students will also be introduced to 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 Curriculm: No prerequisite, corequisite or levels
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

GUIDE 130  
College and Life Success  
3 Units
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  IGETC: None  District GE: E

GUIDE 150  
Adaptive MS Office and Word Processing  
2 Units
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  IGETC: None  District GE: None

GUIDE 151  
Basic Computerized Job Readiness Skills For Students With Disabilities  
2 Units
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: 1.5  Lab Hours: 1.5  Repeatable: No  Grading: K
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

Health Education (HED)

HED 011  
Dynamic Health Concepts  
3 Units
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 illicit 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  IGETC: None  District GE: E
Health Science (HSCI)

HSCI 008  Medical Terminology  3 Units
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 principles 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 base knowledge of body systems through the further study of pathology, laboratory tests, and diagnostic and treatment procedures.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU GE: None  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

HSCI 138  Work Experience  1-8 Units
Work Experience is designed for students who work or volunteer in a field related to a health sciences career. 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, 1 to 8 units allowed per semester, for up to a maximum of 16 units total. Internship/job placement is not guaranteed.
Lecture Hours: None  Lab Hours: 2.07  Repeatable: Yes  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  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

History (HIST)

HIST 001  Survey of American History  3 Units
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 United States 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 GE: D  Degree Applicable: AA/AS
CSU GE: D  IGETC: 4  District GE: D, US-1

HIST 009  Women in American History  3 Units
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 GE: D  Degree Applicable: AA/AS
CSU GE: D  IGETC: 4  District GE: D, ES

HIST 010A  Development of Western Culture  3 Units
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. (C-ID HIST 170)
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC GE: D  Degree Applicable: AA/AS
CSU GE: D  IGETC: 3B  District GE: D

HIST 010B  Development of Western Culture  3 Units
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 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. (C-ID HIST 180)
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC GE: D  Degree Applicable: AA/AS
CSU GE: D  IGETC: 3B  District GE: D

HIST 011A  World History to 1500  3 Units
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. (C-ID HIST 150)
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC GE: D  Degree Applicable: AA/AS
CSU GE: D  IGETC: 4  District GE: D

HIST 011B  World History from 1500  3 Units
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. (C-ID HIST 160)
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC GE: D  Degree Applicable: AA/AS
CSU GE: D  IGETC: 4  District GE: D
HIST 017A History of the United States 3 Units
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. (C-ID HIST 130)

HIST 017B History of the United States 3 Units
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. (C-ID HIST 140)

HIST 021 African American History 3 Units
Students will examine the historical development of African Americans from pre-Colonial Africa, to enslavement in the "New World", 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.
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, US-1 IGETC: 4 District GE: D, ES

HIST 024 History and Culture of the American Indian 3 Units
Students survey the history and culture of American Indians in America from Pre-Columbian 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.
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, US-1 IGETC: 4 District GE: D

HIST 098 Directed Study in History 0.5-9 Units
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 will develop appropriate learning outcomes and activities. The number of units to be earned will be determined by the faculty and Division Dean. Guidelines for Directed Study and student 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: Yes Grading: O Prerequisite: HIST 017A and HIST 017B or HIST 001; all with a C or better Advisory Level: Read: 4 Write: 4 Math: None Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None IGETC: None District GE: None

Humanities (HUMNT)

HUMNT 001 Introduction to Visual and Performing Arts 3 Units
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.
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 IGETC: 3A District GE: C1 Credit by Exam: Yes

HUMNT 002 Introduction to World Literature 3 Units
Students are introduced to a variety of literary works from around the world, from the mid or late 17th century to the present, which are significant in illuminating both the universality and diversity of the human experience. Readings in this course are chosen for their literary, historical, cultural, philosophical, and psychological importance. (C-ID ENGL 145)
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: C2 IGETC: 3B District GE: C2

HUMNT 003 Introduction to Women's Studies 3 Units
Students are introduced to the origins, purpose, subject matter, and methods of Women's Studies and to feminist perspectives on a range of social issues affecting women of diverse backgrounds. This is an interdisciplinary course that incorporates American and global perspectives from various disciplines pertaining to women. Study of gender and its intersections with race, class, sexuality, disability, age, religion, fine arts, and other systems of difference.
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, D IGETC: 3B, 4 District GE: C2, D, ES
Ironworker Apprenticeship (IRON)

IRON 100 Orientation and Trade Science  2.5 Units
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.
Lecture Hours: 2  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  IGETC: None  District GE: None
Credit by Exam: Yes

IRON 110 Mixed Base  1.5 Units
Ironworker Apprentices receive an overview of the type of construction blue prints commonly used with emphasis on function and interpretation. Apprentices will review and apply basic math skills and solve typical problems relevant to the construction trades.
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  IGETC: None  District GE: None
Credit by Exam: Yes

IRON 120 Rigging  1.5 Units
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.
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  IGETC: None  District GE: None
Credit by Exam: Yes

IRON 130 Reinforcing  1.5 Units
Ironworker Apprentices are introduced to standard codes, code classifications, plans, schedules, charts, and specifications commonly used by the iron worker. Topics include construction techniques used in reinforcing concrete members with steel, use of bar supports, placement of reinforcing iron, and general principles of bar splicing and welding. Post tensioning and pre-stressing techniques are also introduced.
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  IGETC: None  District GE: None
Credit by Exam: Yes

IRON 140 Precast Concrete and Metal Buildings  1.5 Units
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.
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  IGETC: None  District GE: None
Credit by Exam: Yes

IRON 150 Welding I  1.5 Units
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, gas shielded-arc, and oxy-acetylene welding.
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  IGETC: None  District GE: None
Credit by Exam: Yes

IRON 151 Welding II  1.5 Units
Ironworker Apprentices continue the study of ferrous metals and their reactions to heat. They will expand their knowledge of equipment and materials employed in the use of shielded metal-arc and gas shielded-arc.
Lecture Hours: 1  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: IRON 150 with a 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: AS
CSU GE: None  IGETC: None  District GE: None
Credit by Exam: Yes

IRON 152 Welding III  1.5 Units
Ironworker Apprentices focus on advanced skill development in shielded metal arc and gas shielded arc welding on ferrous and non-ferrous metals. Topics include vertical and overhead positions on all types of joints as they relate to structural stability.
Lecture Hours: 1  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: IRON 151 with a 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: AS
CSU GE: None  IGETC: None  District GE: None
Credit by Exam: Yes
IRON 160  Lead Hazard/Scaffold/First Aid  1.5 Units
Ironworker Apprentices are introduced to the health effects caused by lead exposure, scaffold safety, and first aid. Topics include OSHA regulations for lead handling, sampling methods for lead, legal rights of workers pertaining to safety standards, and the use of proper protective equipment and work methods. First aid and CPR methods will also be covered. Apprentices will be prepared to take First Aid and CPR certification tests upon completion of this course.
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  IGETC: None  District GE: None
Credit by Exam: Yes

IRON 170  Structural I  1.5 Units
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  IGETC: None  District GE: None
Credit by Exam: Yes

IRON 171  Structural II  1.5 Units
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: AS
CSU GE: None  IGETC: None  District GE: None
Credit by Exam: Yes

IRON 180  Architectural I  1.5 Units
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: AS
CSU GE: None  IGETC: None  District GE: None
Credit by Exam: Yes

Japanese (JAPAN)

JAPAN 001A  Elementary Japanese 1  5 Units
Students will develop the basic ability to understand, speak, read and write the Japanese language. Students will acquire vocabulary and grammar knowledge to achieve novice-level proficiency in Japanese language skills. Students also will study cultural aspects of Japan. 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: O
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  IGETC: 6A  District GE: C2

JAPAN 001B  Elementary Japanese 2  5 Units
This course is a continuation of Elementary Japanese 001A. Students will develop basic ability to understand, speak, read and write the Japanese language. Students will acquire vocabulary and grammar knowledge to achieve mid to advanced novice level proficiency in Japanese language skills. Students also will study cultural aspects of Japan.
Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: O
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  IGETC: 6A  District GE: C2

JAPAN 002A  Intermediate Japanese 1  5 Units
Students will acquire vocabulary and grammar knowledge to achieve intermediate proficiency in Japanese language skills. Students will develop an understanding and appreciation of Japanese society and cultural values.
Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: O
Prerequisite: JAPAN 001B
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  IGETC: 3B, 6A  District GE: C2

JAPAN 002B  Intermediate Japanese 2  5 Units
This course is a continuation of Intermediate Japanese 2A. Students will develop the ability to understand, speak, read and write the Japanese language. They will acquire vocabulary and grammar knowledge to achieve mid to advanced intermediate level proficiency in Japanese language skills. Students also will expand their appreciation and deepen their understanding of Japanese culture.
Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: O
Prerequisite: JAPAN 002A
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  IGETC: 3B, 6A  District GE: C2

Jornalism (JOUR)

JOUR 021  Mass Media and Society  3 Units
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  IGETC: 4  District GE: D
JOURN 022  News Writing and Reporting for the Media  3 Units
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. (C-ID JOUR 110)
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 IGETC: None District GE: None

JOURN 023  Intermediate Newswriting and Reporting  3 Units
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 news segments, as well as blogging. (C-ID JOUR 210)
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: JOURN 022 with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

JOURN 024  Media Production 1  3 Units
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. (C-ID JOUR 130)
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 IGETC: None District GE: None

JOURN 025  Media Production 2  3 Units
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. (C-ID JOUR 131)
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 IGETC: None District GE: None

JOURN 026  Newspaper Lab - Beginning Editorial Management and Advertising  3 Units
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 IGETC: None District GE: None

JOURN 027  Newspaper Lab - Production and Design  3 Units
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 IGETC: None District GE: None

JOURN 030  Introduction to Editorial Management  1 Unit
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 or JOURN 035C or JOURN 035D
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

JOURN 031  Intermediate Editorial Management  1 Unit
Students will acquire intermediate level skills of managing the production and 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 IGETC: None District GE: None
JOURN 035C  High Intermediate Editorial Management  1 Unit
Students will develop high intermediate skills in managing the editorial function of producing college media. Students will gain experience in editorial leadership in workflow management, introductory publication planning, copy editing, layout and design, and news judgment. Principles learned apply to print, web, and social media. This course is the third level of editorial management, and continuation of JOURN 35B. This course is designed for editors of the college student media.
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  IGETC: None  District GE: None

JOURN 035D  Advanced Editorial Management  1 Unit
Students will acquire advanced level skills in managing the editorial function of producing college media. The course covers editorial leadership in workflow management, publication planning, copy editing, headline writing, layout and design, and news judgment. Principles learned apply to print, web, and social media. This course is the fourth level of editorial management, and continuation of JOURN 35C. This course is designed for senior editors of the college student media.
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  IGETC: None  District GE: None

JOURN 098  Directed Study  0.5-9 Units
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 student and faculty member will develop appropriate learning outcomes and activities. The number of units to be earned will be determined by the faculty and division dean. Instructions and the Learning Contract forms are available in the Division Office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: 0.5  Lab Hours: 1.81  Repeatable: Yes  Grading: L
Prerequisite: JOURN 032A with a C or better
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

JOURN 138  Work Experience  1-8 Units
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: Yes  Grading: 0
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  IGETC: None  District GE: None

JOURN 150  Introduction to Public Relations  3 Units
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. (C-ID JOUR 150)
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  IGETC: None  District GE: None

JOURN 160  Introduction to Photojournalism  3 Units
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. (C-ID JOUR 160)
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  IGETC: None  District GE: None

Kinesiology, Wellness and Athletics (KIN)

KIN 005  Introduction to Kinesiology  3 Units
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. (C-ID KIN 100)
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  IGETC: None  District GE: E

KIN 010  Sports in Society  3 Units
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  IGETC: None  District GE: D, ES
KIN 095  Life Skills for the Athlete  3 Units
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  IGETC: None  District GE: E

Kinesiology-Athletics (KINA)

KINA 011  Sport-Specific Training for the Intercollegiate Athlete  1 Unit
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: Yes  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  IGETC: None  District GE: E

KINA 057  Cross-Training for the Intercollegiate Athlete  1 Unit
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: Yes  Grading: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  IGETC: None  District GE: E

Kinesiology-Athletics, Men (KINAM)

KINAM 012A  Intercollegiate Basketball - Men  2 Units
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: Yes  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  IGETC: None  District GE: None

KINAM 012B  Intercollegiate Basketball - Men  1 Unit
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: 3  Repeatable: Yes  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  IGETC: None  District GE: None

KINAM 018  Intercollegiate Cross-Country - Men  3 Units
Student athletes will practice and participate in men’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: Yes  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  IGETC: None  District GE: None

KINAM 020  Intercollegiate Football  3 Units
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: Yes  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  IGETC: None  District GE: None

KINAM 024  Intercollegiate Golf  3 Units
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: Yes  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  IGETC: None  District GE: None
KINAW 048 Intercollegiate Track and Field - Men 3 Units
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: Yes 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 IGETC: None District GE: None

KINAW 040 Intercollegiate Softball 3 Units
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: Yes 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 IGETC: None District GE: None

KINAW 048 Intercollegiate Track and Field - Women 3 Units
Student athletes will practice and participate in women’s intercollegiate 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: Yes 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 IGETC: None District GE: None

KINAW 012A Intercollegiate Basketball - Women 2 Units
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: Yes Grading: L
Required: 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 IGETC: None District GE: None

KINAW 012B Intercollegiate Basketball - Women 1 Unit
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: Yes Grading: L
Required: 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 IGETC: None District GE: None

KINAW 008 Archery 1 Unit
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 IGETC: None District GE: E

KINAW 008B Intermediate Archery 1 Unit
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: KINAW 008 with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E IGETC: None District GE: E
KINPE 009  Badminton  1 Unit
Students will learn the skills, rules, and strategies of badminton for singles, doubles, and mixed doubles play. This 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  IGETC: None  District GE: E

KINPE 012  Basketball  1 Unit
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  IGETC: None  District GE: None

KINPE 012B  Intermediate Basketball  1 Unit
The students will learn intermediate basketball skills, team play, and strategies of play.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: KINPE 012 with C or better or demonstration of basic basketball skills, rules, and strategies.
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

KINPE 013  Advanced Football  1 Unit
Students study the advanced plays and scoring strategies of offensive and defensive football. Students will gain additional knowledge of the rules and etiquette of football.
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  IGETC: None  District GE: E

KINPE 019  Tae Kwon Do  1 Unit
Students will learn the forms, techniques, and etiquette of Tae Kwon Do. Students focus on basic forms, basic kicking, 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  IGETC: None  District GE: E

KINPE 023  Cardio Kickboxing  1 Unit
Students will develop aerobic conditioning by combining punches, kicks, and other kickboxing moves. Students will also 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  IGETC: None  District GE: E

KINPE 024  Beginning Golf  1 Unit
Students are introduced to the game of golf and acquire the skills and knowledge necessary to successfully transition to playing golf on a course. Equipment selection will be covered as well as full swing, ball flight principles, chipping, pitching and putting.
Lecture Hours: None  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  IGETC: None  District GE: None

KINPE 030  Fit for Life  1 Unit
Students will learn about fitness techniques, cardio respiratory 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  IGETC: None  District GE: E

KINPE 038  Soccer  1 Unit
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  IGETC: None  District GE: E

KINPE 039  Hatha Yoga  1 Unit
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  IGETC: None  District GE: E

KINPE 040  Softball  1 Unit
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  IGETC: None  District GE: E

KINPE 041  Pilates Mat Workout  1 Unit
Students apply the principles of "Pilates" to resistance exercises on the mat to improve muscle strength, joint stability, flexibility, and postural alignment. In this group exercise class, emphasis is placed on active movement integrating alignment, breath, control, flow, and precision.
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  IGETC: None  District GE: E

KINPE 043  Body Sculpting  1 Unit
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  IGETC: None  District GE: E
KINPE 044  Core, Alignment, and Resistance Exercise on the Ball  1 Unit
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  IGETC: None  District GE: E

KINPE 048  Track and Field  1 Unit
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  IGETC: None  District GE: E

KINPE 050  Cross Fitness  1 Unit
Students will be introduced to a cross fitness regimen that will develop core strength, cardiovascular conditioning, muscular strength and power. Activities will include the use of indoor and outdoor station training.
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  IGETC: None  District GE: None

KINPE 052  Volleyball  1 Unit
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  IGETC: None  District GE: E

KINPE 053  Walking/Jogging for Health  1 Unit
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  IGETC: None  District GE: E

KINPE 055  Step Aerobics  1 Unit
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  IGETC: None  District GE: E

KINPE 056  Beginning Weight Training  1 Unit
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  IGETC: None  District GE: E

KINPE 056B  Intermediate Weight Training  1 Unit
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
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

KINPE 059  Yoga for Stress Management  1 Unit
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  IGETC: None  District GE: None

KINPE 099A  Spin Cycling  1 Unit
Students will perform workouts to gain muscular strength and cardiovascular endurance through spin cycling. The students will use studio-spinning bikes to improve aerobic and anaerobic fitness. Students will learn proper cycling mechanics, body awareness, and injury prevention.
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  IGETC: None  District GE: None

Labor Studies (LABOR)

LABOR 015  Local Union and Community Leadership  3 Units
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  Gradeable: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: D  IGETC: None  District GE: D
LABOR 020 Workers' Rights  1 Unit
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 IGETC: None District GE: None

LABOR 022 Labor Negotiations and Dispute Resolution  1 Unit
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 IGETC: None District GE: None

LABOR 023 Labor in American Society  1 Unit
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 IGETC: None District GE: None

LABOR 024 Leadership and Communication  1 Unit
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 IGETC: None District GE: None

LABOR 025 Labor Organizing and Political Action  1 Unit
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 IGETC: None District GE: None

LABOR 031 Survey of Contemporary Labor and Social Issues  1 Unit
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 IGETC: None District GE: None

LABOR 033 Solving Worksite Problems  1 Unit
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 IGETC: None District GE: None

LABOR 034 Immigrant Leadership Training  3 Units
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 IGETC: None District GE: None

LABOR 098 Directed Study  0.5-9 Units
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: Yes Grading: O Advisory Level: Read: 2 Write: 2 Math: None Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None IGETC: None District GE: None

LABOR 138 Work Experience  1-8 Units
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: Yes 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 IGETC: None District GE: None
Laser Technology (LASER)

LASER 098 Directed Study - Laser Technology 0.5-9 Units
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: Yes 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: LASER 102
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

LASER 100 Introduction to Photonics 4 Units
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 (GLP) lab and manufacturing (GMP) 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
Advisory Level: Read: 3 Write: 3 Math: 3
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None
Credit by Exam: Yes

LASER 101 Rapid Laser Optics 3-D Prototyping 4 Units
Students learn to create laser optics components using software and 3-D printers. Students study rapid 3-D 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. This is the second course 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 IGETC: None District GE: None

LASER 102 Intermediate Laser Technology 4 Units
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. This class 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 IGETC: None District GE: None

LASER 103 Advanced Laser Technology 4 Units
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.

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 IGETC: None District GE: None

LASER 104 Fiber Laser Technology 4 Units
Students build on knowledge of advanced laser technology 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 IGETC: None District GE: None

LASER 138 Work Experience 1-8 Units
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: Yes 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 Leve: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

LASER 160 Introduction to CNC Laser Applications 5 Units
Students are introduced to the basics of laser machine tools, safety, and applications such as cutting, drilling, ablating, 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 IGETC: None District GE: None

Learning Skills (LS)

LS 090 Directed Tutoring Experience 1 Unit
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.

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 IGETC: None District GE: None
LS 210  Supervised Tutoring  0 Units
Students will be tutored on an individual basis or within small groups by student tutors in basic skills, academic, and vocational subject matter areas necessary to the overall success and retention of students. Students must be referred by an instructor or a counselor.
Lecture Hours: None Lab Hours: 0 Repeatable: Yes Grading: N
Open Curriculum*: Students must be enrolled in a course for which tutoring has been recommended by faculty or counselor.
Transfer Status: None Degree Applicable: NAA
CSU GE: None IGETC: None District GE: None

LS 290  Leadership in Small-Group Peer-Assisted Learning  0.5 Units
Students will assume the role 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
Prerequisite: Completion of PLTL/SI designated course with B grade or better.
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None IGETC: None District GE: None

LS 291  Pedagogies/Best Practices in Small-Group Peer-Assisted Learning  0.5 Units
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
Prerequisite: Completion of PLTL/SI designated course with B grade or better.
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None IGETC: None District GE: None

LS 292  Learning Strategies in Small-Group Peer-Assisted Learning  0.5 Units
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
Prerequisite: Completion of PLTL/SI designated course with B grade or better.
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None IGETC: None District GE: None

Machine Technology (MACH)

MACH 098  Directed Study in Machine Technology  0.5-9 Units
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: Yes Grading: L
Prerequisite: MACH 129 or MACH 151A or MACH 151B or MACH 154; with a C or better
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

MACH 100  Shop Math and Drawing  4 Units
Students study shop mathematics and drawings for the machine trades.
Lecture Hours: 4 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 IGETC: None District GE: None
Credit by Exam: Yes

MACH 101  Introduction to Machine Technology  3 Units
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 in both inch and metric systems. Student will also learn to identify metals and their significant properties. Geometry will be reviewed.
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 IGETC: None District GE: None
Credit by Exam: Yes

MACH 109  Introduction to Coordinate Measurement Machine  3 Units
Students will study the parts and requirements of a B&S Micrval 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
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None
Credit by Exam: Yes
MACH 110  Geometric Dimensioning & Tolerancing (GD&T) Measurement  4 Units  
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. Students will use a Coordinate Measurement Machine for inspection purposes.  
Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L  
Prerequisite: MACH 100 or MACH 120; minimum grade of C  
Advisory Level: Read: 3  Write: 3  Math: 2  
Transfer Status: CSU  Degree Applicable: AA/AS  
CSU GE: None  IGETC: None  District GE: None  
Credit by Exam: Yes

MACH 120  Basic CNC Machining Center/CNC Mill  4.5 Units  
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.  
Lecture Hours: 3  Lab Hours: 5  Repeatable: No  Grading: L  
Advisory Level: Read: 3  Write: 3  Math: 1  
Transfer Status: CSU  Degree Applicable: AA/AS  
CSU GE: None  IGETC: None  District GE: None  
Credit by Exam: Yes

MACH 123  Basic CNC Lathe  4.5 Units  
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.  
Lecture Hours: 3  Lab Hours: 5  Repeatable: No  Grading: L  
Advisory Level: Read: 3  Write: 3  Math: 1  
Transfer Status: CSU  Degree Applicable: AA/AS  
CSU GE: None  IGETC: None  District GE: None  
Credit by Exam: Yes

MACH 126  Advanced CNC Machining Center and Turning Center  4.5 Units  
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.  
Lecture Hours: 3  Lab Hours: 5  Repeatable: No  Grading: L  
Prerequisite: MACH 120 or MACH 123; both with C or better  
Advisory Level: Read: 3  Write: 3  Math: 1  
Transfer Status: CSU  Degree Applicable: AA/AS  
CSU GE: None  IGETC: None  District GE: None  
Credit by Exam: Yes

MACH 129  CNC Programming and Operations  4.5 Units  
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.  
Lecture Hours: 3  Lab Hours: 5  Repeatable: No  Grading: L  
Prerequisite: MACH 120 or MACH 123 with a C or better  
Advisory Level: Read: 3  Write: 3  Math: 1  
Transfer Status: CSU  Degree Applicable: AA/AS  
CSU GE: None  IGETC: None  District GE: None  
Credit by Exam: Yes

MACH 138  Work Experience  1-8 Units  
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: Yes  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  IGETC: None  District GE: None

MACH 151A  Advanced Lathe Practices  4 Units  
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.  
Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L  
Prerequisite: MACH 101 with C or better.  
Advisory Level: Read: 3  Write: 3  Math: 1  
Transfer Status: CSU  Degree Applicable: AA/AS  
CSU GE: None  IGETC: None  District GE: None

MACH 151B  Advanced Milling Machine Practices  4 Units  
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.  
Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L  
Prerequisite: MACH 101 with C or better.  
Advisory Level: Read: 3  Write: 3  Math: 1  
Transfer Status: CSU  Degree Applicable: AA/AS  
CSU GE: None  IGETC: None  District GE: None
MACH 153A  Operator/Programmer I  5 Units
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.
Lecture Hours: 3  Lab Hours: 6  Repeatable: No  Grading: L
Prerequisite: MACH 101 or MACH 120 or MACH 123 or MACH 126 or MACH 129; all with C or better
Advisory Level: Read: 3  Write: 3  Math: 2
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None
Credit by Exam: Yes

MACH 153B  Operator/Programmer II  5 Units
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
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  IGETC: None  District GE: None
Credit by Exam: Yes

MACH 154  Introductory CAD/CAM Operations for Machinists and Operators  2 Units
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
Prerequisite: MACH 129 with C or better
Recommended: Completion of CA 020D, or fundamental computer skills and knowledge of Microsoft Office applications
Advisory Level: Read: 3  Write: 3  Math: 2
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None
Credit by Exam: Yes

MACH 158  Advanced CAD/CAM Operations for Machinists and Operators  2 Units
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
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  IGETC: None  District GE: None
Credit by Exam: Yes

MACH 159  Introduction to CNC Programming Macros  2 Units
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
Recommended: General knowledge of manual CNC programming (part program structure, G-codes and M-codes, as well as subprograms), CNC machining and setup.
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None
Credit by Exam: Yes

MACH 160  Introduction to CNC Laser Applications  5 Units
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  IGETC: None  District GE: None

MACH 165  Mill Setups I  1.5 Units
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: 1.5  Repeatable: No  Grading: L
Recommended: Mill operation experience is recommended for maximum course success
Advisory Level: Read: 3  Write: 3  Math: 2
Transfer Status: None  Degree Applicable: AS
CSU GE: None  IGETC: None  District GE: None

MATH 013  Intermediate Algebra  5 Units
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 equivalent
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  IGETC: None  District GE: None
MATH 013A  Intermediate Algebra Part A  3 Units
Students will learn about absolute value equations and inequalities, quadratic functions and complex numbers. This is the first half of the Intermediate Algebra course sequence which is a prerequisite to transfer level math course. This course continues the Algebra sequence and is a prerequisite to transfer level math courses. The completion of MATH 013A and MATH 013B is equivalent to MATH 013.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Prerequisite: MATH 111 with P grade or equivalent
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: None Degree Applicable: AS
CSU GE: None IGETC: None District GE: None
Credit by Exam: Yes

MATH 013B  Intermediate Algebra Part B  3 Units
Students will study radicals and rational exponents, exponential and logarithmic functions, and sequences and series. This course is the continuation of Math 13A. This course continues the Algebra sequence and is a prerequisite to transfer level math courses. The completion of MATH 013A and MATH 013B is equivalent to MATH 013.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Prerequisite: MATH 013A with a C or better.
Advisory Level: Read: 3 Write: 3 Math: 3
Transfer Status: None Degree Applicable: AS
CSU GE: None IGETC: None District GE: None
Credit by Exam: Yes

MATH 014  Geometry  3 Units
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 P grade or placement based on math assessment
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None IGETC: None District GE: None

MATH 021  Precalculus Algebra  4 Units
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
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 IGETC: 2A District GE: B4
Credit by Exam: Yes

MATH 022  Trigonometry  3 Units
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
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 IGETC: None District GE: B4
Credit by Exam: Yes

MATH 025  Precalculus Algebra and Trigonometry  6 Units
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
Prerequisite: MATH 013 and MATH 014 both with C or better.
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B4 IGETC: 2A District GE: B4
Credit by Exam: Yes

MATH 051  Mathematics for General Education  3 Units
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
Prerequisite: MATH 013 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 IGETC: None District GE: B4
Credit by Exam: Yes

MATH 052  Mathematics for Elementary Education  3 Units
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. (C-ID MATH 120)
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/UC Degree Applicable: AA/AS
CSU GE: B4 IGETC: None District GE: B4
MATH 061 Finite Mathematics 3 Units
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. (C-ID MATH 130)
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 IGETC: 2A District GE: B4

MATH 062 Calculus for Business and the Social Sciences 3 Units
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. (C-ID MATH 140)
Lecture Hours: 3 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/UC Degree Applicable: AA/AS
CSU GE: B4 IGETC: 2A District GE: B4

MATH 063 Elementary Statistics 3 Units
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. (C-ID MATH 110)
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 IGETC: 2A District GE: B4

MATH 064 Integrated Statistics I 5 Units
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 these sequences of courses.
Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: K
Prerequisite: MATH 311 with P grade
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None IGETC: None District GE: None

MATH 065 Integrated Statistics II 5 Units
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
Prerequisite: MATH 064 with P grade
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B4 IGETC: 2A District GE: B4

MATH 070 Discrete Mathematics 4 Units
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. (C-ID MATH 160)
Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: L
Prerequisite: (MATH 021 and MATH 022) or MATH 025, 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 IGETC: None District GE: B4
Credit by Exam: Yes

MATH 071 Calculus I With Analytic Geometry 5 Units
Students 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 of Calculus, and the substitution rule for integration. This is the first course in calculus for students majoring in mathematics, physical science, computer science, or engineering. (C-ID MATH 210)
Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L
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 IGETC: 2A District GE: B4
Credit by Exam: Yes

MATH 072 Calculus II with Analytic Geometry 5 Units
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. (C-ID MATH 220)
Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L
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 IGETC: 2A District GE: B4
Credit by Exam: Yes
MATH 073  Multivariable Calculus  5 Units
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. (C-ID MATH 230)
Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: L
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  IGETC: 2A  District GE: B4
Credit by Exam: Yes

MATH 078  Differential Equations  4 Units
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. (C-ID MATH 240)
Lecture Hours: 4  Lab Hours: None  Repeatable: No  Grading: L
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  IGETC: 2A  District GE: B4
Credit by Exam: Yes

MATH 079  Linear Algebra  3 Units
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. (C-ID MATH 250)
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
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  IGETC: 2A  District GE: B4
Credit by Exam: Yes

MATH 098  Directed Study in Mathematics  0.5-9 Units
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: Yes  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  IGETC: None  District GE: None

MATH 111  Elementary Algebra  5 Units
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 a P grade or placement based on math assessment
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

MATH 111A  Elementary Algebra Part A  3 Units
Students will study topics including 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. This is the first half of the Elementary Algebra course. The completion of MATH 111A and MATH 111B is equivalent to MATH 111.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: K
Prerequisite: MATH 311 with a P grade
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None

MATH 111B  Elementary Algebra Part B  3 Units
Students will study systems of linear equations and their applications, laws of exponents, operations on polynomials, solving quadratic equations by factoring, and operations on rational expressions and rational equations. This is the second half of the Elementary Algebra course. The completion of MATH 111A and MATH 111B is equivalent to MATH 111.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: K
Prerequisite: MATH 111A with a P grade
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  IGETC: None  District GE: None
MATH 311 Pre-Algebra 3 Units
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 IGETC: None District GE: None

MATH 511 Math for IT Careers 0 Units
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: 1.5 Lab Hours: None Repeatable: Yes Grading: N
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: NC
CSU GE: None IGETC: None District GE: None

MATH 521 Math for Medical Assisting 0 Units
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: 1.5 Lab Hours: None Repeatable: Yes Grading: N
Advisory Level: Read: 5 Write: 5 Math: None
Transfer Status: None Degree Applicable: NC
CSU GE: None IGETC: None District GE: None

Meat Cutting Apprenticeship (MCUT)

MCUT 001 Meat Cutting I 3 Units
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 IGETC: None District GE: None

MCUT 002 Meat Cutting II 3 Units
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 IGETC: None District GE: None

MCUT 138 Work Experience 1-8 Units
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: Yes 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/UC Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

Medical Assisting (MA)

MA 004 Structure and Function of the Human Body 4 Units
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 311 with a P grade or higher
Advisory Level: Read: 4 Write: 4 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: BL

MA 005 Medical Office Emergencies 2 Units
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: 1.5 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None IGETC: None District GE: None
MA 006  Introduction to Medical Assisting  3 Units
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
Advisory Level: Read: 3  Write: 3  Math: 2
Transfer Status: None  Degree Applicable: AS
CSU GE: None  IGETC: None  District GE: None

MA 007  Medical Front Office Procedures  3 Units
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  IGETC: None  District GE: None

MA 008  Medical Office Financial Procedures  3 Units
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  IGETC: None  District GE: None

MA 009  Electronic Health Records and Medical Billing  3 Units
Students will gain knowledge and skills necessary to develop and maintain electronic health 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  IGETC: None  District GE: None

MA 011  Medical Coding  2 Units
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 Modifiers) 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  IGETC: None  District GE: None

MA 012  Medical Assisting Administrative Practicum Experience  4 Units
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  IGETC: None  District GE: None

MA 020  Physical Examination Procedures  3 Units
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.
Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: MA 006 and HSCI 008 and (BIOL 071 or BIOL 020 or MA 004) all with C or better
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

MA 021  Medical Office Laboratory Procedures  3 Units
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.
Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: MA 006 and HSCI 008 and (BIOL 071 or BIOL 020 or MA 004) all with C or better
Recommended: Completion of MATH 310 or 311 with a P grade or higher
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

MA 022  Medical Asepsis and Surgical Procedures  3 Units
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.
Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: MA 006 and HSCI 008 and (BIOL 071 or BIOL 020 or MA 004), all with C or better
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None
MA 023  Medication Administration for Medical Assistants  3 Units
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.
Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: MA 006 and HSCI 008 and (BIOL 071 or BIOL 020 or MA 004) all with C or better
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

MA 024  Medical Assisting Clinical Experience  4 Units
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.
Lecture Hours: 0.5  Lab Hours: 10.5  Repeatable: No  Grading: L
Prerequisite: MA 020 and MA 021 and MA 022 and MA 023; all with C or better
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

MA 500A  Fundamentals of Medical Terminology I  0 Units
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.
Lecture Hours: 1  Lab Hours: None  Repeatable: Yes  Grading: N
Recommended: Successful completion of this course before taking MA 500B.
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NC
CSU GE: None  IGETC: None  District GE: None

MA 500B  Fundamentals of Medical Terminology II  0 Units
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.
Lecture Hours: 2  Lab Hours: None  Repeatable: Yes  Grading: N
Recommended: Successful completion of MA 500A before taking MA 500B.
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NC
CSU GE: None  IGETC: None  District GE: None

MA 501  Introduction to Healthcare Professions  0 Units
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.
Lecture Hours: 3  Lab Hours: None  Repeatable: Yes  Grading: N
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NC
CSU GE: None  IGETC: None  District GE: None

Meteorology (METEO)

METEO 010  Weather and Climate  3 Units
Students explore the natural processes related to the science of the atmosphere. They will study the principles of atmospheric structure and composition, solar radiation and energy, condensation and precipitation, and the formation of clouds. Topics will include the origins and development of storms, urban weather, acid rain, ozone depletion, the greenhouse effect, and climatic change. Major focuses include the impact these processes have on civilization and communicating scientific concepts. The scientific method is illustrated as it relates to analyzing meteorologic problems. (C-ID GEOG 130)
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  IGETC: 5A  District GE: B1

Music (MUSIC)

MUSIC 020  Class Piano  1 Unit
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
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

MUSIC 028  Class Guitar  1 Unit
This course is designed for intermediate guitar students. Students study progressive scales, arpeggios, and tremolo exercises. Students will develop performance competency of the guitar repertoire of the Renaissance, Baroque, Classical, Romantic, and Contemporary periods. The emphasis is on left and right hand positions, sitting postures, and tone production.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: MUSIC 058B with C or better
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None
MUSIC 050A  Beginning Piano  1 Unit
This is an introductory course in piano. The course is designed for students wanting to learn music using the piano as a vehicle for learning. The student will study basic theory concepts such as the 5-finger pattern, intervals, chords, simple chord progressions, and scales. This course reinforces concepts taught in the Theory courses. Students will harmonize simple melodies, transpose and improvise simple pieces and patterns.
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  IGETC: None  District GE: None

MUSIC 050B  Beginning Piano  1 Unit
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
Prerequisite: MUSIC 050A
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

MUSIC 058A  Beginning Guitar  1 Unit
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
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

MUSIC 058B  Beginning Guitar  1 Unit
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  IGETC: None  District GE: None

MUSIC 083  Exploring the World of Music  3 Units
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  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  IGETC: 3A  District GE: C1

MUSIC 089  Introductory Music  3 Units
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. Students focus on 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 examine musical styles relevant to various cultures and historical periods.
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  IGETC: None  District GE: C1

MUSIC 090  Directed Study  0.5-9 Units
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: Yes  Grading: O
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

MUSIC 091  Music Appreciation: Western Civilization  3 Units
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. (C-ID MUS 100)
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  IGETC: 3A  District GE: C1

MUSIC 095  Music Appreciation: Jazz  3 Units
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.
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  IGETC: 3A  District GE: C1
Oceanography (OCEAN)

OCEAN 010  Descriptive Oceanography  3 Units
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.
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  IGETC: 5A, 5B  District GE: B1

OCEAN 098  Directed Study  0.5-9 Units
Individual or small groups of students with previous coursework 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. 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: Yes  Grading: O
Prerequisite: OCEAN 010 with C or better
Advisory Level: Read: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

Philosophy (PHIL)

PHIL 010  Introduction to Philosophy: Metaphysics and Epistemology  3 Units
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 through the examination of primary texts. 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. (C-ID PHIL 100)
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level: Read: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  IGETC: 3B  District GE: C2

PHIL 011  Introduction to Political and Aesthetic Philosophies  3 Units
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. This course focuses on the various forms of political and aesthetic philosophies. Field trips may be required.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level: Read: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  IGETC: 3B  District GE: C2

PHIL 012  Introduction to Existentialism: The Meaning of Life  3 Units
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
Advisory Level: Read: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  IGETC: 3B  District GE: C2

PHIL 014  Introduction to Peace Studies  3 Units
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  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

PHIL 051  Introduction to Asian Philosophy  3 Units
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
Advisory Level: Read: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: A1, A3  IGETC: 1B  District GE: A1, A3

PHIL 060  Logic and Critical Thinking  3 Units
Students are introduced to formal and informal logic. Students will be instructed in the methodology and the applications of formal logic including symbolic and sentential logic with emphases on truth tables, validity, categorical propositions, Venn diagrams, syllogism, inductive and deductive reasoning, and critical thinking. 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  Math: 2
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: A1, A3  IGETC: 1B  District GE: A1, A3

PHIL 065  Introduction to Ethics  3 Units
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. (C-ID PHIL 120)
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level: Read: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  IGETC: 3B  District GE: C2
PHIL 070  Comparative Religions  3 Units
Students are introduced to a philosophical survey of living religions: Hinduism, Buddhism, Confucianism, Taoism, Islam, Judaism, Christianity, and indigenous religions. Students will study the meaning of religious experience, the forms its expression may take, and what the religious experience may offer humanity, using a comparative approach. Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
CSU GE: C2  IGETC: 3B  District GE: C2

Photography (PHOTO)

PHOTO 022  Beginning Photography  3 Units
Students are introduced to camera use and darkroom technique. The fundamentals of design and composition are explored, and students will examine the relationship between photography and other art forms. They will explore photography as a social documentary tool, an art form, and as a vocational skill. Black and white Film and Darkroom techniques are given priority but digital photography will also 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  IGETC: None  District GE: None

PHOTO 062  Intermediate Photography  3 Units
Students learn the intermediate practice and theory of photography. Topics include black-and-white photography skills, color theory and vision, on-camera flash, studio 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  IGETC: None  District GE: None

PHOTO 076  Photoshop 1  3 Units
Students 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 is a comprehensive overview of Photoshop basics that provides 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  IGETC: None  District GE: None

PHOTO 077  Photoshop 2  3 Units
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 or print design, animation or video - and all who are interested in expanding their basic Photoshop skills. 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  IGETC: None  District GE: None

PHOTO 079  Beginning Digital Photography  3 Units
Students will learn to use DSLR (digital single lens reflex) cameras professionally using both manual and advanced program modes, working with light, lens, shutter, exposure, depth, motion, and color balance. Students will study post-production principles such as manipulating tonal range, correcting color, dodging and burning, adjustment layers and masking, output for print and other devices. Softwares 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). This is a beginner’s course in Digital Photography. 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  IGETC: None  District GE: None

PHOTO 098  Directed Study in Photography  0.5-9 Units
Individual or small groups of students with previous coursework 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 the 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: Yes  Grading: O
Prerequisite: PHOTO 062, PHOTO 079, or ART 078; all with C or better
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

Physics (PHYS)

PHYS 002A  Algebra/Trigonometry-Based Physics I  4 Units
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. (C-ID PHYS 105)
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  IGETC: 5A, 5C  District GE: B1, B3
**PHYS 002B  Algebra/Trigonometry-Based Physics II  4 Units**
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. (C-ID PHYS 110)
Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: PHYS 002A with C or better
Advisory Level: Read: 3 Write: 3
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1, B3 IGETC: 5A, 5C District GE: B1, B3

**PHYS 004A  General Physics  5 Units**
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. (C-ID PHYS 205)
Lecture Hours: 4 Lab Hours: 3 Repeatable: No Grading: L
Corequisite: MATH 072, previous or concurrent
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1, B3 IGETC: 5A, 5C District GE: B1, B3

**PHYS 004B  General Physics  5 Units**
This course is one of four courses in calculus-based general physics, serving students majoring in engineering, chemistry, physics, mathematics and other sciences. It emphasizes conceptual aspects of electricity, magnetism, circuits, and Maxwell’s equations, and requires quantitative analysis of real world situations. (C-ID PHYS 210)
Lecture Hours: 4 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: PHYS 004A with C or better
Corequisite: MATH 073, previous or concurrent
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1, B3 IGETC: 5A, 5C District GE: B1, B3

**PHYS 004C  General Physics  5 Units**
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. (C-ID PHYS 215)
Lecture Hours: 4 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: PHYS 004A and MATH 073 both with C or better, or PHYS 004A with C or better and concurrent enrollment in MATH 073
Corequisite: MATH 073, previous or concurrent
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1, B3 IGETC: 5A, 5C District GE: B1, B3

**PHYS 098  Directed Study in Physics  0.5-9 Units**
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. Student must identify with the faculty member objectives for learning. Student must complete the written objectives, readings, writings, research, portfolio, and/or papers to meet the objective. 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: Yes Grading: L
Prerequisite: PHYS 002A or PHYS 004A; all with C or better
Advisory Level: Read: 4 Write: 4 Math: 3
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

**Political Science (POLSC)**

**POLSC 001  Politics and Government In America  3 Units**
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. (C-ID POLS 110)
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  3 Units**
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. (C-ID POLS 130)
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 IGETC: 4 District GE: D

**POLSC 004  International Relations  3 Units**
Students are introduced to the study of world politics. They 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 may be required. (C-ID POLS 140)
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 IGETC: 4 District GE: D
PSYCH 010  General Psychology  3 Units
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, lifespan development, consciousness, sensory processes, perception, learning, memory, language and thought, intelligence, motivation and emotion, stress, personality, psychopathology, and psychotherapy. (C-ID PSY 110)
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  IGETC: 4  District GE: D

PSYCH 012  Social Psychology  3 Units
Students are introduced 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. (C-ID PSY 170)
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  IGETC: 4  District GE: D

PSYCH 010  Psychology of Stress Reduction  3 Units
Students explore comprehensive approaches to stress and stress reduction. A psychophysiological model of stress will be presented and analyzed. Students will study a variety of evidenced-based stress reduction methods 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  IGETC: None  District GE: D, E

PSYCH 022  Research Methods in Psychology  3 Units
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. (C-ID PSY 200)
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  IGETC: 4  District GE: D

PSYCH 031  Biological Psychology  3 Units
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. (C-ID PSY 150)
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  IGETC: 4, 5B  District GE: B2, D

PSYCH 035  Psychology of Women  3 Units
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  IGETC: 4  District GE: D, ES
PSYCH 060 Personal Growth and Adjustment 3 Units
Students will examine how psychology is applied in everyday life. A broad variety of topics including personality theories, values, social and intimate relationships, adjustments to development through the life span and psychological/physical wellness are examined. The influence of such factors such as a historical cohort, socioeconomic status, gender, ethnicity, and culture are considered as students analyze effective and ineffective personal growth and adjustment in context of contemporary 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, E IGETC: 4 District GE: D, E

PSYCH 092 Developmental Psychology 3 Units
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. (C-ID PSY 180)
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D, E IGETC: 4 District GE: D, E

PSYCH 098 Directed Study in Psychology 0.5-9 Units
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 will develop appropriate learning outcomes and activities. The number of units to be earned will be determined by the faculty and Division Dean. 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: Yes Grading: O
Prerequisite: PSYCH 010 with C or better
Advisory Level: Read: 4 Write: 4 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

PSYCH 100 Human Sexuality 3 Units
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. (C-ID PSY 130)
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D, E IGETC: 4 District GE: D, E

Reading (READ)

READ 101 Analytical Reading 4 Units
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: READ 301 and 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 IGETC: None District GE: None

READ 301 Essentials of Reading 4 Units
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: READ 350 or (ESL 312 and ESL 313); all with a P grade or placement based on assessment
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None IGETC: None District GE: None

READ 350 Practical Reading 6 Units
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: Students must take a reading placement test prior to the first day of class
Transfer Status: None Degree Applicable: NAA
CSU GE: None IGETC: None District GE: None
**Real Estate (REST)**

REST 098  **Directed Study in Real Estate**  0.5-9 Units
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: 0.5  Lab Hours: None  Repeatable: Yes  Grading: O
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

REST 122  **Principles of Real Estate**  3 Units
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  IGETC: None  District GE: None

REST 123  **Real Estate Appraisal**  3 Units
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
Advisory Level: Read: 3  Write: 3  Math: 2
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

REST 124  **Legal Aspects of Real Estate**  3 Units
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 home owners 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: 2
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

REST 125  **Real Estate Practice**  3 Units
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: REST 122, previous or concurrent
Advisory Level: Read: 3  Write: 3  Math: 2
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

REST 126  **Real Estate Finance**  3 Units
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: REST 122, previous or concurrent
Advisory Level: Read: 3  Write: 3  Math: 2
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None
REST 127  Real Estate Property Management  3 Units
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: REST 122, previous or concurrent
Advisory Level: Read: 3  Write: 2
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

REST 128  Real Estate Economics  3 Units
Students will 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 property, 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 C or better.
Recommended: Students should be proficient with a financial calculator and proficient with Excel spreadsheet software.
Advisory Level: Read: 3  Write: 2
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

REST 138  Work Experience  1-8 Units
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: Yes  Grading: O
Corequisite: Be employed or 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: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None

Sign Language (SL)

SL 001A  American Sign Language 1  3 Units
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. This course corresponds to two years of high school study.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O
Advisory Level: Read: 3  Write: 3
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  IGETC: 6A  District GE: C2
Credit by Exam: Yes

SL 001B  American Sign Language 2  3 Units
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: O
Prerequisite: SL 001A
Advisory Level: Read: 3  Write: 3
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  IGETC: 3B, 6A  District GE: C2
Credit by Exam: Yes

SL 002A  American Sign Language 3  3 Units
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 cultural events and study complex aspects of Deaf culture.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: SL 001B
Advisory Level: Read: 3  Write: 3
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  IGETC: 3B, 6A  District GE: C2

SL 002B  American Sign Language 4  3 Units
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
Advisory Level: Read: 3  Write: 3
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  IGETC: 3B, 6A  District GE: C2

SL 015  Deaf Culture  3 Units
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. Knowledge of ASL is not required to take this course.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level: Read: 3  Write: 3
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: D  IGETC: 4  District GE: D, ES
SL 098 Directed Study in Sign Language 0.5-9 Units
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: Yes Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

Sociology (SOC)

SOC 010 Introduction to Sociology 3 Units
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. (C-ID SOCI 110)
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 IGETC: 4 District GE: D

SOC 011 Social Problems 3 Units
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. (C-ID SOCI 115)
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 IGETC: 4 District GE: D

Solar & Renewable Energy (SOLAR)

SOLAR 102 Introduction to Photovoltaic Installation 3.5 Units
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 IGETC: None District GE: None

SOLAR 103 NABCEP Exam Preparation 1.5 Units
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 IGETC: None District GE: None

Spanish (SPAN)

SPAN 001A Elementary Spanish 1 5 Units
Students will acquire vocabulary and grammar knowledge, in this first of two courses, to achieve novice-low to novice-mid proficiency in Spanish language skills including understanding, speaking, reading, and writing Spanish. Students will develop an awareness of cultures of Latin America and Spain. This course is not recommended for native speakers of Spanish. This course corresponds to two years of high school study. (C-ID SPAN 100)
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 IGETC: 6A District GE: C2
Credit by Exam: Yes

SPAN 001B Elementary Spanish 2 5 Units
Students will continue to acquire vocabulary and grammar knowledge, in this second of two courses, to achieve novice-mid to novice-high proficiency in Spanish language skills including understanding, speaking, reading, and writing Spanish. Students will continue to develop an awareness of cultures of Latin America and Spain. (C-ID SPAN 110)
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 IGETC: 3B, 6A District GE: C2
SPAN 002A  Intermediate Spanish 1    5 Units
Students continue to develop their ability to understand, speak, read, and write the Spanish language at the novice-high to intermediate-low proficiency level. Students demonstrate an increased awareness of cultural norms, values, and culturally relevant customs and events. Students will be able to think critically by analyzing linguistic structures and reflecting on and making cross-cultural comparisons. This course will be instructed mainly in Spanish. (C-ID SPAN 200)
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  IGETC: 3B, 6A  District GE: C2

SPAN 002B  Intermediate Spanish 2    5 Units
Students continue to develop the ability to understand, speak, read, and write the Spanish language at the intermediate-low to intermediate-mid proficiency level. Course content includes aspects of the cultures of Latin America and Spain. This course is taught mainly in Spanish. (C-ID SPAN 210)
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  IGETC: 3B, 6A  District GE: C2

SPAN 022A  Spanish for Heritage Speakers 1    5 Units
Students will develop and employ reading, oral expression, and critical thinking skills through discussions and cultural/historical presentations based on Spanish and Latin American essays, short stories, and journalistic writings. Students will increase awareness of linguistic registers, English interference, and dialectal differences. Students will develop an appreciation for the cultures of Spanish speaking communities. This course is the first in a two-course sequence designed for heritage speakers of Spanish and taught entirely in Spanish at an intermediate-low proficiency level.
Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: SPAN 001B with C or better
Recommended: No prior formal study of Spanish required. However, students should have listened comprehensión and oral proficiency at an intermediate level as would be achieved after completion of SPAN 001B; they should be able to maintain an informal conversation on familiar topics and report activities in the past
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B3, C2  IGETC: 6A  District GE: B3, C2

SPAN 022B  Spanish for Heritage Speakers 2    5 Units
Students will continue to develop and employ reading, oral expression, and critical thinking skills through discussions, and cultural/historical presentations based on Spanish and Latin American essays, short stories, and journalistic writings. Students will monitor their use of linguistic registers, English interference, and dialectal differences. Students will deepen their appreciation for the cultures of Spanish speaking communities. This course is the second in a two-course sequence designed for heritage speakers of Spanish and taught entirely in Spanish at an intermediate-mid proficiency level. (C-ID SPAN 230)
Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: SPAN 022A; minimum grade of C
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  IGETC: 6A  District GE: C2

SPAN 031  Introduction to Spanish Linguistics    3 Units
Students will explore the study of language with an emphasis on Spanish language acquisition and instruction. Content includes the fundamental concepts of phonetics, phonology, morphology, syntax, semantics, first and second language acquisition, and sociolinguistics. Course conducted in English and Spanish.
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  IGETC: None  District GE: None

SPAN 032  Introduction to Spanish and Latin American Literature    3 Units
Students will be introduced to a variety of literary genres from across the Spanish-speaking world and throughout history. The course will introduce common terms, theories, and methods of literary analysis. The class is conducted primarily in Spanish.
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  IGETC: None  District GE: None

SPAN 091A  Conversational Spanish    3 Units
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  IGETC: None  District GE: None

SPAN 091B  Conversational Spanish    3 Units
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  IGETC: None  District GE: None

SPAN 098  Directed Study in Spanish    0.5-9 Units
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. 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: Yes  Grading: L
Prerequisite: SPAN 002B or SPAN 022B; all with C or better
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  IGETC: None  District GE: None
Theatre Arts (THEAT)

THEAT 002 Beginning Acting 3 Units
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. (C-ID THTR 151)
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 IGETC: None District GE: C1

THEAT 003 Intermediate Acting 3 Units
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. (C-ID THTR 152)
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 IGETC: None District GE: None

THEAT 015 Theatre History I 3 Units
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. (C-ID THTR 113)
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 IGETC: 3B District GE: C2

THEAT 020 Introduction to Theatre 3 Units
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. (C-ID THTR 111)
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 IGETC: 3A District GE: C1

THEAT 022 Script Analysis 3 Units
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. (C-ID THTR 114)
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 IGETC: None District GE: None

THEAT 027 Stagecraft 3 Units
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. (C-ID THTR 171)
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 IGETC: None District GE: C1

THEAT 030 Theatre Rehearsal and Performance 1-2 Units
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. (C-ID THTR 191)
Lecture Hours: None Lab Hours: 3 Repeatable: Yes Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

THEAT 033 Technical Theatre in Production 1-2 Units
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. (C-ID THTR 192)
Lecture Hours: None Lab Hours: 3 Repeatable: Yes Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None IGETC: None District GE: None

THEAT 040 Introduction to Film 3 Units
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 IGETC: 3A District GE: C1

THEAT 050 Introduction to Theatre Design 3 Units
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. (C-ID THTR 172)
Lecture Hours: 2 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: None IGETC: None District GE: None
THEAT 051 Costume Design  3 Units
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. (C-ID THTR 174)
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 IGETC: None District GE: None

THEAT 052 Stage Makeup  3 Units
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. (C-ID THTR 175)
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 IGETC: None District GE: None

THEAT 053 Stage Lighting  3 Units
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. (C-ID THTR 173)
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 IGETC: None District GE: None

THEAT 055 Chicano/Latinx Theatre  3 Units
Students will examine the history and practice of Chicano/Latinx Theatre. Emphasis will be placed on the development of Chicano/Latinx theatre in the United States. Specific areas of interest will include major works and playwrights in the Chicano/Latinx theatre movement.
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 IGETC: None District GE: None

Transportation (TRANS)
TRANS 010 Introduction to Transit Industry Careers  0.5 Units
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 a basic understanding of the various departments and career skills necessary to work in the public transit industry.
Lecture Hours: 0.5 Lab Hours: None Repeatable: No Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None IGETC: None District GE: None

TRANS 011 Commercial Drivers License Permit Preparation  0.5 Units
Students will study the requirements and knowledge necessary to obtain a California Commercial Driver permit. Students will also learn about career options available to commercial drivers.
Lecture Hours: 0.5 Lab Hours: None Repeatable: No Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None IGETC: None District GE: None

TRANS 012 Mechanical/Electrical Skills for Transit Fleet Maintenance  0.5 Units
Students study the basic mechanical and electrical aptitudes used in transportation fleet maintenance. Upon successful completion, students will gain knowledge of essential movement, electrical, tool, measurement, and testing concepts and terminology needed for a career in public transportation fleet maintenance.
Lecture Hours: 0.5 Lab Hours: None Repeatable: No Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None IGETC: None District GE: None

TRANS 014 Intro to Health and Safety in Transit Maintenance  0.5 Units
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 to begin a career in transportation maintenance.
Lecture Hours: 0.5 Lab Hours: None Repeatable: No Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None IGETC: None District GE: None

TRANS 101 Public Service Foundations for Transit Workers  2 Units
This course introduces the student to the role of public transit agencies and the basic personal and interpersonal skills needed in serving the public. Upon successful completion the student will have the fundamental knowledge of personal and interpersonal skills needed for an entry level position in transportation operations. The lab will provide hands-on opportunities for the students to apply learned skills in a range of operational duties.
Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: O
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None IGETC: None District GE: None
Credit by Exam: Yes

TRANS 110 Public Service and Stress Management for Public Transit Employees  1 Unit
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.
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 IGETC: None District GE: None
VIET 001A  Elementary Vietnamese 1  5 Units
Students develop skills for oral and written communication at the novice-low to novice-mid proficiency level in the Vietnamese language. Students study essential components of the language including pronunciation, vocabulary, grammar and syntax, and introduction to Vietnamese culture. Not recommended for native speakers of Vietnamese. 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  IGETC: 6A  District GE: C2

VIET 001B  Elementary Vietnamese 2  5 Units
Students further develop skills in oral and written communication in the Vietnamese language at the novice-mid to novice-high proficiency level. Students will cover essential language components including spelling, pronunciation, intonation, vocabulary, grammar, and syntax structure, as well as continue examination of Vietnamese culture.
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  IGETC: 6A  District GE: C2

Work Experience (WE)
WE 088A  General Work Experience  1-6 Units
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.
Lecture Hours: None  Lab Hours: 2 07  Repeatable: Yes  Grading: O
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  IGETC: None  District GE: None

Course Information Keys
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.

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.

Grading
The grading option for a course is indicated as follows:
L  Letter Grade Only
Course Information Keys

K Mandatory Pass/No Pass
O Optional Pass/No Pass
N Non-Graded

Degree Applicable

Degree applicability is indicated as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.A.</td>
<td>Applies to an Associate of Arts Degree</td>
</tr>
<tr>
<td>A.S.</td>
<td>Applies to an Associate of Science Degree</td>
</tr>
<tr>
<td>NAA</td>
<td>Offered in credit mode but does not apply to an A.A. or A.S. Degree</td>
</tr>
<tr>
<td>AA-T and AS-T</td>
<td>Associate Degrees for Transfer</td>
</tr>
<tr>
<td>NC</td>
<td>Non-credit course</td>
</tr>
<tr>
<td>District G.E.</td>
<td>Meets criteria for District General Education</td>
</tr>
<tr>
<td>CSU G.E.</td>
<td>Meets criteria for California State University General Education</td>
</tr>
<tr>
<td>IGETC</td>
<td>Meets criteria for IGETC (applicable to both CSU and UC system)</td>
</tr>
</tbody>
</table>

Transfer Status

Transfer credit is indicated as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU</td>
<td>Course has been accepted by the CSU and will be on Baccalaureate list</td>
</tr>
<tr>
<td>UC</td>
<td>Course has been accepted by the University of California System</td>
</tr>
</tbody>
</table>

Prerequisites and Corequisites

Definitions

“Prerequisite” means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

“Corequisite” means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

Note: Prerequisites and Corequisites are listed under each course in the schedule of classes and catalog.

Prerequisite and Corequisite Challenge

A prerequisite or corequisite may be challenged for any of the following reasons:

1. The student has the knowledge or ability to succeed despite not meeting the prerequisite or corequisite
2. The prerequisite has not been made reasonably available to the student
3. The prerequisite has not been established in accordance with the District’s process for establishing prerequisites or corequisites
4. The prerequisite or corequisite is discriminatory or applied in a discriminatory manner
5. The prerequisite was established in violation of Title 5

Verification of Equivalency

If the student believes that he/she has completed the prerequisite(s) or corequisite(s) for this course as listed in the schedule of classes or catalog based on previous coursework at another institution, he/she should have transcripts or other evidence of meeting the course prerequisite.

Challenge Process

If the student believes that he/she has completed the prerequisite(s) or corequisite(s) for this course as listed in the schedule of classes or catalog based on previous coursework or personal experience, he/she may do the following:

1. Pick up a Prerequisite Challenge Form at the Office of Admissions and Records, and complete the required information. Attach transcripts or other evidence of meeting the course prerequisite.
2. Turn in completed form to Admissions and Records and register for the class. This registration is temporary pending approval of the prerequisite challenge process.
3. See a Counselor or Instructor if additional information is needed.
4. If still unresolved, student can meet with the Instructional Dean in the discipline to present his/her case.

The College will provide a final response to the prerequisite challenge within 5 working days.
Advisories on Recommended Preparation (Advisory Levels)

Definition

"Advisory on recommended preparation" means a condition of enrollment that a student is advised, but not required to meet before, or in conjunction with, enrollment in a course or educational program.

Advisory Levels are typically met through completion of reading, writing, or math courses listed in the schedule of classes and catalog. Although these levels are advisory rather than mandatory, students are strongly encouraged to adhere to them and to follow the advice of their counselors related to the advisory levels.

Location

Advisory Levels are listed under each course in the schedule of classes and catalog.

Advisory Reading Levels

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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>READ</td>
<td>Practical Reading</td>
<td>6</td>
</tr>
<tr>
<td>ESL</td>
<td>Introduction to College Reading</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>READ</td>
<td>Essentials of Reading</td>
<td>4</td>
</tr>
<tr>
<td>ESL</td>
<td>Introduction to College Reading and Writing</td>
<td>6</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>READ</td>
<td>Analytical Reading</td>
<td>4</td>
</tr>
<tr>
<td>ESL</td>
<td>College Reading and Writing</td>
<td>6</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL</td>
<td>Basic Writing Skills</td>
<td>4.5</td>
</tr>
<tr>
<td>ESL</td>
<td>Introduction to College Reading and Writing</td>
<td>6</td>
</tr>
</tbody>
</table>

with a "P" grade required in all of these courses, or placement based on assessment

Advisory Write Level 3: Having the ability to write a well-organized five-paragraph essay; use rhetorical modes and methods of organization; write paragraphs with unity and coherence; and use the basic mechanical skills and syntactical arrangements in writing paragraphs.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL</td>
<td>Essay Development</td>
<td>4</td>
</tr>
<tr>
<td>ESL</td>
<td>College Reading and Writing</td>
<td>6</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL</td>
<td>English Composition (with a &quot;C&quot; grade or higher)</td>
<td>3</td>
</tr>
</tbody>
</table>

Advisory Math Levels

Math levels are advisory only for courses outside of the math discipline.

Advisory Math Level 1: Arithmetic skills including fractions, decimals, and percents.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH</td>
<td>Pre-Algebra</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG</td>
<td>Bookkeeping for Small Business (with a &quot;C&quot; or &quot;P&quot; grade required, or placement based on assessment)</td>
<td>3</td>
</tr>
</tbody>
</table>

Advisory Math Level 2: Algebra I skills
**Advisory Math Level 3:** Intermediate Algebra

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 013</td>
<td>Intermediate Algebra</td>
<td>5</td>
</tr>
<tr>
<td>MATH 014</td>
<td>Geometry</td>
<td>3</td>
</tr>
</tbody>
</table>

List of courses that will provide students this skill level:
- MATH 013 Intermediate Algebra
- MATH 014 Geometry (all with a "C" grades or higher)

**Advisory Math Level 4:** Advanced Algebra and Trigonometry (sometimes called Pre-calculus)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 025</td>
<td>Precalculus Algebra and Trigonometry</td>
<td>6</td>
</tr>
<tr>
<td>MATH 021</td>
<td>Precalculus Algebra</td>
<td>7</td>
</tr>
</tbody>
</table>

List of courses that will provide students this skill level:
- MATH 025 Precalculus Algebra and Trigonometry
- MATH 021 Precalculus Algebra
- MATH 022 and Trigonometry (all with "C" grades or higher)

**Advisory Math Level 5:** First semester Calculus

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 071</td>
<td>Calculus I With Analytic Geometry (with a &quot;C&quot; grade or higher)</td>
<td>5</td>
</tr>
</tbody>
</table>

**Advisory Math Level 6:** Second semester Calculus

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 072</td>
<td>Calculus II with Analytic Geometry (with a &quot;C&quot; grade or higher)</td>
<td>5</td>
</tr>
</tbody>
</table>

**Advisory Math Level 7:** Multivariable Calculus or Differential Equations or Linear Algebra

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 073</td>
<td>Multivariable Calculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH 078</td>
<td>Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>MATH 079</td>
<td>Linear Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

List of courses that will provide students this skill level:
- MATH 073 Multivariable Calculus
- MATH 078 Differential Equations
- MATH 079 Linear Algebra (all with a "C" grade or higher)

**Open Curriculum**

Open Curriculum classes have no course prerequisites of any kind. However, some courses such as READ 350 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."
## College Credit for Advanced Placement (AP) Tests

Students who earn scores of 3, 4, or 5 on Advanced Placement (AP) Examinations can earn credit toward San José City College (SJCC) AA/AS degree general education, CSU GE-Breadth and IGETC in accordance with the chart below. Duplicate credit will not be granted to students who have AP scores and take the equivalent college course at SJCC. GE credits and units granted at SJCC may differ from course credit and units granted by a transfer institution. To determine how AP credits will be used at the four-year school for major preparation, please consult the catalog of the transfer school or see a SJCC counselor.

<table>
<thead>
<tr>
<th>Exam</th>
<th>SJCC AS GE Area</th>
<th>AA/CSU GE Area</th>
<th>CSU-Semester Units Earned Toward Transfer</th>
<th>IGETC Area</th>
<th>UC Transfer Subject Area</th>
<th>UC-Units Earned Toward Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>Area C1, Fine Arts, 3 units</td>
<td>Area C1 or C2, 3 units</td>
<td>6 units</td>
<td>Area 3A or 3B, 3 units</td>
<td>UC-H</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Art (Studio: 2D/3D/ Drawing)</td>
<td>No GE credits; 3 units per exam toward general electives only</td>
<td>N/A</td>
<td>3 units</td>
<td>N/A</td>
<td></td>
<td>8 quarter/5.3 semester units maximum for all studio art courses</td>
</tr>
<tr>
<td>Biology</td>
<td>Area B Science with Lab, 4 units</td>
<td>Area B2 and B3, 4 units</td>
<td>6 units</td>
<td>Area 5B and 5C, 4 units</td>
<td>UC-S</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>AS Math Competency, 3 units toward general electives only</td>
<td>Area B4, 3 units</td>
<td>3 units</td>
<td>Area 2A, 3 units</td>
<td>UC-M</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>AS Math Competency, 3 units toward general electives only</td>
<td>Area B4, 3 units</td>
<td>6 units</td>
<td>Area 2A, 3 units</td>
<td>UC-M</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Calculus AB subscore on BC exam</td>
<td>AS Math Competency, 3 units toward general electives only</td>
<td>Area B4, 3 units</td>
<td>3 units</td>
<td>Area 2A, 3 units</td>
<td>UC-M</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Science with Lab, 4 units</td>
<td>Areas B1 and B3, 4 units</td>
<td>6 units</td>
<td>Area 5A and 5C, 4 units</td>
<td>UC-S</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Chinese Language &amp; Culture</td>
<td>Area C2 Humanities, 3 semester units</td>
<td>Area C2, 3 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>Computer Science A</td>
<td>3 units toward general electives only</td>
<td>N/A</td>
<td>3 units</td>
<td>N/A</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Computer Science AB Subscore</td>
<td>6 units toward general electives only</td>
<td>N/A</td>
<td>6 units</td>
<td>N/A</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Economics - Macroeconomics</td>
<td>Area D, 3 units</td>
<td>Area D2, 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>Economics - Microeconomics</td>
<td>Area D, 3 units</td>
<td>Area D2, 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>English - Language &amp; Composition</td>
<td>Area A, Written Communication, 3 units</td>
<td>Area A2, 3 units</td>
<td>6 units</td>
<td>Area 1A, 3 units</td>
<td>UC-E</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>English - Literature &amp; Composition</td>
<td>Area A1 Written Communication and Area C2 Humanities, 6 units</td>
<td>Area A2 and C2, 6 units</td>
<td>6 units</td>
<td>Area 1A or 3B, 3 units</td>
<td>UC-E/UC-H</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>Area B Science with Lab, 4 units</td>
<td>Area B2 and B3 (if taken prior to Fall 2009) or Area B1 and B3 (regardless of when taken), 4 units</td>
<td>4 units</td>
<td>Area 5A and 5C, 3 units</td>
<td>UC-S</td>
<td>4 quarter/2.7 semester units</td>
</tr>
<tr>
<td>Subject</td>
<td>Area(s)</td>
<td>Course Details</td>
<td>UC + Quarter Format</td>
<td>Duration Format</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>---------------------</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>French Language and Culture</td>
<td>C2, Humanities, C2, C2 units</td>
<td>6 units</td>
<td>UC-H</td>
<td>8 quarter/5.3 semester units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>French Literature</td>
<td>C2, C2 units</td>
<td>6 units</td>
<td>UC-H</td>
<td>8 quarter/5.3 semester units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>German Language and Culture</td>
<td>C2, C2, C2 units</td>
<td>6 units</td>
<td>UC-H</td>
<td>8 quarter/5.3 semester units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government and Politics</td>
<td>D, D, D8, D6 units</td>
<td>3 units</td>
<td>UC-B</td>
<td>4 quarter/2.7 semester units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History - European</td>
<td>D or C2, Humanities, C2 units</td>
<td>6 units</td>
<td>UC-B/UC-H</td>
<td>8 quarter/5.3 semester units</td>
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</tr>
<tr>
<td>History - U.S.</td>
<td>C2 American Institutions US-2, 3 units</td>
<td>3 units</td>
<td>UC-B/UC-H</td>
<td>8 quarter/5.3 semester units</td>
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<td></td>
</tr>
<tr>
<td>History - World</td>
<td>D, D, D5, D6 units</td>
<td>3 units</td>
<td>UC-B/UC-H</td>
<td>8 quarter/5.3 semester units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Geography</td>
<td>D, D, D5, D6 units</td>
<td>3 units</td>
<td>UC-B</td>
<td>4 quarter/2.7 semester units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian Language and Culture</td>
<td>C2, Humanities, C2 units</td>
<td>6 units</td>
<td>UC-H</td>
<td>8 quarter/5.3 semester units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Japanese Language and Culture</td>
<td>C2, Humanities, C2 units</td>
<td>6 units</td>
<td>UC-H</td>
<td>8 quarter/5.3 semester units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Latin</td>
<td>C2, Humanities, C2 units</td>
<td>6 units</td>
<td>UC-H</td>
<td>4 quarter/2.7 semester units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Latin - Vergil</td>
<td>C2, Humanities, C2 units</td>
<td>3 units</td>
<td>UC-H</td>
<td>4 quarter/2.7 semester units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Latin - Literature</td>
<td>C2, Humanities, C2 units</td>
<td>6 units</td>
<td>UC-H</td>
<td>4 quarter/2.7 semester units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Music Theory</td>
<td>C1, Fine Arts, C1 units</td>
<td>6 units</td>
<td>N/A</td>
<td>UC-H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics 1</td>
<td>B1, B3, 4 units, B1 and B3, 4 units</td>
<td>4 units</td>
<td>UC-S</td>
<td>8 quarter/5.3 semester units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics 2</td>
<td>B1, B3, 4 units, B1 and B3, 4 units</td>
<td>4 units</td>
<td>UC-S</td>
<td>8 quarter/5.3 semester units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics B</td>
<td>B1 and B3, 4 units n/a</td>
<td>Area 5A and 5C, 4 units</td>
<td>UC-S</td>
<td>8 quarter/5.3 semester units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics C - Mechanics</td>
<td>B1 and B3, 4 units n/a</td>
<td>Area 5A and 5C, 4 units</td>
<td>UC-S</td>
<td>4 quarter/2.7 semester units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics C - Electricity/Magnetism</td>
<td>B1 and B3, 4 units n/a</td>
<td>Area 5A and 5C, 4 units</td>
<td>UC-S</td>
<td>4 quarter/3.7 semester units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>D, D9, 3 units</td>
<td>3 units</td>
<td>UC-B</td>
<td>4 quarter/2.7 semester units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish Language and Culture</td>
<td>Area 2, C2, 3 units</td>
<td>Area 3B and 6A, 3 units</td>
<td>UC-H</td>
<td>8 quarter/5.3 semester units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish Literature and Culture</td>
<td>Area 2, C2, 3 units</td>
<td>Area 3B and 6A, 3 units</td>
<td>UC-H</td>
<td>8 quarter/5.3 semester units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statistics</td>
<td>AS Math Competency, 3 units</td>
<td>Area 2, 3 units</td>
<td>UC-M</td>
<td>4 quarter/2.7 semester units</td>
<td></td>
<td></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
Maximum credit 8 quarter/5.3 semester units for both; Maximum of one calculus exam may be used for transfer
Maximum 8 quarter/5.3 semester units for both
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.
Maximum 4 semester units toward GE and 6 semester units toward transfer
### International Baccalaureate (IB) Exams

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</th>
<th>Semester Units Earned Toward Certification</th>
<th>IGETC Passing Score</th>
<th>Minimum UC Semester Units Earned</th>
<th>IGETC Area</th>
<th>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>5.3</td>
<td>5B (no lab)</td>
<td>3</td>
</tr>
<tr>
<td>IB Chemistry HL</td>
<td>6</td>
<td>6</td>
<td>B1</td>
<td>3</td>
<td>5 or 6 or 7</td>
<td>5.3</td>
<td>5B (no lab)</td>
<td>3</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>5.3</td>
<td>4</td>
<td>3</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>5.3</td>
<td>4</td>
<td>3</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>5.3</td>
<td>3B or 4</td>
<td>3</td>
</tr>
<tr>
<td>IB Language A: Literature (any language except English) HL</td>
<td>4</td>
<td>6</td>
<td>C2</td>
<td>3</td>
<td>5 or 6 or 7</td>
<td>5.3</td>
<td>3B and 6A</td>
<td>3</td>
</tr>
<tr>
<td>IB Language A: Language and Literature (any language except English) HL</td>
<td>4</td>
<td>6</td>
<td>C2</td>
<td>3</td>
<td>5 or 6 or 7</td>
<td>5.3</td>
<td>3B and 6A</td>
<td>3</td>
</tr>
<tr>
<td>IB Language A1: (any language) HL</td>
<td>4</td>
<td>6</td>
<td>C2</td>
<td>3</td>
<td>5 or 6 or 7</td>
<td>5.3</td>
<td>3B</td>
<td>3</td>
</tr>
<tr>
<td>IB Language A2: (any language) HL</td>
<td>4</td>
<td>6</td>
<td>C2</td>
<td>3</td>
<td>5 or 6 or 7</td>
<td>5.3</td>
<td>3B</td>
<td>3</td>
</tr>
<tr>
<td>IB Language B (any language) HL</td>
<td>4</td>
<td>6</td>
<td>n/a</td>
<td>0</td>
<td>5 or 6 or 7</td>
<td>5.3</td>
<td>6A</td>
<td>3</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>5.3</td>
<td>2A</td>
<td>3</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>5.3</td>
<td>5A (no lab)</td>
<td>3</td>
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<tr>
<td>IB Psychology HL</td>
<td>5</td>
<td>3</td>
<td>D9</td>
<td>3</td>
<td>5 or 6 or 7</td>
<td>5.3</td>
<td>4I</td>
<td>3</td>
</tr>
<tr>
<td>IB Theatre HL</td>
<td>4</td>
<td>6</td>
<td>C1</td>
<td>3</td>
<td>5 or 6 or 7</td>
<td>5.3</td>
<td>3A</td>
<td>3</td>
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</table>
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>
</tr>
</thead>
<tbody>
<tr>
<td>CLEP American Government</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>D8</td>
</tr>
<tr>
<td>CLEP American Literature</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>C2</td>
</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>
<td>3</td>
<td>B2</td>
</tr>
<tr>
<td>CLEP Calculus</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>B4</td>
</tr>
<tr>
<td>CLEP Chemistry</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>B1</td>
</tr>
<tr>
<td>CLEP College Algebra</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>B4</td>
</tr>
<tr>
<td>CLEP College Algebra - Trigonometry</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>B4</td>
</tr>
<tr>
<td>CLEP College Mathematics</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>CLEP English Composition (no essay)</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>CLEP English Composition with Essay</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>CLEP English Literature (only if taken prior to Fall 2011)</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>C2</td>
</tr>
<tr>
<td>CLEP Financial Accounting</td>
<td>50</td>
<td>3</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>CLEP French Level I</td>
<td>50</td>
<td>6</td>
<td>0</td>
<td>n/a</td>
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<tr>
<td>CLEP French Level II (if taken prior to Fall 2015)</td>
<td>59</td>
<td>12</td>
<td>3</td>
<td>C2</td>
</tr>
<tr>
<td>CLEP French Level II (if taken Fall 2015 or after)</td>
<td>59</td>
<td>9</td>
<td>3</td>
<td>C2</td>
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<tr>
<td>CLEP Freshman College Composition</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
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<tr>
<td>CLEP German Level I</td>
<td>50</td>
<td>6</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>CLEP German Level II (if taken prior to Fall 2015)</td>
<td>60</td>
<td>12</td>
<td>3</td>
<td>C2</td>
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<tr>
<td>CLEP German Level II (if taken Fall 2015 or after)</td>
<td>60</td>
<td>9</td>
<td>3</td>
<td>C2</td>
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<tr>
<td>CLEP History, United States I</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>D6 + US-1</td>
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<tr>
<td>CLEP History, United States II</td>
<td>50</td>
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<td>3</td>
<td>D6 + US-1</td>
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<tr>
<td>CLEP Human Growth and Development</td>
<td>50</td>
<td>3</td>
<td>3</td>
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<tr>
<td>CLEP Humanities</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>C2</td>
</tr>
<tr>
<td>CLEP Information Systems and Computer Applications</td>
<td>50</td>
<td>3</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>CLEP Introduction to Educational Psychology</td>
<td>50</td>
<td>3</td>
<td>0</td>
<td>n/a</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>
<td>50</td>
<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>
</tr>
<tr>
<td>CLEP Natural Sciences</td>
<td>50</td>
<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>
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<tr>
<td>Course</td>
<td>Minimum Score</td>
<td>Credits</td>
<td>Required OR</td>
<td>Notes</td>
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<td>---------------------------------------------</td>
<td>----------------</td>
<td>---------</td>
<td>-------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>CLEP Principles of Management</td>
<td>50</td>
<td>3</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>CLEP Principles of Marketing</td>
<td>50</td>
<td>3</td>
<td>0</td>
<td>n/a</td>
</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>
<td>0</td>
<td>0</td>
<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>

1. 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.

2. CLEP exams qualify for AA general education as assigned for CSU GE Breadth. Students should see a counselor for AS degree general education placement.
ADMINISTRATION, FACULTY AND STAFF

Faculty

A

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

B

Banks, Roxie (2003)
Cosmetology
A.S., San Jose City College
B.S., University of Phoenix

Barbosa-Egbuonye, 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

Branom, Mark (2016)
Computer Applications & Social Media

Breheny, Jessica (2006)
English
B.A., San Francisco State University
M.A., State University of New York
Ph.D., University of California, Santa Cruz

C

Cabrera, Jose (2007)
Chemistry
B.A., California State University, Los Angeles
M.S., Ph.D., University of California, Irvine

Cantin, Lucas (2017)
Chemistry

Cao, Dongmei (2003)
English/English as a Second Language
M.A., University of Texas, Pan-American
M.A., Hunan Teaching Institute

Cao, Thanh Thuy (2017)
Counseling/EOPS

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

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
Cronan, Jonathan (2016)
Environmental Control Technology
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

de la Fuente, Sophia (2017)
Case Manager

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

Dolarte, Edna (2017)
Dental Assisting

Dutra, Elena (2007)
Counseling
B.A., California State University, Long Beach
M.A., San Jose State University

D’Eliscu, Peter (1996)
Biology
B.S., University of California, Irvine
M.A., San Jose State University
Ph.D., University of Arizona

Edwards, Marlise (2014)
English
B.A., University of California, Santa Cruz
M.A., Ph.D., University of Chicago

Erkal, Zerrin (2017)
English as a Second Language

Ferrell, Linda (1999)
Accounting
B.A., University of California, Davis
M.B.A., Santa Clara University

Flores, Julio (2017)
Counseling/EOPS & Guardian Scholar

Frazier, Christopher (2001)
Mathematics
B.A., M.A., University of California, Santa Cruz

Garcia, Valentin (2016)
Counseling
B.A., M.A., San Jose State University

Giacalone, Shelley (2015)
Communications 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

Gregor, Michelle (2002)
Art/Ceramics
B.F.A., University of California, Santa Cruz
M.F.A., San Francisco State University

Griffin, Dedrick (2017)
English

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, Veronica (2014)
Puente/Athletics Counselor
B.A., National University
M.S., San Jose State University

Heimler, Charles (2002)
English
B.A., M.A., University of California, San Diego

Honesto, Sandra (2005)
Cosmetology
Cosmetology Certificate and License

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
M.B.A., West Texas A&M University
M.D., Central America Health Sciences University

Kauffman, Jerry (2005)
Construction Technology
A.S., Evergreen Valley College
B.A., San Jose State University

Kozlowski, Heidi (2002)
English
B.A., Washington State University
M.A., University of Idaho, Moscow

Lahai, Momoh (1998)
Business
B.A., San Jose State University

Lancaster, Christopher (2017)
Communication Studies

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 (2009)
Construction Technology
B.S., University of Nevada, Las Vegas

Lopez, Alejandro (2010)
Construction Technology
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., Jawaharial Nehru University (India)
Ph.D., Miami University – Ohio

Air Conditioning and Refrigeration
Certificate, San Jose City College

Martinez, Maricela (1998)
Career Technology Education, Counselor (CTE)
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

McCally, Amber (2008)
Dance
B.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  

Librarian  
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  

Morales-Anaya, Olga (2015)  
Counseling  
B.A., M.A., San Jose State University  

N  

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  

O  

Oberg-Hearn, Terri (1989)  
Physical Education/Kinesiology/Women's Basketball Coach  
B.S., Fullerton State University  
M.A., San Jose State University  

P  

Patel, Cathy (2017)  
Counseling/LD Specialist  

Pio, Wendy (2005)  
Dental Assisting  
A.A., San Jose City College  
B.A., Phoenix University  

Pucay, Dorothy (2003)  
English as a Second Language  
B.A., M.A., Fresno State University  

Pullen, Karen (1999)  
Counselor/Articulation Officer  
B.S., Ball State University  
M.A., New York University  

R  

Rafat, Tait (2006)  
Kinesiology/Volleyball Coach  
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  
B.S., University of Philippines  
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  

Rodriguez, Andres (2017)  
Ethnic Studies  

Rojo, Carlos (2016)  
Biological Science  
B.S., Rice University  
M.S., University of California, San Francisco  

Ronzano, Gina (2000)  
Counseling  
A.A., San Jose City College  
B.S., Weber State University  
M.A., San Jose State University  

S  

Sanchez, Laura (1996)  
Dental Assisting  
B.A., M.A., John F. Kennedy University  

Sengal, Kidane (2016)  
Computer Information Systems  

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

Solano, Patricia (2016)
Mathematics
M.A., San Jose 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
M.A., Fresno State University
Ph.D., University of Nevada, Reno

Takei, Leslie (2000)
English as a Second Language
B.A., University of California, Davis
M.A., San Jose State University

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, Doriann (2005)
Counseling
B.A., University of California, San Diego
M.Ed., University of California, Los Angeles
P.P.S. credential, San Jose State University

Trieu, Hung (1997)
Economics
B.S., Hayward State University
M.A., San Francisco State University
M.A., Ph.D., University of California, Santa Cruz

Turner, Pamela (2000)
Counseling
B.S., University of Phoenix
M.A., University of San Francisco

Machine Technology
B.S./B.A., M.B.A., University of Phoenix

V

Vasquez, Lisa (2009)
Reading
B.S., M.A., Santa Clara University

W

Esthetics Cosmetology Certificate and License

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

Administrators

A

Andrade, Joe (2011)
Facilities Manager

Ayala-Austin, Eliazer (2016)
Division Dean, Counseling & Matriculation
B.A., University of California, Los Angeles
M.P.A., California State University, Northridge
M.S., National University
Ed.D., University of San Diego

B

Balajadia, Blake (2013)
Director, Student Life
B.S., San Jose State University

Breland, Byron Clift (2014)
President
B.S., University of Maryland
M.S., University of Maryland
M.Ed., University of Southern California
Ph.D., University of Southern California

Brodie, Marilyn (1989)
Director, CalWorks/WIN

C

Chang, Janet C. (1999)
Director, Student Health Services
B.S., M.S., San Jose State University

Cruz-Johnson, Celia (2017)
Interim Division Dean, Language Arts
B.A., M.A., InterAmerican University of Puerto Rico
Ph.D., Capella University

U

Ulate, Isai (2007)
Escobar, Jorge L. (2014)
Vice President, Administrative Services
A.A.S. County College of Morris
B.S., Rider University (Lawrenceville, NJ)
B.A., Thomas Edison State College (Trenton, NJ)
Business Administration, Army Polytechnic School of Business Quito, Ecuador

Garza, Daniel (2017)
Director, Marketing & Public Relations
B.S., San Jose State University

Green Jennifer (2017)
Supervisor, Academic Support
B.S., Northwestern State University

Gutierrez, Robert (2003)
Director, Metas Program
A.A., San Jose City College
B.A., University of California at Santa Cruz; M.A., University of Texas at Austin

Harris, Lamel (2013)
Division Dean, Kinesiology and Athletics
A.A., West Valley College
B.A., Carroll College, Helena MT
M.A., CSU Dominguez Hills

Hines, Susan (2016)
Division Dean, Library, Learning Resources & Distance Education
B.A., University of Alaska, Fairbanks
M.A., University of British Columbia
Ph.D., Georgia State University

Kubo, Takeo (2008)
Director, Financial Aid
A.A., Merced College
B.A., San Jose State University
M.A., Santa Clara University

Lui, Joyce (2017)
Dean, Research, Planning & Institutional Effectiveness
B.A., University of California, San Diego
M.A., San Diego University
Ph.D., Iowa State University

Montemayor, Roland (2013)
Vice President, Academic and Student Affairs
B.A., M.A., San Jose State University

Mooney, Michael (2017)
Director of College Extension

Morikang, Marilyn (2017)
Supervisor, Business Services

Murillo, Juan (2014)
Supervisor, Custodial Services

Newton, Mark (2017)
Division Dean, Math & Science
A.B., University of California, Berkeley
Ph.D., Arizona State University

Nguyen, Young (2016)
Supervisor, Campus Technology Support & Services
B.S., University of California, Davis

Paiz, Teresa (2017)
Director, Admissions & Records
B.S., University of Phoenix

Rutland, Edina (2017)
Associate Director, Student Accessibility Services
B.A., University of Szeged, Hungary
M.A., California State University, Northridge
M.A., Ph.D., University of Nevada, Reno

Smith, Guy (2017)
Acting Division Dean, Humanities & Social Science
M.A., San Diego State College

Classified Staff

Instructional Lab Tech II

Agrawal, Kavita (2010)
Staff Assistant III

Amador, Claudia (2016)
Program Coordinator

Annino, Michael (2016)
Police Officer-Academy Graduate

Arias, Ludivina (2016)
Custodian

Armstead, Loretta (1994)
Financial Aid Specialist II

Atchazo, Lolito (1993)
Custodian

Avalos, Maria (1998)
Administrative Secretary

Bello Melesio, Juana (2015)
Custodian

Beronilla, Marivic (1997)
Admissions & Records Lead Coordinator

Borella, Diane (1995)
Instructional Support Assistant

Bozic, Duane (2004)
Instructional Laboratory Technician II

Instructional Laboratory Technician IV

Brillon, Lisa (1998)
Interim Executive Administrative Assistant

Broggi, Jason (1990)
Mail Services Technician

Bryan, Rosemarie (2002)
Instructional Assistant II

Canales, Jessica (2002)
Senior Division Administrative Assistant

Castro, Michael (2017)
Enrollment Services Coordinator

Cervantes, Jesus (2016)
Campus Safety Officer

Chapman, Elaine (1981)
Operations Coordinator

Cheng, Justine (2016)
Accounting Technician

Cheng, Travis (2015)
Health Services Office Assistant

Chung, Lan (2005)
Admissions & Records Assistant

Cochran, Matthew (2017)
Network Technician

Corona, Rosa (2017)
Custodian

Cowart, Cemone (2015)
Outreach/Recruitment Specialist

Davis, Dee (2016)
Administrative Secretary

Durbin, Phillip (2002)
Painter

Escobar Mendoza, Yesenia (2017)
Program Specialist

Esquivel Magana, Carla (2001)
Program Specialist

Faiwongjun, Tom (2000)
Traffic & Campus Service Officer

Fasbinder, Jeff (1991)
Graphics Designer

Fisher, Aungeane (2016)
Admissions and Records Technician

Flores, Tony (1998)
Police Officer

Francisco, Judith (1991)
Library Assistant

Franklin, Debra (1998)
Senior Library Technician

Freyre, Enrique (2017)
Library Technician

Fukuman, Joyce (2004)
Instructional Lab Tech II

Garcia, Hilario (Juan) (2015)
Program Coordinator

Garrett-Watts, Shirley (2016)
Program Assistant

Garza, Jose (2007)
Locksmith

Gasparyan, Margarita (2011)
Biology Lab Coordinator

Gheibi, Peiman (2008)
Tutoring Center Coordinator

Gomes, Maria (2008)
Custodian

Gonzales, Virginia (1998)
Evaluations Specialist

Gonzalez, Isidro (2015)
Custodian

Gonzalez, Sandra (1998)
Campus Personnel Services Coordinator

Gullerud, Angela (2015)
Program Coordinator

Guzman, Debra (2000)
Admissions and Records Technician

Heemskerk, Michele (1982)
Instructional Lab Technician III
Herrera, Deanna (2004)  
Fiscal College Coordinator

Hoopingarner, Kim (2015)  
Contracts Assistant

Jimenez, Linda (1995)  
Business Services Coordinator

Kestel-Kolstad, Amanda (2017)  
Senior Division Administrative Assistant

Traffic & Campus Service Officer

Lam, Hendy (2017)  
Financial Aid Specialist I

LeDee, Julinda (2000)  
Articulation Specialist

Little, Lisa (2006)  
Senior Division Administrative Assistant

Loera, Lorena (2013)  
Police Dispatcher

Lopez Moran, Raul (2013)  
Custodian

Lopez, Janeth (1999)  
Senior Division Administrative Assistant

Lopez, Maria (2001)  
Custodian

Lugo Jr., Joe (1987)  
Instructional Support Assistant, Subject Lead

Marte, Jose (2016)  
Instructional Lab Technician III

Martinez, Xiomara (2004)  
Outreach/Recruitment Coordinator

Matsumoto, Dennis (2004)  
Financial Aid Specialist III

McGowan, JoAnn (2016)  
College Schedule Coordinator

Medeiros, Haide (2014)  
Custodian

Medeiros, Luis (2017)  
Groundskeeper II

Messenger, Stacy (2002)  
Assessment Specialist

Montiel-Freyre, Enrique (2017)  
Library Technician

Moreno, Priscilla (2017)  
Campus Safety Officer

Murawksy, Vanet (2017)  
Furniture, Fixture & Equipment Coordinator

Nakamura, Brent (2016)  
HVAC/Plumber

Nakaso, Joanne (1988)  
Adaptive Media Technology Specialist I

Nguyen, Tam-Nhu (2017)  
Student Retention Assistant

Nguyen, Tuyet (2006)  
Laboratory Technician IV

Nolasco, Cres (2002)  
Network Technician

Nuristani, Fazila (1986)  
Academic Advising Specialist

Orocio Ruíz, Jasmine (2017)  
Custodian

Palafox, Juan (2017)  
Custodian

Partida, Sophia (1997)  
Financial Aid Specialist III

Phan, Jasmine (2016)  
Senior Division Administrative Assistant

Pinkston, Lenora (1999)  
Academic Senate Program Assistant

Quinonez, Maria (2006)  
Custodian

Ramic, Admir (2004)  
Senior Division Administrative Assistant

Ramirez, Oscar (2008)  
Custodian III

Rhynes, Lani (2016)  
Staff Assistant III

Rhynes, Todd (2017)
Network Technician

Rodarte, Monique (2017)  
Senior Division Administrative Assistant

Rodeo, Ariel (1994)  
Systems Administrator

Rojas, Evelyn (1980)  
Instructional Support Program Coordinator

Romero, Jose (2008)  
Custodian

Romero, Patricia (1999)  
Senior Division Administrative Assistant

Ruano, Kristen (2016)  
College Curriculum Coordinator

Ruiz, Alline (2016)  
Staff Assistant I

S

Salazar, Arnold (1975)  
Athletic Trainer

Salazar, Corinne (2000)  
Administrative Secretary

Santiago, Gabriel (2016)  
Evaluations Specialist

Spoor, Pamela (2016)  
Police Dispatcher

T

Tejero, Cynthia (2007)  
Police Communications & Records Coordinator

Tran, Sonny (2016)  
Campus Safety Officer

Tran, Tuyet (2001)  
Financial Aid Specialist I

Truong, Anh (1986)  
Financial Aid Specialist III

U

Urrutia, Pedro (2016)  
Police Officer

V

Valle, Rodrigo (2007)  
Police Dispatcher

Vasquez, Carmen (1992)  
Admissions and Records Assistant

Vasquez, Carol (1992)  
Program Coordinator

Villa, Faustino (1999)  
HVAC/Plumber

Villalobos, Andrew (2017)  
Network Technician

Villanueva, Veronica (2014)  
Police Officer

Vu, Peter (2001)  
Senior Division Administrative Assistant

Vu, Thang (2015)  
Campus Safety Officer

W

Wallace, Cristina (2017)  
Senior Division Administrative Assistant

Wilson, Solomon (2015)  
Academic Advising Specialist

Woods, Raymond (2014)  
Custodian

Wright, Mary (1990)  
Staff Assistant I

Y

Yanari, Brandon (2016)  
Program Specialist

Yanez, Catalina (2017)  
Police Dispatcher

Yang, Chong (2016)  
Assistive Services Specialist

Z

Zagar, Susan (2006)  
Instructional Support Assistant II
ADVISORY BOARDS

Accounting/Business
Carey Atwood
Loan Officer
Prospect Mortgage

Louis Coffaro, CPA
Public Accounting

Donna Cornejo
SpanCom LLC

Mallory McWilliams, CPA
Accounting Professor
San José State University

Jesse Votaw
Owner, Foundation Trust

Administration of Justice
Karen Aten
Police Officer, SJC Adjunct
City of San José Police Department

Rachel Hagan
Program Coordinator
SJCC Pathway to Law Program

Alan Johnson
Faculty
SJCC Administration of Justice

Ken Torre
Adjunct Instructor
SJCC

Linda Vaughn
Dean
San José Police Academy

Air Conditioning/Refrigeration & Facilities Maintenance Technology
Seth Bates
San José State University

Greg Bowers
Northaire Supply

Jonathan Cronan
SJCC

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 McMaster
Equity Offices
Dave McNeely
Pacific Cooling/Heating
Joe Muna
Baker Distributing
Steve Papier
HVAC Engineer, Ret.
Stanford Medical Center
Dan Parent
SJCC
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
Parisis House on the Hill

Jeremy Orcutt
CADCII, LAADC, Program Director
Family Children’s Services

Chris Packham
CADCII Outpatient Program Manager
New Life Treatment Services

**Shawn Smith, MFTI**
CADCI, LAADC Clinical Director
The Camp Recovery Services

**CalWORKs**

**Natalie Allen**
Program Coordinator
ESI Contract, Santa Clara County

**Denise Boland**
Program Director
CalWORKs/Santa Clara County

**Marilyn Brodie**
Program Director
CalWORKs, SJCC

**Quoc-Phong Le-Ngoc**
Program Coordinator
CalWORK & ESI

**Rafaela Perez**
Program Manager
CalWORKs, Santa Clara County

**Sean Ward**
Program Analyst
CalWORKs, Santa Clara County

**Career Transfer Center (C/TC)**

**Dr. Eliazer Ayala-Austin**
SJCC Division Dean of Counseling & Matriculation

**Travis Butterworth**
California State University, East Bay (CSUEB)

**Lezra Chenportillo**
SJCC C/TC Counselor

**Melanie David**
UC Davis (UCD)

**Elena Dutra**
SJCC EOPS Counselor

**Monica Galvan**
University of California Santa Cruz (UCSC)

**Alma Garcia**
SJCC Cultivamos Excelencia Counselor

**Dr. Fabio R. González**
SJCC EOPS/CARE Director/Counselor, Guardian Scholars/ALMASS Coordinator/Counselor

**Deanna Gonzales**
San Jose State University (SJSU)

**Robert Gutierrez**
SJCC Metas

**Counseling, Pathway to Law, HBCU**

**Dr. Celia Cruz-Johnson**
SJCC Interim Dean of Language Arts

**Enrique Marroquin**
Experience Berkeley Transfer, (UCB)

**Xiomara Martinez**
SJCC Outreach & Financial Aid

**Roland Montemayor**
SJCC Vice President of Student Affairs

**Mark Newton**
SJCC Division Dean of Math & Science Division Dean

**Abbi Nguyen**
Grand Canyon University (GCU)

**Karen Pullen**
SJCC Articulation Officer

**Dr. Edina Rutland**
Student Accessibility Center Associate Director

**Johnson Tran**
SJCC Student & Governing Board Member Student Trustee

**Pamela Turner**
SJCC Umoja

**Hasan Z Rahim**
SJCC Faculty, Math & Science Division

**Carol Vasquez**
SJCC C/TC Program Coordinator

**Computer Applications and Computer Information Systems**

**Annamarie Cerros**
Crew Maintenance Services

**Louis Cerros**
Crewserv

**Cynthia Fountaine**
San Francisco 49ers

**Alex Ignacio**
San Francisco 49ers

**Kevin Le**
San Francisco 49ers

**Behrooz Najafi**
Affymax

**C. G. Quinonez**
Sweepco

**William Rogers**
Lawrence Livermore National Laboratory

**Tim Stabio**
San Francisco 49ers
Gary Stanford
Hewlett Packard

Computer Information Systems
James Curtis
Bay Area Financial Services
Lonnie Leak
Retired Military
Dr. Khalid Siddiqi
Ohlone Community College

Construction Technology
Louis Bermudes
SJCC
Brenda Childress
S4CA
Joe Cota
Indep Construction & SVC Co
David Gill
Roth Wood Products
Kai Jensen
Harrell Remodeling
Allyn Johnson
CA Bathroom & Kitchen Remodeling
Warren Krause
City of San José
Leland Lowe
Xicom
Rietta McCain
CSI Santa Clara Valley Chapter
Tom McGinley
Peninsula Builders Exchange
Michael Miller
Builders Exchange of Santa Clara
James Ritchie
Gunderson High School
Kristen Roth Farnham
Roth Wood Products
Joseph Sanchez
Building & Construction Trades Council
John Saunders
Economy Lumber

Cosmetology
Nelson Estudio
JoJo’s
Trisha Le
Bellermine Salon
Aaron and Brittany Paz
The DryBar
Lisa Carozza
Supercuts
Lisa N Leti Marquez
Bigsby House
Robynn Meyers
Sports Clips
Gwen Pallat
Trends Salon
Kim Quach
Supercuts
Stacie Scarlett
Ulta at the Plant
Ritu
Aarna Salon
Margaret Robinson
Studio M
Jenna Robles
Ulta 710 store
Vanessa Rockey
Alova Salon
Charles Welsh
Great Clips

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
Puneet Sandhu, DDS
Milpitas Smile Design
Rose Shepherd, RDA
Margie Tanquary, RDAEF
Henry Schein
Dr. Erich M. Werner, DDS

**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  
SJCC

Maricela Martinez  
General Counseling  
SJCC

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  
SJCC

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School District Board Member, EVC Professor
# INDEX

## A

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB 540</td>
<td>21</td>
</tr>
<tr>
<td>About the College</td>
<td>10</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>18</td>
</tr>
<tr>
<td>Academic Freedom</td>
<td>197</td>
</tr>
<tr>
<td>Academic Regulations</td>
<td>197</td>
</tr>
<tr>
<td>Academic Renewal</td>
<td>141</td>
</tr>
<tr>
<td>Accounting</td>
<td>34</td>
</tr>
<tr>
<td>Accounting - Associate in Science</td>
<td>34</td>
</tr>
<tr>
<td>Accounting - Certificate of Achievement Level 2</td>
<td>34</td>
</tr>
<tr>
<td>Accounting (ACCTG)</td>
<td>204</td>
</tr>
<tr>
<td>Accreditation</td>
<td>16</td>
</tr>
<tr>
<td>Action Gathering</td>
<td>142</td>
</tr>
<tr>
<td>Activities and Student Organizations</td>
<td>132</td>
</tr>
<tr>
<td>Adapted Physical Education (APE)</td>
<td>205</td>
</tr>
<tr>
<td>Administration, Faculty and Staff</td>
<td>303</td>
</tr>
<tr>
<td>Administration of Justice</td>
<td>35</td>
</tr>
<tr>
<td>Administration of Justice - Associate in Arts</td>
<td>36</td>
</tr>
<tr>
<td>Administration of Justice - Associate in Science</td>
<td>37</td>
</tr>
<tr>
<td>Administration of Justice - Associate in Science for Transfer</td>
<td>37</td>
</tr>
<tr>
<td>Administration of Justice - Judicial Administration Associate in Arts</td>
<td>38</td>
</tr>
<tr>
<td>Administration of Justice - Judicial Administration Associate in Science</td>
<td>39</td>
</tr>
<tr>
<td>Administration of Justice - Judicial Administration Certificate of Achievement in Court Management Level 2</td>
<td>40</td>
</tr>
<tr>
<td>Administration of Justice - Judicial Administration Certificate of Achievement in Court Operations Level 1</td>
<td>40</td>
</tr>
<tr>
<td>Administration of Justice - Judicial Administration Certificate of Achievement in Court System Basics Level 1</td>
<td>41</td>
</tr>
<tr>
<td>Administration of Justice - Judicial Administration Certificate of Achievement in Judicial Administration Level 2</td>
<td>41</td>
</tr>
<tr>
<td>Administration of Justice - Judicial Administration Certificate of Achievement in Supervision/Lead Level 1</td>
<td>42</td>
</tr>
<tr>
<td>Administration of Justice (AJ)</td>
<td>205</td>
</tr>
<tr>
<td>Admission and Registration Procedures</td>
<td>18</td>
</tr>
<tr>
<td>Admission Guide</td>
<td>23</td>
</tr>
<tr>
<td>Advisory Boards</td>
<td>312</td>
</tr>
<tr>
<td>Air Conditioning (AIRC)</td>
<td>208</td>
</tr>
<tr>
<td>Air Conditioning and Refrigeration Technology</td>
<td>42</td>
</tr>
<tr>
<td>Air Conditioning and Refrigeration Technology - Associate in Science</td>
<td>43</td>
</tr>
<tr>
<td>Air Conditioning and Refrigeration Technology - Certificate of Achievement - Level 2</td>
<td>43</td>
</tr>
<tr>
<td>Air Conditioning and Refrigeration Technology - Certificate of Achievement - Level 3</td>
<td>44</td>
</tr>
</tbody>
</table>

## Alcohol and Drug Studies

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol and Drug Studies</td>
<td>44</td>
</tr>
<tr>
<td>Alcohol and Drug Studies - Addiction and Criminal Justice - Certificate of Specialization</td>
<td>45</td>
</tr>
<tr>
<td>Alcohol and Drug Studies - Associate in Arts</td>
<td>46</td>
</tr>
<tr>
<td>Alcohol and Drug Studies - Associate in Science</td>
<td>47</td>
</tr>
<tr>
<td>Alcohol and Drug Studies - Certificate of Achievement Level 2</td>
<td>47</td>
</tr>
<tr>
<td>Alcohol and Drug Studies - LAADC - Certificate of Specialization</td>
<td>48</td>
</tr>
<tr>
<td>Alcohol and Drug Studies (ADS)</td>
<td>210</td>
</tr>
<tr>
<td>Anthropology (ANTH)</td>
<td>214</td>
</tr>
<tr>
<td>Application for Admission</td>
<td>18</td>
</tr>
<tr>
<td>Arabic (ARABC)</td>
<td>214</td>
</tr>
<tr>
<td>Art</td>
<td>48</td>
</tr>
<tr>
<td>Art - Associate in Arts</td>
<td>49</td>
</tr>
<tr>
<td>Art - Associate in Science</td>
<td>50</td>
</tr>
<tr>
<td>Art (ART)</td>
<td>214</td>
</tr>
<tr>
<td>Assessment and Advisement/Counseling Information</td>
<td>25</td>
</tr>
<tr>
<td>Associate Degree Graduation Requirements</td>
<td>161</td>
</tr>
<tr>
<td>Associate Degrees for Transfer (ADT)</td>
<td>194</td>
</tr>
<tr>
<td>Associate in Arts General Education (GE) Pattern</td>
<td>163</td>
</tr>
<tr>
<td>Associate in Science General Education (GE) Pattern</td>
<td>171</td>
</tr>
<tr>
<td>Astronomy (ASTRO)</td>
<td>218</td>
</tr>
<tr>
<td>Attendance Requirements</td>
<td>197</td>
</tr>
<tr>
<td>Auditing</td>
<td>142</td>
</tr>
</tbody>
</table>

## B

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology (BIOL)</td>
<td>218</td>
</tr>
<tr>
<td>Broadcasting (BROAD)</td>
<td>220</td>
</tr>
<tr>
<td>Business</td>
<td>51</td>
</tr>
<tr>
<td>Business Administration - Associate in Arts</td>
<td>52</td>
</tr>
<tr>
<td>Business Administration - Associate in Science for Transfer</td>
<td>53</td>
</tr>
<tr>
<td>Business (BUS)</td>
<td>220</td>
</tr>
</tbody>
</table>

## California State University (CSU)

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>California State University General Education (GE) Breadth Requirements</td>
<td>177</td>
</tr>
</tbody>
</table>

## Certificates of Achievement

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificates of Achievement</td>
<td>162</td>
</tr>
</tbody>
</table>

## Certificates of Specialization

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificates of Specialization</td>
<td>162</td>
</tr>
</tbody>
</table>

## Certification of General Education for Transfer to CSU and UC

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification of General Education for Transfer to CSU and UC</td>
<td>196</td>
</tr>
</tbody>
</table>

## Chancellor's Message

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chancellor's Message</td>
<td>13</td>
</tr>
</tbody>
</table>

## Changes in Rules and Policies

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changes in Rules and Policies</td>
<td>17</td>
</tr>
</tbody>
</table>

## Chemistry - Associate in Arts

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry - Associate in Arts</td>
<td>121</td>
</tr>
</tbody>
</table>

## Chinese (CHIN)

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chinese (CHIN)</td>
<td>223</td>
</tr>
</tbody>
</table>

## CIS CISCO Networks - CCNA - Certificate of Achievement Level 2

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS CISCO Networks - CCNA - Certificate of Achievement Level 2</td>
<td>68</td>
</tr>
</tbody>
</table>

## CIS Computer Programming - Associate in Science

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS Computer Programming - Associate in Science</td>
<td>69</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>English</td>
<td>137</td>
</tr>
<tr>
<td>English - Associate in Arts for Transfer</td>
<td>94</td>
</tr>
<tr>
<td>English as a Second Language</td>
<td>138</td>
</tr>
<tr>
<td>English As a Second Language (ESL)</td>
<td>250</td>
</tr>
<tr>
<td>English (ENGL)</td>
<td>248</td>
</tr>
<tr>
<td>Enrichment Activities</td>
<td>135</td>
</tr>
<tr>
<td>Enrollment Priorities</td>
<td>24</td>
</tr>
<tr>
<td>Entrepreneurship - Associate in Science</td>
<td>54</td>
</tr>
<tr>
<td>Entrepreneurship - Certificate of Achievement Level 2</td>
<td>55</td>
</tr>
<tr>
<td>Entrepreneurship - Certificate of Achievement Level 3</td>
<td>56</td>
</tr>
<tr>
<td>Entry Level Machinist - Certificate of Achievement Level 2</td>
<td>109</td>
</tr>
<tr>
<td>Environmental Science (ENVIR)</td>
<td>253</td>
</tr>
<tr>
<td>Esthetics - Certificate of Achievement Level 2</td>
<td>82</td>
</tr>
<tr>
<td>Ethnic Studies (ETH)</td>
<td>253</td>
</tr>
<tr>
<td>Extended Opportunity Program and Services (EOP&amp;S)</td>
<td>130</td>
</tr>
<tr>
<td>Facilities Maintenance Technology</td>
<td>95</td>
</tr>
<tr>
<td>Facilities Maintenance Technology - Associate in Science</td>
<td>95</td>
</tr>
<tr>
<td>Facilities Maintenance Technology - Certificate of Achievement Level 3</td>
<td>96</td>
</tr>
<tr>
<td>Facilities Maintenance Technology (FMT)</td>
<td>254</td>
</tr>
<tr>
<td>Family and Consumer Studies (FCS)</td>
<td>255</td>
</tr>
<tr>
<td>Fees</td>
<td>28</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>126</td>
</tr>
<tr>
<td>French (FREN)</td>
<td>255</td>
</tr>
<tr>
<td>Facilities Maintenance Technology</td>
<td>95</td>
</tr>
<tr>
<td>Facilities Maintenance Technology - Associate in Science</td>
<td>95</td>
</tr>
<tr>
<td>Facilities Maintenance Technology - Certificate of Achievement Level 3</td>
<td>96</td>
</tr>
<tr>
<td>Facilities Maintenance Technology (FMT)</td>
<td>254</td>
</tr>
<tr>
<td>Family and Consumer Studies (FCS)</td>
<td>255</td>
</tr>
<tr>
<td>Fees</td>
<td>28</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>126</td>
</tr>
<tr>
<td>French (FREN)</td>
<td>255</td>
</tr>
<tr>
<td>General Education Philosophy</td>
<td>15</td>
</tr>
<tr>
<td>General Education Reciprocity</td>
<td>193</td>
</tr>
<tr>
<td>General Education Student Learning Outcomes</td>
<td>15</td>
</tr>
<tr>
<td>General Information</td>
<td>14</td>
</tr>
<tr>
<td>Geography</td>
<td>96</td>
</tr>
<tr>
<td>Geography - Associate in Arts for Transfer</td>
<td>97</td>
</tr>
<tr>
<td>Geography (GEOG)</td>
<td>256</td>
</tr>
<tr>
<td>Geology (GEOL)</td>
<td>256</td>
</tr>
<tr>
<td>Global Studies (GLOBL)</td>
<td>257</td>
</tr>
<tr>
<td>Grades</td>
<td>197</td>
</tr>
<tr>
<td>Graduation/Certificate/General Education Requirements</td>
<td>161</td>
</tr>
<tr>
<td>Guidance (GUIDE)</td>
<td>258</td>
</tr>
<tr>
<td>Health Education (HED)</td>
<td>259</td>
</tr>
<tr>
<td>Health Science (HSCI)</td>
<td>260</td>
</tr>
<tr>
<td>Health Services</td>
<td>131</td>
</tr>
<tr>
<td>History (HIST)</td>
<td>260</td>
</tr>
<tr>
<td>Humanities and Social Sciences</td>
<td>97</td>
</tr>
<tr>
<td>Humanities (HUMNT)</td>
<td>261</td>
</tr>
<tr>
<td>I</td>
<td>144</td>
</tr>
<tr>
<td>Informed Consent</td>
<td>14</td>
</tr>
<tr>
<td>Institutional Planning</td>
<td>133</td>
</tr>
<tr>
<td>Instructional Resources and Special Programs</td>
<td>300</td>
</tr>
<tr>
<td>International Baccalaureate (IB) Exams</td>
<td>132</td>
</tr>
<tr>
<td>International Student Program</td>
<td>21</td>
</tr>
<tr>
<td>Intersegmental General Education Transfer Curriculum (IGETC)</td>
<td>184</td>
</tr>
<tr>
<td>Introduction</td>
<td>10</td>
</tr>
<tr>
<td>Ironworker Apprenticeship (IRON)</td>
<td>262</td>
</tr>
<tr>
<td>J</td>
<td>263</td>
</tr>
<tr>
<td>Japanese (JAPAN)</td>
<td>125</td>
</tr>
<tr>
<td>Journalism (JOURN)</td>
<td>263</td>
</tr>
<tr>
<td>K</td>
<td>101</td>
</tr>
<tr>
<td>Kinesiology</td>
<td>101</td>
</tr>
<tr>
<td>Kinesiology - Associate in Arts for Transfer</td>
<td>101</td>
</tr>
<tr>
<td>Kinesiology, Wellness and Athletics (KIN)</td>
<td>265</td>
</tr>
<tr>
<td>Kinesiology-Athletics (KINA)</td>
<td>266</td>
</tr>
<tr>
<td>Kinesiology-Athletics, Men (KINAM)</td>
<td>266</td>
</tr>
<tr>
<td>Kinesiology-Athletics,Women (KINAW)</td>
<td>267</td>
</tr>
<tr>
<td>Kinesiology-Wellness (KINPE)</td>
<td>267</td>
</tr>
<tr>
<td>L</td>
<td>102</td>
</tr>
<tr>
<td>Labor Studies</td>
<td>103</td>
</tr>
<tr>
<td>Labor Studies - Associate in Arts</td>
<td>103</td>
</tr>
<tr>
<td>Labor Studies - Associate in Science</td>
<td>104</td>
</tr>
<tr>
<td>Labor Studies - Certificate of Achievement Level 2</td>
<td>104</td>
</tr>
<tr>
<td>Labor Studies (LABOR)</td>
<td>269</td>
</tr>
<tr>
<td>Laser Technology</td>
<td>104</td>
</tr>
<tr>
<td>Laser Technology - Associate in Science</td>
<td>104</td>
</tr>
<tr>
<td>Laser Technology - Certificate of Achievement Level 1</td>
<td>105</td>
</tr>
<tr>
<td>Laser Technology - Certificate of Achievement Level 3</td>
<td>105</td>
</tr>
<tr>
<td>Laser Technology (LASER)</td>
<td>271</td>
</tr>
<tr>
<td>Learning Resources</td>
<td>135</td>
</tr>
<tr>
<td>Learning Skills (LS)</td>
<td>271</td>
</tr>
<tr>
<td>Liberal Arts - Arts and Humanities - Associate in Arts</td>
<td>98</td>
</tr>
<tr>
<td>Liberal Arts - Scientific Inquiry and Quantitative Reasoning - Associate in Arts</td>
<td>99</td>
</tr>
<tr>
<td>Liberal Arts - Social and Behavioral Sciences - Associate in Arts</td>
<td>100</td>
</tr>
<tr>
<td>Liberal Studies</td>
<td>106</td>
</tr>
<tr>
<td>Liberal Studies - Associate in Arts</td>
<td>106</td>
</tr>
<tr>
<td>M</td>
<td>108</td>
</tr>
<tr>
<td>Machine Technology</td>
<td>108</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>-------</td>
<td>------</td>
</tr>
<tr>
<td>Machine Technology - Associate in Science</td>
<td>109</td>
</tr>
<tr>
<td>Machine Technology (MACH)</td>
<td>272</td>
</tr>
<tr>
<td>Management - Associate in Science</td>
<td>56</td>
</tr>
<tr>
<td>Management - Certificate of Achievement Level 2</td>
<td>57</td>
</tr>
<tr>
<td>Management - Certificate of Achievement Level 3</td>
<td>58</td>
</tr>
<tr>
<td>Marketing - Associate in Science</td>
<td>59</td>
</tr>
<tr>
<td>Marketing - Certificate of Achievement Level 2</td>
<td>60</td>
</tr>
<tr>
<td>Marketing - Certificate of Achievement Level 3</td>
<td>61</td>
</tr>
<tr>
<td>Mathematics</td>
<td>110</td>
</tr>
<tr>
<td>Mathematics</td>
<td>139</td>
</tr>
<tr>
<td>Mathematics - Associate in Science for Transfer</td>
<td>110</td>
</tr>
<tr>
<td>Mathematics (MATH)</td>
<td>274</td>
</tr>
<tr>
<td>Maximum Unit Load</td>
<td>26</td>
</tr>
<tr>
<td>Meat Cutting Apprenticeship (MCUT)</td>
<td>278</td>
</tr>
<tr>
<td>Media Arts</td>
<td>111</td>
</tr>
<tr>
<td>Media Arts - Associate in Arts</td>
<td>111</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>116</td>
</tr>
<tr>
<td>Medical Assisting (MA)</td>
<td>278</td>
</tr>
<tr>
<td>Medical Assisting: Administrative - Associate in Science</td>
<td>117</td>
</tr>
<tr>
<td>Medical Assisting: Administrative - Certificate of Achievement Level 3</td>
<td>118</td>
</tr>
<tr>
<td>Medical Assisting: Clinical - Associate in Science</td>
<td>118</td>
</tr>
<tr>
<td>Medical Assisting: Clinical - Certificate of Achievement Level 3</td>
<td>119</td>
</tr>
<tr>
<td>Meteorology (METEO)</td>
<td>280</td>
</tr>
<tr>
<td>Minimum Unit Requirements</td>
<td>25</td>
</tr>
<tr>
<td>Mission, Vision, Values, Goals</td>
<td>14</td>
</tr>
<tr>
<td>Motion Arts - Associate in Science</td>
<td>112</td>
</tr>
<tr>
<td>Motion Arts - Certificate of Achievement Level 2</td>
<td>112</td>
</tr>
<tr>
<td>Motion Arts - Certificate of Achievement Level 3</td>
<td>113</td>
</tr>
<tr>
<td>Music (MUSIC)</td>
<td>280</td>
</tr>
<tr>
<td>Non-Discrimination Policy</td>
<td>10</td>
</tr>
<tr>
<td>Oceanography (OCEAN)</td>
<td>282</td>
</tr>
<tr>
<td>Parking Permits</td>
<td>26</td>
</tr>
<tr>
<td>Patient Navigator - Certificate of Specialization</td>
<td>94</td>
</tr>
<tr>
<td>Peer Leader Training</td>
<td>120</td>
</tr>
<tr>
<td>Peer Leader Training - Certificate of Specialization</td>
<td>120</td>
</tr>
<tr>
<td>Philosophy (PHIL)</td>
<td>282</td>
</tr>
<tr>
<td>Photography (PHOTO)</td>
<td>283</td>
</tr>
<tr>
<td>Physical Science</td>
<td>120</td>
</tr>
<tr>
<td>Physics (PHYS)</td>
<td>283</td>
</tr>
<tr>
<td>Policy on Consensual Relationships</td>
<td>145</td>
</tr>
<tr>
<td>Political Science</td>
<td>121</td>
</tr>
<tr>
<td>Political Science - Associate in Arts for Transfer</td>
<td>121</td>
</tr>
<tr>
<td>Political Science (POLSC)</td>
<td>284</td>
</tr>
<tr>
<td>President's Message</td>
<td>12</td>
</tr>
<tr>
<td>Print Media - Associate in Science</td>
<td>113</td>
</tr>
<tr>
<td>Print Media - Certificate of Achievement Level 2</td>
<td>114</td>
</tr>
<tr>
<td>Print Media - Certificate of Achievement Level 3</td>
<td>114</td>
</tr>
<tr>
<td>Private and Out-of-State Colleges/Universities</td>
<td>196</td>
</tr>
<tr>
<td>Professional Code of Ethics</td>
<td>16</td>
</tr>
<tr>
<td>Psychology</td>
<td>122</td>
</tr>
<tr>
<td>Psychology - Associate in Arts for Transfer</td>
<td>122</td>
</tr>
<tr>
<td>Psychology (PSYCH)</td>
<td>285</td>
</tr>
<tr>
<td>Reading (READ)</td>
<td>286</td>
</tr>
<tr>
<td>Real Estate - Associate in Science</td>
<td>62</td>
</tr>
<tr>
<td>Real Estate - Certificate of Achievement Level 2</td>
<td>62</td>
</tr>
<tr>
<td>Real Estate (REST)</td>
<td>287</td>
</tr>
<tr>
<td>Release of Student Information</td>
<td>144</td>
</tr>
<tr>
<td>Residency Requirements</td>
<td>19</td>
</tr>
<tr>
<td>Residential Carpenter Technology - Certificate of Achievement Level 1</td>
<td>79</td>
</tr>
<tr>
<td>Residential Maintenance - Certificate of Achievement Level 2</td>
<td>80</td>
</tr>
<tr>
<td>Retention of Student Files</td>
<td>26</td>
</tr>
<tr>
<td>Sexual Harassment/Discrimination</td>
<td>145</td>
</tr>
<tr>
<td>Sign Language (SL)</td>
<td>288</td>
</tr>
<tr>
<td>Smoking Policy</td>
<td>153</td>
</tr>
<tr>
<td>Sociology</td>
<td>123</td>
</tr>
<tr>
<td>Sociology - Associate in Arts for Transfer</td>
<td>123</td>
</tr>
<tr>
<td>Sociology (SOC)</td>
<td>289</td>
</tr>
<tr>
<td>Solar &amp; Renewable Energy (SOLAR)</td>
<td>289</td>
</tr>
<tr>
<td>Soliciting Funds or Business on Campus</td>
<td>160</td>
</tr>
<tr>
<td>Spanish (SPAN)</td>
<td>289</td>
</tr>
<tr>
<td>Special Programs</td>
<td>133</td>
</tr>
<tr>
<td>Specialized Courses</td>
<td>136</td>
</tr>
<tr>
<td>Statement of Compliance</td>
<td>16</td>
</tr>
<tr>
<td>Student Accessibility Services (SAS) Program</td>
<td>143</td>
</tr>
<tr>
<td>Student Complaint Process</td>
<td>147</td>
</tr>
<tr>
<td>Student Grievance</td>
<td>156</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>160</td>
</tr>
<tr>
<td>Student Record Privacy Law</td>
<td>155</td>
</tr>
<tr>
<td>Student Services</td>
<td>125</td>
</tr>
<tr>
<td>Student Success &amp; Support Program</td>
<td>26</td>
</tr>
<tr>
<td>Student Success &amp; Support Program</td>
<td>154</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Student-Right-to-Know Completion and Transfer Rates</td>
<td>160</td>
</tr>
<tr>
<td>Students Rights &amp; Responsibilities, Academic Freedom</td>
<td>140</td>
</tr>
<tr>
<td>Studio Arts - Associate in Arts for Transfer</td>
<td>50</td>
</tr>
<tr>
<td><strong>T</strong></td>
<td></td>
</tr>
<tr>
<td>The Career/Transfer Center</td>
<td>125</td>
</tr>
<tr>
<td>Theatre Arts (THEAT)</td>
<td>291</td>
</tr>
<tr>
<td>Transfer Admission Agreements (TAA) and Transfer Admission Guarantee (TAG)</td>
<td>194</td>
</tr>
<tr>
<td>Transfer to Four-Year Institutions</td>
<td>194</td>
</tr>
<tr>
<td>Transferring to a Four-Year College/University</td>
<td>194</td>
</tr>
<tr>
<td>Transportation (TRANS)</td>
<td>292</td>
</tr>
<tr>
<td><strong>U</strong></td>
<td></td>
</tr>
<tr>
<td>University of California (UC)</td>
<td>195</td>
</tr>
<tr>
<td><strong>V</strong></td>
<td></td>
</tr>
<tr>
<td>Veterans Resource Center</td>
<td>131</td>
</tr>
<tr>
<td>Vietnamese (VIET)</td>
<td>293</td>
</tr>
<tr>
<td><strong>W</strong></td>
<td></td>
</tr>
<tr>
<td>Web/Interactive Design - Associate in Science</td>
<td>115</td>
</tr>
<tr>
<td>Web/Interactive Design - Certificate of Achievement Level 2</td>
<td>115</td>
</tr>
<tr>
<td>Web/Interactive Design - Certificate of Achievement Level 3</td>
<td>116</td>
</tr>
<tr>
<td>Work Experience (WE)</td>
<td>293</td>
</tr>
</tbody>
</table>
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