Accredited by the Accrediting Commission for Community and Junior Colleges and approved by the California State Department of Education.

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CATALOG ACKNOWLEDGEMENTS

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Welcome to San José City College (SJCC), where one of Silicon Valley’s best and most affordable educational resources is getting better everyday. The reconstruction of SJCC is well underway. We now have a multi-story parking structure that accommodates more than 600 cars. Our Library/Learning Resource Center will open in January 2003 with the latest resources to assist students in achieving success in the 21st century. Throughout the school year we will see the emergence of several floors of cutting edge computer labs and classrooms in our new Technology Building. Still to come are the new math and science building and a student services center. Thanks to San Jose and Milpitas voters, we are seeing results from the bond issue approved overwhelmingly in 1998.

In addition to the physical changes, we are making curriculum and program improvements to ensure students are well-prepared to transfer to the University of California Campuses, California State Universities, and other four-year colleges and universities. Here’s a sampling:

- Transfer Express Program - special program of courses scheduled to guarantee students will earn their A.A. degree and complete the requirements to transfer in two years.
- Seven newly designed majors that have been articulated with four-year universities so all our credits will be transferable.
- Tutoring in Math and English for those who need extra help.
- Peer-led workshops in Science.
- Computer labs that provide help in Math, English, and English as a Second Language.
- Learning Communities - a collaborative faculty effort that creates logical connections between subject areas.
- Teacher preparation - for those students who are considering a career in teaching with courses and support services that offer a smooth transition from SJCC to the four-year university.
- Service Learning - a collaborative effort of the community and the classroom.

We also provide industry-driven programs that prepare students for high skill, high wage jobs in Silicon Valley’s fastest growing industries. Many of our faculty work in industry, and all of our technology programs have advisory boards from industry that help us keep up with the latest advances. Here are some examples of programs:

- Laser Technology - the state’s best laser tech teaching facility in California with state-of-the-art equipment.
- Heating, Ventilation, Air Conditioning and Refrigeration program - receives accolades throughout Silicon Valley.
- Cosmetology program - 98% of the students pass the state cosmetology exam.
- Multimedia program - offers audio and video production courses where students learn to create digital videos and other products.
- Computer and Computer Networking courses - provides the latest skills needed for success in an ever-expanding field.

At SJCC, students come first. We provide a nurturing environment dedicated to learning. While we support change, SJCC remains a steady force in our community, unwavering in our belief that each student is a unique individual requiring a special combination of academic opportunities, support services, career or college counseling, and peer instructional support.

With streamlined registration it is easier than ever to enroll in the classes you want. I invite you to browse through our catalogue on our Web site (www.sjcc.edu) to find programs that meet your individual needs.

On behalf of SJCC, I welcome you to our college community and extend to you the opportunity to learn in an environment created to help you achieve your college and career goals and become an active member in our large community.

Sincerely,

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

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

In the past two years, San José City College has opened a new four-level parking structure, broken ground for several classroom buildings, a library/resource center and a state-of-the-art technology center. In addition to being able to take your classes in some of the Silicon Valley’s most modern classrooms, you will also benefit by learning from many award-winning instructors at City College. Our campus community includes students and faculty members representing every continent and over 70 different countries from around the world.

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

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

At San Jose City College, we are...

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

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

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

#### OUR COMMITMENT TO YOUR EDUCATION

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

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

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

#### HISTORY OF THE COLLEGE

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

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

Today, the San Jose/Evergreen Community College District (formed in 1963) serves more than seven hundred thousand residents within its 303 square mile boundaries, including the San Jose and Milpitas Unified School Districts and East Side Union High School District.

As a result of a 1965 Citizen’s Advisory Committee Study, a long-range plan resulted in the acquisition of two campus sites on the district’s east side. Evergreen Valley College opened its doors to students in 1975 at its 155-acre campus in southeast San Jose.

Currently, San José City College enrolls more than 10,000 day and evening students, contrasted with 86 in 1921. The number of graduates has also increased. In 2001-2002, over 500 students received Associate in Arts or Science degrees; in 1923, the number was 10. The student body is diverse, reflecting the changing demography of California’s major racial/ethnic groups: 39% Asian, 8% African American, 29% Hispanic, 5% other, and 19% Caucasian. Comprehensive programs targeting the following student populations further reflect diversity: disabled, re-entry, socioeconomically disadvantaged, and immigrant and international students from over 70 countries.

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

#### COLLEGE MISSION

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

In fulfilling this mission, the college assists students:

- in achieving their education,
- employment goals including, but not limited to, lower-division transfer, and general education, certificates,
- distance learning opportunities,
- basic skills instruction,
- English as a Second Language,
- economic development,
- adult non-credit courses, targeted career training,
- two-year college degrees, and
- community services courses

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

#### COLLEGE PHILOSOPHY

We believe our student body reflects a wide range of individual interests, achievements and potential; we further believe that growth toward full recognition and use of individual abilities is the right of every citizen and is enhanced by the professional counseling and guidance of the faculty and staff.
We believe that learning occurs in many ways and in many places and that it is not limited to the classroom; that a broad range of experiences can be related to learning and may be used to gain knowledge and appreciation.

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

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

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

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

**ACCRREDITATION**

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

**GRANTING OF DEGREES**

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

**ACADEMIC SENATE**

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

On July 7, 1964, the Board of Trustees of the San Jose/Evergreen Community College District authorized the establishment of a senate at San José City College, which became operative during the Fall of 1964.

The Senate represents the faculty in the development of instructional policy, curriculum development, and other academic matters.

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

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

**CLASSIFIED COUNCIL**

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

**ORGANIZATION OF THE COLLEGE**

The administrative head of the District is the Chancellor who serves as Secretary of the Board of Trustees. The College President is the chief administrative officer of the campus.

The Vice Chancellor for Educational Services is responsible to the Chancellor for maintaining the quality of the District’s academic programs and student services. The Vice Chancellor supports campus-based courses and curriculum development initiatives, coordinates professional development through the work of the Teaching and Learning Center, and oversees the District’s efforts in research and planning, and in marketing and enrollment management. The Vice Chancellor also maintains liaison with area school districts and four-year institutions.

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

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

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

Student Services is divided into two divisions: Counseling and Matriculation and Special Programs. The division of Counseling and Matriculation is primarily responsible for Counseling, the Career/Transfer Center, guidance courses, Financial Aid, Assessment, and International Students. The division of Special Programs has the responsibility for EOP&S, DSP&S, Middle College, CHALUI follow-up, and College Information and Recruitment.
Appropriate committees of the faculty, student body, and administration review all new course and program proposals, as well as recommendations for modifications. If found feasible and in accordance with the philosophy of the College, they are recommended to the Chancellor and the Board of Trustees for adoption.

**DIVISIONS AND PROGRAMS**

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

**ATHLETICS AND PHYSICAL EDUCATION**
- Physical Education
- Intercollegiate Athletics
  - Baseball M
  - Softball W
  - Basketball M & W
  - Football M
  - Cross Country M & W
  - Golf M
  - Track & Field M & W
  - Volleyball W
- Recreation

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

**COUNSELING AND MATRICULATION**
- Assessment
- Career/Transfer Center
- Counseling
- Financial Aid
- Guidance courses
- Health Services
- International Students
- Veterans
- Student Life
  - Student Government
  - Student Activities
  - Student Conduct
  - Student Grievances
  - Student Government course

**INSTRUCTIONAL TECHNOLOGY AND LEARNING RESOURCES**
- SJCC Library
- Campus Technology Support & Services
- Staff Development
- Online Education
- Instructional Technology
- Ed Tech courses
- Technology Planning on campus
- Faculty and staff technology training
- SJCC Web Page – Internet and intranet

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

**LANGUAGE ARTS**
- English
- English As A Second Language
- Journalism
- Learning Center
- Reading/Writing

**MATHEMATICS AND NATURAL SCIENCES**
- Anatomy
- Geology
- Astronomy
- Mathematics
- Biology
- Meteorology
- Botany
- Microbiology
- Chemistry
- Oceanography
- Computer Science
- Physics
- Environmental Science
- Physiology

**SPECIAL PROGRAMS**
- EOP&S/CARE
- Disabled Students Program & Services (DSP&S)
- CHALUI
- Honors Program
- Middle College
- College Information and Recruitment

**WORKFORCE INITIATIVE NETWORK (WIN) PROGRAM**
- Americorp
- Cal WORKS
- Job Placement
- Service Learning
CHAPTER 2 — ADMISSIONS AND REGISTRATION PROCEDURES

INTRODUCTION

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

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

RESIDENCY REQUIREMENTS

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

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

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

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

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

5. Tuition for non California residents is set annually by the District Board of Trustees. For the 2002 -2003 academic year, tuition will be $141 per unit.

LEGAL RESIDENCE

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

1. They are at least 19 and have been a legal resident of California for more than one year immediately preceding the day before the first day of instruction (residency determination date) for the semester/session they propose to attend San José City College.*

2. Unmarried persons who are between 18 and 19 years of age shall have their residency classification determined by considering (a) the residency status of their parent or legal guardian while they are under 18 and (b) their own residency after they become 18. The total time (a plus b) must be more than one year as in number 1 above. (See Item #16 for exception).

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

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

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

Should a member of the armed forces of the United States whose dependent natural or adopted child, stepchild, or spouse is in attendance at an institution be thereafter transferred on military orders to a place outside the continental United States where the member continues to serve in the armed forces of the United States, the dependent student shall not lose his or her resident classification.

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

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

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

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

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

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

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

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

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

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

15. Alien Students: A student who is an alien may establish his or her residence if not precluded by the Immigration and Nationality Act from establishing domicile in the United States; provided that the student has had residence in California for more than one year prior to the residence determination date for the semester, quarter or other session for which attendance at an institution is proposed.* 

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

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

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

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

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

APPLICATION FOR ADMISSION

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

SUPPLEMENTAL APPLICATION - COSMETOLOGY

Because of special department requirements or enrollment limitations for Cosmetology, this department has established screening procedures and supplemental applications for their
CHAPTER 2 — ADMISSIONS AND REGISTRATION PROCEDURES

candidates. Information regarding these applications is available in the Office of Admissions and Records, the Counseling Office, and the Cosmetology Department.

INTERNATIONAL STUDENTS

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

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

International students are required to pay the non-resident tuition, enrollment fees, and health fees at time of registration. Failure to pay the tuition charge results in a denial of registration.

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

TRANSCRIPTS FROM OTHER COLLEGES

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

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

At the time of graduation, the grade point average of all work attempted at all other accredited institutions of higher education are calculated into the grade point average at San José City College. College credit will be granted to students who provide the college with official test results showing completion of equivalent Math and English courses. See the above section on transcripts from other colleges.

Assessment

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

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

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

CREDIT BY EXAMINATION

In order to permit able students to pursue programs at an accelerated rate and to encourage self-study, San José City College also grants credit by examination under specified conditions, including a list of courses for which credit by examination may be granted. Information about testing procedures and dates is available at the Counseling Office.

Credit by examination shall be granted to a maximum of 12 units with a minimum of “C” grade on any examination. A student is permitted to take the credit by examination only once.

A student must be fully matriculated (officially registered at San José City College) at the time of the examination. An application for credit by examination must be approved both by the student’s counselor and by the appropriate dean.

Credit shall be posted on the college transcript when a student has completed 12 units of study in the San Jose/Evergreen Community College District.

College Entrance Examination Board Advanced Placement Program (CEEB) and College Level Examination Program (CLEP)

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

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

CREDIT FOR MILITARY SERVICE

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

ADMISSION GUIDE

New First-Time College Student (Reached 18 years of age or High School Graduate):
1. Complete and submit an Application for Admission to the Office of Admissions and Records.
2. Schedule and take the Assessment.
3. Schedule an Assessment at the time you submit your application and the R-42 form. This information applies a new, returning, and continuing students.
4. Register for class(es) by calling (408) 233-0300.
5. Obtain a basic I.D. card (free) or a photo I.D. card for a small fee in the Office of Admissions and Records. You will need this card to check out books and for other services.

Returning Student – Not on Probation or Dismissal:
1. Complete and submit an Application for Admission to the Office of Admissions and Records.
2. Obtain a registration date.
3. Clear any holds you may have before registering.
4. Register for class(es) by calling (408) 233-0300.
5. Obtain a basic I.D. card (free) or a photo I.D. card for a small fee in the Office of Admissions and Records. You will need this card to check out books and for other services.

Returning Student – On Probation and/or Dismissal Status:
1. Complete and submit an Application for Admission to the Office of Admissions and Records.
2. Schedule a required counseling appointment, call (408) 288-3750.
3. Obtain a registration date.
4. Clear any holds you may have before registering.
5. Register for class(es) by calling (408) 223-0300.
6. Obtain a basic I.D. card (free) or a photo I.D. card for a small fee in the Office of Admissions and Records. You will need this card to check out books and for other services.

New Transfer College Student (Student Who has Attended Another College):
1. Complete and submit an Application for Admission to the Office of Admissions and Records.
2. Submit official transcripts to the Office of Admissions and Records.
3. Obtain a registration date.
4. Register for class(es) by calling (408) 223-0300.

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

High school Student (R-40):
1. Complete and submit an Application for Admission to the Office of Admissions and Records.
2. Complete and submit an Attendance Approval Form (R-40).
3. Schedule and take the Assessment.
4. After you complete the Assessment, you will be directed to the Counseling Office for advisement.
5. Register for class(es) by calling (408) 233-0300.
6. Obtain a basic I.D. card (free) or a photo I.D. card for a small fee in the Office of Admissions and Records. You will need this card to check out books and for other services.
7. High school students are required to complete and submit a new application for Admission for every term/semester of enrollment and an Attendance Approval for Special Part-Time High School form (R-40). This information applies a new, returning, and continuing students.

Students under 18 and Not in High School (R-42) and Have Not passed the California Proficiency Exam or G.E.D.:
1. Complete and submit an Application for Admission to the Office of Admissions and Records.
2. Complete and submit the Special Part-Time Student Admission Form (R-42). This Form will require a letter of recommendation from the principal of the school of attendance indicating your maturity and ability to benefit from advanced scholastic or vocational work.
3. Schedule an Assessment at the time you submit your application and the R-42 form.
4. Upon completion of the Assessment, you will meet with a counselor for advisement.
5. If approved by the counselor, return to the Office of Admissions and Records for a registration date and time.
6. Register for class(es) by calling 408-223-0300.
7. Get a basic I.D. card (free) or a photo I.D. card for a small fee in the Office of Admissions and Records. The card will be needed for checking out books from the library and for other services.
8. Students wishing to register for the next semester/session are required to complete a new Application for Admission and the R-42 form.
Open Curriculum Class(es) only for students over 18 years of age or High School Graduates*:
1. Complete and submit an Application for Admission in the Office of Admissions and Records.
2. Obtain a registration date.
3. Clear any holds you may have before registering.
4. Register for class(es) by calling (408) 223-0300.
5. Obtain a basic I.D. card (free) or a photo I.D. card for a small fee in the Office of Admissions and Records. You will need this card to check out books and for other services.

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

*An open curriculum class is one that has no prerequisites of any kind. However, some courses such as English 321 and Math 310 may require that Assessment results be on file prior to the first day of class.

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

ASSessment AND advisement INFORMATION

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

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

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

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

Summer Session:
- Full-time student — registered for 4 or more units.
- Part-time student - registered for fewer than 4 units.
- Half-time student - registered for 2 units or more but fewer than 4 units.

MINIMUM Unit REQUIREMENTS
To maintain eligible status in the categories listed below students must carry a minimum program of new work as shown below:
1. International students — 12 units per semester.
2. Social Security, California State Disability, and P.L. 674 — 12 units per semester.
4. Associated Students Officers — 9 units per semester.
5. Varsity athletes — 12 units per semester.

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

MAXIMUM Unit LOAD
Students are restricted to a maximum load of 18 units during the regular registration period for Fall and Spring semesters. The maximum number of units a student can carry during the Summer session is 7 units. The limit is applied to provide all students an opportunity to register for a full program and be successful as students. When space remains in classes during the drop and add periods, the Dean of Counseling and Matriculation may approve additional units.
Students, particularly first-time college students, should avoid taking more than 18 units in one semester or 7 units during the summer.

**Retention of Student Files**

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

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

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**Fees**

(Please consult the current Schedule of Classes for the current fees schedule)

**Enrollment Fees**

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

**Student I.D. Card**

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

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

**Student Activities Fee**

Associate Student Body cards are required of students who use the Student Accounts Office for loans or scholarships, intercollegiate athletes, 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 kinds of college and community affairs and activities.

Beginning Spring semester 2003, all students will be billed a $5 activities fee and be issued a Student Body card.

**Health Services Fee**

The District provides a medical doctor and nurse to assist students in health matters. These services include first aid, medical care, health information, health counseling and personal, short-term adjustment counseling. All students will be required to pay a $11 health fee at the time of registration for Fall and Spring classes.

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

**Nonresident/International Student Tuition**

Tuition for nonresidents and International students for the 2002-2003 fiscal year is $141 per unit. In addition, students must pay enrollment fees of $11 per unit and health fees. Personal checks are not accepted for tuition. Payments must be made in cash, certified check, travelers’ checks, or Visa/MasterCard.

**Materials Fee**

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

**Parking Fee**

**Fall and Spring**

All students may purchase semester permits from the Campus Store. The cost of permits for automobiles is $40 and $14 for motorcycles. Motorcycle students MUST purchase the semester permit and park only in designated areas on campus. FEES are refundable within District policy. Vehicles without semester permits must pay $2 per day. Paid parking is enforced Monday through Saturdays. Purchase of a semester permit does not guarantee a parking space; it merely gives the student the convenience of not having to purchase a daily permit. Students must park in student lots only. Please make sure the vehicle is locked. The College District is not responsible for damage or loss to your vehicle. Students on fee waivers (BOGG) will not be charged more than $20 for a parking permit.

If an auto permit is purchased and students desire to ride a motorcycle some days of the week, they may have the motorcycle permit at no charge, provided they show ownership for BOTH vehicles. However, if students initially purchase a motorcycle permit for $14, they may purchase an auto permit for an additional $26 with proper documentation.

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

**Summer Session**

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

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

RECORDS FEES

Transcripts

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

Student’s Schedule

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

GENERAL EDUCATION CERTIFICATION AND INTERSEGMENTAL GENERAL EDUCATION CURRICULUM (IGETC) CERTIFICATION

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

Verification of Enrollment

All official verifications of enrollment at the College will be assessed a set fee per verification.

* Miscellaneous Documents

Copies of miscellaneous documents contained in student files are available upon written request at a fee of $1 per page. This fee does not apply to Evergreen Valley and San José City College records for which there is a separate charge. Please consult the current schedule of classes for the fee schedule and for additional fees.

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.

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

FEE WAIVER

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

FEE DEFERRAL

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

REFUND OF FEES

Students who drop classes before a specified deadline (see schedule of classes) are entitled a refund of fees for those courses. Refund of fees are not automatic.

Students must complete and submit the Refund Request Form to the Office of Admissions and Records by the appropriate deadlines. Deadlines are published in the Schedule of Classes each semester. Fees may not be transferred or credited from one semester/session to another.

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 $11 per unit enrollment fee and/or $141 per unit fee for non-resident tuition. Students who officially add a class after the refund deadline date are not entitled to a refund.

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

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

Refunds will be made in full for the qualifying amount, minus the processing fee. A $10 per semester/session processing fee is charged for requested refunds of various registration fees. There is a separate processing fee charged for all parking refund requests.

- Short Term Credit and Irregularly Scheduled Courses (not 16 week, or late-starting courses)

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

- Canceled Classes

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

- Processing Timeline for Refunds

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

PARKING PERMIT REFUND

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

RETURNED CHECKS

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

INTRODUCTION

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

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

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

ADELANTE PROGRAM

ADELANTE means “to advance into the future” in Spanish. San José City College’s ADELANTE program is an academic program that provides a supportive environment in which students can achieve their educational and career goals in partnership with a counselor, culturally sensitive instructors, community professionals, peer mentors, and a mentor coordinator.

The ADELANTE logo is a stylistic composite of the Feathered Serpent, the Aztec God, Quetzalcoatl. It represents the very highest aspirations of humanity. It also signifies the duality of human nature. Hence, human beings can aspire to new heights through the acquisition of skills needed to succeed while remaining firmly grounded on this Earth.

Adelante’s goals are:

• To increase the recruitment, retention, education, success, and graduation rates of students at San José City College
• To prepare students for entry into the general education and/or vocational curriculum
• To increase the transfer rate of students to four-year colleges and universities
• To expose students to various work environments and enable them to have first-hand experience in many career fields

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

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

AMERICORPS

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

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

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

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

ASSOCIATED STUDENTS

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

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

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

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

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

Associated Student Clubs sponsored by the AS are:
- Black Student Union (BSU)
- Broadcasting Club (KJCC)
- International Students
- La Raza Student Alliance
- Pride Alliance
- Psychology Club
- Sigma Eta Beta (Cosmetology)
- Spirit Club
- Vietnamese Student Association

CalWORKS Program (formerly GAIN)

(California Work Opportunities & Responsibility to Kids)
Program Eligibility Requirements: TANF (formerly AFDC) Recipients

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

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

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

Campus Store

The Campus Store is stocked with textbooks, reference books, paperbound books for leisure reading, study guides, and other instructional materials. A large assortment of school supplies such as notebooks, paper of all kinds, pencils, organizers, calculators, index cards, computer disks, software, etc., are available. There is also an assortment of college clothing, novelties and gifts, greeting cards, candy and sundries.

The Campus Store is located in the 300 wing adjacent to the College Union. For more information, contact the Campus Store at (408) 298-2181 ext. 3737.

Career/Transfer Center

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

CTC Services include:
- Assistance in exploring majors, colleges/universities and career options
- Access to Admissions Information for Private and Independent Colleges and Universities, including CSU and UC Admission Applications
- Extensive resource library of information on careers and four-year institutions
- Scheduled visits from representatives of four-year colleges and universities
- EUREKA- a computer database for researching occupations, majors, colleges and scholarships
- DISCOVER- a computer software program that provides assistance to students in making career choices
- Internet access for educational research
- Information on how to get guaranteed admission to selected 4-year colleges and universities
- Current information about transfer-related events at SJCC and at 4-year colleges
- Transfer Preparation Workshops:
  - UC/CSU Admission Requirements
  - UC/CSU Admission Application Procedure
  - Writing the UC Essay
  - Financial Aid
  - Pathways to Teaching
  - Private College Admission Requirements
- Fall Transfer Day
- Bus Tours to selected four-year colleges
The CTC is located in the Counseling Building. Visit our website for updated transfer information and links: www.sjcc.edu/StudentServices/TransferCenter/ (408) 298-2181 ext. 3939

**CARR Program**

**Creative Athletic Retention Response (CARR)**

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

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

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

**Child Development Center**

The San José City College Child Development Center provides a full day/part day Preschool Child Development Program for the children of students. Children must be 2 years to 5 years of age. Parents must be enrolled in a minimum of 6 daytime units of coursework. Tuition Fees are based on family income and size, with priority given to low income families. The Center provides a quality developmental program and serves as a laboratory training program for students in the Early Childhood Education program.

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

**College Information and Recruitment**

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

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

For assistance, contact the College Information and Recruitment Office at (408) 288-3708.

**Counseling Program**

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

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

**Disabled Students Program and Services (DSP&S)**

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

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

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


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

For more information, contact DSPS in Room 310 or call (408) 288-3746 (Voice), (408) 294-3447 (TDD).

**Educational Plans**

Upon admission to the College all students will be required to express a broad educational goal. A specific educational goal, with an Educational Plan, must be declared by such time as the student has completed 15 semester units. It is the responsibility of the student to schedule an appointment with a counselor to complete an educational plan. Failure to specify the goal, complete the Educational Plan, diligently attend classes, complete assignments and maintain progress towards that goal, may result in denial of further services to the student by the College and the District.
**Extended Opportunity Program and Services/Cooperative Agencies Resources for Education (EOP&S/CARE)**

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

All interested students will need to meet program requirements. Contact the EOP&S/CARE Program (408) 288-3788 or TDD (408) 294-3447 (Hearing Impaired) to obtain additional information. The EOP&S/CARE office is located in Room C-30 in the Counseling Building. The office hours are Monday – Friday, 8 a.m. – 5 p.m.

**Health Services**

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

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

**Financial and Legal Limitations**

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

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

**Honors Program**

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

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

Continuing students with a minimum cumulative GPA of a 3.25 that are eligible for English 1A may participate in the Honors Program. Most of the continuing students are referred by the faculty of San José City College. In each case the students meet with the Director of the Honors Program for academic advising, educational planning, and transfer assistance to the four-year university.

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 students knowledge in the four hallmarks of excellence: scholarship, leadership, fellowship, and service. In addition to the bond of membership, scholarships are available at many four-year institutions for Phi Theta Kappa transfer students.

**International Student Services**

The International Student Program provides all International students with class scheduling, student status consultation/information, immigration information, and academic, personal, and occupational counseling.

For more information, contact Maureen Ingeneri, International Student Admissions Clerk, (408) 288-3750. The International Counselor is Dr. Suzanne Benninghofen.

**Job Placement**

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

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

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

For more information, contact Jeanette D’Anna, Job Placement Officer, (408) 288-3783 or e-mail jeanette.d'anna@sjeccd.cc.ca.us
CHAPTER 3 — STUDENT LIFE

LIBRARY SERVICES

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

Reference librarians are available to provide instruction to students on using library resources and to assist students in locating information. The SJCC Student I.D. card serves as a library card.

Students wishing to learn more about the library and how to use it effectively are encouraged to enroll in Library Studies 11. The library also offers two courses in an online environment: Library Studies 15 (3 units) — Electronic Research and the Internet, which focuses on Information Competency, and Library Studies 22 (1 unit) — Internet Research Strategies, which focuses on using the Internet for academic research.

SERVICE LEARNING PROGRAM

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

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

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

TRANSFER ADMISSION AGREEMENT (TAA)

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

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

VETERANS INFORMATION

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

Credit for Military Service

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

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

WORKFORCE INITIATIVE NETWORK (WIN PROGRAM)

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

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

FINANCIAL AID

The Financial Aid Program operates under the premise that no student should be denied the opportunity to pursue higher education for lack of funds. This program assists students in applying for and obtaining one or more types of
aid to pay for their educational expenses. All applicants are given fair and equal consideration. The Financial Aid Office (FAO) provides financial assistance, budget guidance, and other finance-related services. Most federal and state aid is based on need. Loans, grants, scholarships and work-study employment are available to full and part-time students who qualify. Students are advised to apply for assistance early.

WHO CAN APPLY

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

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

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

HOW TO APPLY

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

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

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

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

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

HOW FINANCIAL NEED IS DETERMINED

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

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

* It is possible to receive a student loan regardless of income or need.

HOW MUCH A STUDENT IS EXPECTED TO PROVIDE

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

HOW EXPENSES ARE ESTABLISHED

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

COST OF ATTENDING

Below are the expenses included in the budgets that have been approved for the 2000-2001 academic year. The budgets reflect the standardized expenses for a nine-month period.

<table>
<thead>
<tr>
<th></th>
<th>At Home</th>
<th>Away From Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees</td>
<td>$342</td>
<td>$342</td>
</tr>
<tr>
<td>Book/Supplies</td>
<td>$1,206</td>
<td>$1,206</td>
</tr>
<tr>
<td>Personal/Misc.</td>
<td>$2,250</td>
<td>$2,250</td>
</tr>
<tr>
<td>Transportation</td>
<td>$960</td>
<td>$990</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$4,050</td>
<td>$9,000</td>
</tr>
<tr>
<td>TOTAL (Not including fees)</td>
<td>$8,808*</td>
<td>$13,788*</td>
</tr>
</tbody>
</table>

Non-Resident Fees: $141 per unit, plus the enrollment fee of $11 per unit. (12 units @ $152 per unit equals $1,824 per semester)

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

* Amounts subject to change.
PAYMENT PERIOD
San José City College disburses student financial aid checks twice each semester, usually late August or early September, November, January and April. Most checks are distributed prior to the 5th of the month. Federal Work-Study checks are paid on the 10th of each month. Cal Grant checks are disbursed once per semester, usually October and March. Federal Stafford Loan checks are sent by lenders directly to the school and are disbursed when received.

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

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

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

FINANCIAL AID PACKAGING POLICY
Once a student has demonstrated "Financial Need" the Financial Aid Office must determine the best way to meet the need through either one form of student financial aid or a combination of various forms of student financial aid.

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

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

- Some students receive a Cal Grant from the State, and this grant is also included in the attempt to meet the 40-50% of students' need with grant aid.

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

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

Students who are denied aid due to lack of "satisfactory academic progress" must petition to the Appeals Committee by the end of the third week of the semester. The committee will then determine whether further aid will be offered. See "Satisfactory Academic Progress" for further information.

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

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

<table>
<thead>
<tr>
<th>Number in Household (Including student)</th>
<th>Total Family Income the Previous Year (Adjusted Gross Income and/or Untaxed Income)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$12,885 or less</td>
</tr>
<tr>
<td>2</td>
<td>$17,415 or less</td>
</tr>
<tr>
<td>3</td>
<td>$21,945 or less</td>
</tr>
<tr>
<td>4</td>
<td>$26,475 or less</td>
</tr>
</tbody>
</table>

*Add $4,530 for each additional dependent.

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

*Additionally, all students that show "need" using the FASFA are eligible for BOGW-C

Once qualified for a BOGW, a student's enrollment fees are waived for the remainder of the academic year.
SATISFACTORY ACADEMIC PROGRESS

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

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

FINANCIAL AID CONSORTIUM AGREEMENT

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

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

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

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

SPECIAL ACADEMIC PROGRAMS

ACCELERATED DEGREE PROGRAM

The Accelerated Degree Program offers fast track courses for working adults who want to finish their degrees in a timely manner. Courses are offered in the evenings in six and eight week blocks. Students concentrate on one course at a time and can finish the program in 2½ years if they are eligible at the English 1A level. Most courses are offered off-campus in business-like training rooms.

For more information, contact the Counseling Office.

CO-NECT PROGRAM

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

For more information, contact the Mathematics and Science Department.

HONORS PROGRAM

The San José City College Honors Program is designed to motivate new and continuing students to excel in an intellectually stimulating environment. New students who are placed at the high end of the English Placement Test or were in AP classes in high school are referred to the Honors Director for academic planning. Continuing students with a minimum cumulative GPA of a 3.25 and eligible for English 1A may participate in the Honors Program. Most of the continuing students are referred by the faculty at San José City College. In each case the students meet with the Director of the Honors Program for academic advising, educational planning, and transfer assistance to the four-year university.

For more information, contact the Counseling Office.

MIDDLE COLLEGE

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

For more information, contact the Counseling Office.

TEACHER PREPARATION PROGRAM

Given the acute shortage of teachers in the state of California, San José City College has placed an especially strong institutional emphasis on its Teacher Preparation Program. As the recipient of a five year (2000-2005) Teacher and Reading Development Partnership Grant, the college has designed an educational planning process which provides students who are interested in becoming teachers with information and support specific to their teaching career goals, articulation and transfer agreements with teacher training scholarship opportunities for transfer students, and teaching workshops and visits from practicing teaching professionals on campus.

For more information, contact the Humanities/Social Science Division.

WILLOW GLEN COLLEGE PROGRAM

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

For more information, contact the Mathematics and Science Department.

SUPPORT SERVICES

ESL MULTIMEDIA LAB

The ESL Multimedia Lab provides ample interactive software and CD audio material to support English language development for students at every level of English language proficiency. Students who use this lab are enrolled in variable unit courses, ESL 340L through ESL 100L, for .5 to 2 units of credit. Instructors in ESL courses recommend lab programs that supplement the learning objectives and skills emphasized in any ESL course. Students may also self-select programs that meet their language development needs. Assistance with program use and language instruction is available. The lab is situated in the new Learning Resource Center and is open six days a week. For further convenience, students may use our online lab at www.eslstation.net where exceptional learning links for each ESL Skills Development course are just a click away.

For more information, contact the ESL Department in GE 206.
LIBRARY SERVICES

The library offers a highly useful collection of print, audio-visual and online resources. Printed materials include a book collection of 70,000 volumes, current subscriptions to more than 300 periodicals, and a pamphlet collection of 3,000 items. Other resources include videocassettes, compact discs, CD-ROMs, online databases, and the Internet. Study areas, with tables and individual carrels, are provided, and microcomputers, audio-visual equipment and coin-operated copying machines are also available. Reference librarians provide instruction to students on using library resources and assist students in locating information. The SJCC Student I.D. card serves as a library card. Students wishing to learn more about the library and how to use it effectively are encouraged to enroll in Library Studies 11. The library also offers a course, Library Studies 22, focused on using the Internet for academic research.

For more information, contact the Library.

MATH LAB

The Math Lab is a fully computerized lab that offers basic math and algebra instruction using computer software programs. These lab courses are self-paced and provide an alternative to the traditional math classroom. There are instructors and instructional assistants available to provide individual help. The Math Lab is located in GE 106.

For more information, contact the Math Division.

READING AND WRITING CENTERS

The Reading and Writing Centers are open on a drop-in basis to all students who need help with their reading and writing assignments in any course. Instructors, instructional assistants and tutors are available to provide individual and group help, and students may use the resources of the center (books, handouts, computer programs, workshops, etc.) as needed. There is no credit and no fee for this service. Students may also enroll in various self-paced credit courses in the Centers at any time during the semester to improve their reading and writing skills. The Centers also provide laboratory instruction for students in English Reading and writing courses below the English 1A level. The Reading Center is located in GE 209; the Writing Center is in GE 207.

For more information, contact the Language Arts Division.

TECHNOLOGY LABS

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

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

TECHNOLOGY SKILLS CENTER

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

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

TUTORING CENTER

The Tutoring Center offers campus-wide tutoring in several forms. These include drop-in tutoring in math, science, accounting, English and other courses as needed as well as scheduled individual and small group tutoring for most courses. The tutors are student peers who have previously excelled in their own coursework and have the recommendation of their instructors. Students seeking an individual tutor fill out an application form and are then matched with an appropriate tutor. There is no fee and no credit for this service. The Center is located in the Science Building, Room S-2.

For more information, contact the Language Arts Division.

SPECIALIZED COURSES

DIRECTED STUDY COURSES

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

For more information, contact the division offices.

DISTANCE EDUCATION COURSES

ONLINE EDUCATION COURSES

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

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

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

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

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

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

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

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

STUDY OPTIONS

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

For more information, contact the Counseling Office.

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

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

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

For more information, contact the Humanities/Social Sciences Division.
SERVICE LEARNING PROGRAM

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

For more information, contact the Job Placement Office.

CAMPUS MEDIA

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

For more information contact the Language Arts Division.

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

For more information, contact Associated Students.

ART GALLERY

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

For more information, contact the Humanities Division.

ATHLETICS

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

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

COLLEGE THEATER

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

For more information, contact the Humanities Division.

COMMUNITY ARTS & LECTURE SERIES

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

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

CERTIFICATE REQUIREMENTS

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

- Certificate of Course Completion complete a specific course
- Certificate of Competency 6 – 17 units
- Certificate of Specialization 18 – 29 units
- Certificate of Achievement 30+ units

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

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

GRADUATION REQUIREMENTS

ASSOCIATE OF SCIENCE DEGREE

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

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

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

II. A general education pattern, which shall include:

CONTENT AREA

A. English Communication
   Written Communication 3 units
   Oral Communication 3 units

B. Physical and Biological Sciences
   Select one course for 3 units 3 units

C. Arts and Humanities
   Fine Arts 3 units
   Humanities 6 units

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

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

Required Minimum 24 units

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

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

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

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

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

1. Reading - English 1A, English Composition
2. Written expression English 1A, English Composition
3. Mathematics – Math 11A, 11R or equivalent Math course, or Algebra competency exam

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

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

A grade of "C" or better is required in major courses for the degree.
CHAPTER 5 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

VI. Residence requirements:

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

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

VII. Physical Activity

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

CATALOG TO BE USED BY THE STUDENT FOR GRADUATION

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

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

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

COURSES COMPLETED AT EVERGREEN VALLEY COLLEGE

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

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

RECIPIROCITY AGREEMENT A.A./A.S. DEGREE PATTERNS

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

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

GRADUATION APPEALS COMMITTEE

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

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

GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Area A: English Communication –</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written: Engl 1A with a “C” or better grade</td>
<td>3</td>
</tr>
<tr>
<td>Oral: COMS 20, 20N, 40, 45</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area B: Physical and Biological Science –</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science With Lab: Anat. 1, Biol. 1, 20, 21A, 64; Chem. 1A, 15, 30A, 30B; Envi 10; Geol. 10 &amp; 10L, 11 &amp; 11L; Phys. 2A, 4A, 4B</td>
<td>3</td>
</tr>
<tr>
<td>Cosmetology Major Only: Cosmo. 10A, 10B, 105A, 105B</td>
<td></td>
</tr>
<tr>
<td>Dental Assistant Major Only: Dent. 151</td>
<td></td>
</tr>
<tr>
<td>Electronics &amp; Laser Majors Only: Elect. 62</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area C: Arts and Humanities –</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art: Art 91, 92; Drama 13A, 23, 27, 40; Humnt 1; Music 89, 91, 95, 99</td>
<td>3</td>
</tr>
<tr>
<td>Humanities: Chin 1A; Engl. 1B, 28, 33, 65, 73, 76A, 76B, 78, 80, 82A, 82B, 84A, 84B, 86A, 86B; Fren.1A, 1B, 2A, 2B, 15, 16, 17, 18; Humnt 2; Japan. 1A, 1B, 2A, 2B; Phil. 10, 11, 12, 51, 65, 70; SL 1A, 1B, 2A, 2B</td>
<td>3</td>
</tr>
</tbody>
</table>

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CHAPTER 5 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

Area D: Social and Behavioral Science –
Two courses for 6 units

Option 1 - Hist. 1, and Pol. Sci. 1; - OR -
Option 2 - Hist. 17A, and 17B;

Area E: Lifelong Understand and
Self-Development –
One course for 3 units
Drama 11; FCS 19, 50; H Ed. 11; Psych.
20, 60, 80, 88, 96, 100

GENERAL EDUCATION PATTERN 24

ADDITIONAL GRADUATION REQUIREMENTS

Major/Elective Requirement 18-36
Physical Activity: Dance 10, 20, 21, 40, 50, 51, 55, 62, 64; PE 1, 8, 9, 10, 12, 13, 14, 17, 18, 20, 24, 30, 34, 35, 38, 39, 40, 42, 46, 48, 52, 55, 56, 98; APE 30E, 41E, 42E, 56E
121 with a "C" or better grade or qualifying test score.
Cultural Plurism/Ethnic Studies: Engl. 33, 80, 82A, 82B; SL 15; Hist 21, 24; SSCI 20, 27, 30, 31, 32, 40;

TOTAL: MINIMUM 60

ASSOCIATE OF SCIENCE DEGREE AND CERTIFICATE INDEX

ACCOUNTING
— A.S. Degree
— Certificate:
   Specialization

ADMINISTRATION OF JUSTICE
— A.S. Degree

ADVANCED MANUFACTURING TECHNOLOGY
— A.S. Degree
— Certificate:
   Achievement

AIR CONDITIONING/REFRIGERATION
— A.S. Degree
— Certificate:
   Specialization
   Stationary Engineers
   Achievement

ALCOHOL AND DRUG STUDIES
— A.S. Degree
— Certificate:
   Specialization

ART
— A.S. Degree

BUSINESS
— A.S. Degree
— Certificate:
   Competency
   Electronic Commerce
   Entrepreneurship
   Management
   Marketing
   Specialization
   Electronic Commerce
   Entrepreneurship
   Management
   Marketing
   Achievement
   Electronic Commerce
   Entrepreneurship
   Management
   Marketing

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

COMPUTER INFORMATION SYSTEMS
— A.S. Degree:
   Computer Programming
   Network Administration
   Web Application Solutions
   Web Site Administration
— Certificate:
   Competency
   Computer Programming
   Network Administration
   Novel Networks
   NT Networks
   Unix Networks
   Web Application Solutions
   Web Site Administration
   Specialization
   Computer Programming
   Network Administration
   Web Application Solutions
   Web Site Administration
   Achievement
   Computer Programming
   Network Administration
   Web Application Solutions
   Web Site Administration

COMPUTER TECHNOLOGY
— Certificate:
   Specialization

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

COSMETOLOGY
— A.S. Degree
— Certificate:
   Competency
   Esthetician
   Achievement
CHAPTER 5 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

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

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

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

GENERAL MAJOR
— A.S. Degree

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

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

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

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

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

REAL ESTATE
— A.S. Degree
— Certificate:
  Competency
  Sales
  Appraiser
  Achievement
  Broker

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.

RELATED OCCUPATIONS
Accounts Receivable Specialist
Accounts Payable Specialist
Payroll Specialist

FOR ADDITIONAL INFORMATION VISIT THE CAREER/TRANSFER CENTER OR CONTACT THE FOLLOWING:
Accounting Department: (408) 298-2181 ext. 3983
Business & Service Careers Division: (408) 288-3714
San José City College Web site: www.sjcc.edu

An advanced course in the certificate must be taken at San José City College. Accounting 62 and 63 must be taken at San José City College or equivalent courses at other accredited colleges must be approved by the department. The student may achieve an employment skill through this one-year program.

CERTIFICATE OF SPECIALIZATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 20</td>
<td>Financial Accounting (CAN BUS 2)</td>
<td>4</td>
</tr>
<tr>
<td>ACCTG 21</td>
<td>Managerial Accounting (CAN BUS 4)</td>
<td>4</td>
</tr>
<tr>
<td>ACCTG 30</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG 97</td>
<td>Principles of Income Tax</td>
<td>3</td>
</tr>
<tr>
<td>BUS 7A</td>
<td>Business Language Skills</td>
<td>3</td>
</tr>
<tr>
<td>CIS 41</td>
<td>Introduction to Computer</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Information System (CAN BUS 6)</td>
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APPROVED ELECTIVES—choose 4 units from the list below

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 98</td>
<td>Directed Study</td>
<td>1-3</td>
</tr>
<tr>
<td>ACCTG 136</td>
<td>Cooperative Work Experience</td>
<td></td>
</tr>
<tr>
<td></td>
<td>–Parallel Plan</td>
<td>1-4</td>
</tr>
<tr>
<td>BUS 7B</td>
<td>Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 25</td>
<td>Introduction to Investments</td>
<td>3</td>
</tr>
<tr>
<td>BUS 71</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(Required for AS Degree)</td>
<td></td>
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<tr>
<td>CA 50B</td>
<td>Microsoft Excel XP 2002</td>
<td>2</td>
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<tr>
<td>CA 60B</td>
<td>Microsoft Access XP 2002</td>
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<tr>
<td>ECON 10A</td>
<td>Principles of Macroeconomic</td>
<td>3</td>
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<tr>
<td></td>
<td>Theory (CAN ECON 2)</td>
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MAJOR REQUIREMENTS

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<tbody>
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<td>4</td>
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<tr>
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<td>Managerial Accounting (CAN BUS 4)</td>
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</tr>
<tr>
<td>ACCTG 30</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG 62</td>
<td>Cost Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCTG 63</td>
<td>Intermediate Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCTG 97</td>
<td>Principles of Income Tax</td>
<td>3</td>
</tr>
<tr>
<td>BUS 7A</td>
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<td>3</td>
</tr>
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</tr>
<tr>
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<td>Introduction to Computer</td>
<td>3</td>
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<tr>
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<td>Information System (CAN BUS 6)</td>
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APPROVED ELECTIVES—choose 5 units from the list below

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<tr>
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<th>Description</th>
<th>Units</th>
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<tbody>
<tr>
<td>ACCTG 98</td>
<td>Directed Study</td>
<td>1-3</td>
</tr>
<tr>
<td>ACCTG 136</td>
<td>Cooperative Work Experience</td>
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</tr>
<tr>
<td></td>
<td>–Parallel Plan</td>
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<tr>
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</tr>
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<td>Introduction to Investments</td>
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</tr>
<tr>
<td>BUS 71</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(Required for AS Degree)</td>
<td></td>
</tr>
<tr>
<td>CA 50B</td>
<td>Microsoft Excel XP 2002</td>
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<td>CA 60B</td>
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<td>ECON 10A</td>
<td>Principles of Macroeconomic</td>
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</tr>
<tr>
<td></td>
<td>Theory (CAN ECON 2)</td>
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</tr>
</tbody>
</table>
CHAPTER 5 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

ADMINISTRATION OF JUSTICE

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

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

FOR ADDITIONAL INFORMATION VISIT THE CAREER/TRANSFER CENTER OR CONTACT THE FOLLOWING: Administration of Justice Coordinator: (408) 288-3785
San José City College Web site: www.sjcc.edu

MAJOR REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 10</td>
<td>Introduction to Administration of Justice (CAN AJ 2)</td>
</tr>
<tr>
<td>AJ 11</td>
<td>Criminal Law (CAN AJ 4)</td>
</tr>
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<td>AJ 13</td>
<td>Criminal Procedures</td>
</tr>
<tr>
<td>AJ 14</td>
<td>Police in Society</td>
</tr>
<tr>
<td>AJ 15</td>
<td>Introductions to Investigations</td>
</tr>
</tbody>
</table>

APPROVED MAJOR ELECTIVES — 12

Choose 12 units from the following:

1. AJ classes not used in the core sequence above:
   - AJ 111 Juvenile Law & Prodecures
   - AJ 112 Introduction to Evidence
   - AJ 113 Crime and Violence in America OR
2. A combination of Administration of Justice courses, plus other courses as approved by the coordinator; OR
3. Completion of the full “Reserve Officer Training” sequence consisting of modules A,B,C (LE 165 A,B,C) or Reserve Academy (LE 164); OR
4. Completion of the Basic Police Academy (LE 155).

MAJOR REQUIREMENTS 27

GENERAL ELECTIVES 8
GRADUATION REQUIREMENT — Physical Activity 1
GENERAL EDUCATION PATTERN 24
TOTAL 60

ADVANCED MANUFACTURING TECHNOLOGY

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

The certificate of achievement is the minimum educational requirement for an entry-level position. Many of the major manufacturers require an A.S. degree for permanent job placement. Typical starting pay with an A.S. degree is $38,000+. The benefits are 3 or 4-day workweeks (12 hour shifts), overtime pay, tuition pay, sabbaticals, medical, dental, life insurance, travel, and bonuses.

SJCC students must also enroll in Mission College’s MFG 61 course. Mission College students must enroll in San José City College’s ELECT 82. Although the two colleges’ curriculums are very similar, they are not identical. Therefore, it is highly recommended that students identify their “home” college for the duration of the program.

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

FOR ADDITIONAL INFORMATION VISIT THE CAREER/TRANSFER CENTER OR CONTACT THE FOLLOWING:
Applied Science and Technology Department: (408) 288-3781
San José City College Web site: www.sjcc.edu

CERTIFICATE OF ACHIEVEMENT: UNITS

TECHNICIAN

Core Courses:

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<td>General Electronics I</td>
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<td>ELECT 63</td>
<td>General Electronics II</td>
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<tr>
<td>ELECT 121</td>
<td>Electronics Math I</td>
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<tr>
<td>ELECT 122</td>
<td>Electronics Math II</td>
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Required Courses:

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<td>ELECT 81</td>
<td>Basic Semiconductor Manufacturing</td>
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<td>ELECT 82</td>
<td>Semiconductor Manufacturing Tool Sets</td>
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<td>CT 77</td>
<td>Digital Circuits</td>
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<td>MFG 61</td>
<td>System Troubleshooting @MC</td>
</tr>
<tr>
<td>MFG 60</td>
<td>Robotics/Automation</td>
</tr>
<tr>
<td>MFG 111</td>
<td>Statistical Process Control</td>
</tr>
</tbody>
</table>
TOTAL 37

MAJOR REQUIREMENTS

Completion of Certificate of Achievement 37

CHEM 30A* Introduction to Chemistry (3)
(CAN CHEM 6)

PHYS 3 General Physics 4

MAJOR REQUIREMENTS 41

GRADUATION REQUIREMENT — Physical Activity 1
GENERAL EDUCATION PATTERN* 24
TOTAL 66

*CHEM 30A meets Lab/Science GE A.S. Degree pattern requirements

TOTAL 60
AIR CONDITIONING/REFRIGERATION

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

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

RELATED OCCUPATIONS:
- Sheet Metal Technician
- Plumber and Pipefitter
- Electrician
- Facilities Maintenance Technician
- Stationary Engineer

FOR ADDITIONAL INFORMATION VISIT THE CAREER/TRANSFER CENTER OR CONTACT THE FOLLOWING:
- Applied Science and Technology Department: (408) 288-3781
- San José City College Web site: www.sjcc.edu

CERTIFICATE OF SPECIALIZATION*

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
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*Daytime Accelerated Program: AIR C 121,122 and 131 are taken back-to-back in the same semester.

CERTIFICATE OF ACHIEVEMENT: Air Conditioning and Refrigeration Technology

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<td>AIR C 131</td>
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<td>AIR C 132</td>
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<td>AIR C 142</td>
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<td>CIS 41</td>
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<td>OR</td>
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ALCOHOL AND DRUG STUDIES

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

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

To receive more information about CAADAC call (916) 368-9412 or write CAADAC, 3400 Bradshaw Rd., Suite A5, Sacramento, CA 95827
New students who wish to enroll in the Certificate of Competency are only eligible in the Spring Semester in order to complete the core curriculum rotation in the most beneficial order. A minimum of one year of ongoing sobriety is STRONGLY advised. Most positions require between 2 and 5 years of sobriety as a basic hiring qualification. Recommendations for students with no prior college education course work:

- Guid. 95 College Study Techniques 1.0-2.0 units
- Guid. 97 Orientation to College .5-1.0 units
- Engl. 92 Fundamental of English 3.0 units

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

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

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

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

FOR ADDITIONAL INFORMATION VISIT THE CAREER/TRANSFER CENTER OR CONTACT THE FOLLOWING:
Humanities/Social Science Division: (408) 288-3785
San José City College Web site: www.sjcc.edu

CAREERS IN:
- Advertising photography
- Dark room technician
- Fashion design and illustration
- Fine art framing
- Floral arranging and design
- Graphic design
- Interior design
- Illustration
- Portrait photography
- Production potter
- Printing press work
- Silk screen tee-shirts and banners
- Textile design
- Window and retail display

RELATED OCCUPATIONS:
- Animation
- Architecture
- Art education and teaching
- Art direction
- Film and video production
- Home/commercial building painting
- Home contracting and remodeling design
- Industrial ceramics technician
- Landscaping
- Marketing and advertising
- Medical illustration
- Photo journalism
- Service bureau technician
FOR ADDITIONAL INFORMATION VISIT THE CAREER/TRANSFER CENTER OR CONTACT THE FOLLOWING:  
Art Department (408) 288-3785  
San José City College Web site: www.sjcc.edu

MAJOR REQUIREMENTS

UNITS
ART 12 Two Dimensional Design (CAN ART 14) 3
ART 13 Three Dimensional Design (CAN ART 16) 3
ART 14 Color (CAN ART 22) 3
ART 24 Beginning Drawing (CAN ART 8) 3
ART 25 Expressive Drawing (3) 3
OR
ART 26 Representational Drawing (3) and Perspective
ART 91 Survey of Art History Prehistoric through Gothic 3
ART 92 Survey of Art History Renaissance to the Present 21

AREA OF EMPHASIS: Select one of the following areas for a minimum of 15 units:

Drawing and Painting

ART 25 Expressive Drawing OR 3
ART 26 Representational Drawing and Perspective
ART 55A Life Drawing I (CAN ART 24) 3
ART 55B Life Drawing II 3
ART 60 Beginning Painting I (CAN ART 10) 3
ART 61 Beginning Painting II 3

Photography

PHOTO 22 Beginning Photo (CAN ART 18) 3
PHOTO 62 Intermediate Photo 3
PHOTO 70 Beginning Color Photo 3
PHOTO 71 Intermediate Color Photo 3
PHOTO 98 Directed Study 3

MAJOR REQUIREMENTS 36
GRADUATION REQUIREMENT – Physical Activity 1
GENERAL EDUCATION PATTERN 24
TOTAL 61

BUSINESS

The Business Department offers degrees and certificate programs in four major areas: Electronic Commerce, 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 four areas of concentration. The certificate programs can be completed without the requirements of General Education.

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

ELECTRONIC COMMERCE

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

ENTREPRENEURSHIP

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

MANAGEMENT

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

MARKETING

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

FOR ADDITIONAL INFORMATION VISIT THE CAREER/TRANSFER CENTER OR CONTACT THE FOLLOWING:  
Business and Service Careers Division: (408) 288-3714  
San José City College Web site: www.sjcc.edu

BUSINESS: ELECTRONIC COMMERCE

CERTIFICATE OF COMPETENCY

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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Bus 71</td>
<td>Legal Environment of Business 3</td>
</tr>
<tr>
<td>Bus 82</td>
<td>Introduction to Business 3</td>
</tr>
<tr>
<td>Bus 113</td>
<td>Principles of Management 3</td>
</tr>
<tr>
<td>CIS 41</td>
<td>Introduction to CIS (CAN BUS 6) 3</td>
</tr>
<tr>
<td>Mktg 120</td>
<td>Marketing Principles 3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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</table>

CERTIFICATE OF SPECIALIZATION

Completion of Certificate of Competency Choose 9 units from the Electives list below

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Bus 68</td>
<td>Small Business Management 3</td>
</tr>
<tr>
<td>Bus 103</td>
<td>Effective Interpersonal Communication 3</td>
</tr>
<tr>
<td>Bus 129</td>
<td>Managing Quality Customer Service 3</td>
</tr>
<tr>
<td>Bus 160</td>
<td>Electronic Business &amp; Technology 3</td>
</tr>
<tr>
<td>Mktg 110</td>
<td>Introduction to Personal Selling 3</td>
</tr>
<tr>
<td>Mktg 112</td>
<td>Marketing Communications 3</td>
</tr>
<tr>
<td>Mktg 121</td>
<td>Marketing Strategies &amp; Planning 3</td>
</tr>
<tr>
<td>Mktg 128</td>
<td>Electronic Marketing 3</td>
</tr>
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<td><strong>TOTAL</strong></td>
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</table>
### CHAPTER 5 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

#### CERTIFICATE OF ACHIEVEMENT

<table>
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<th>Course Name</th>
<th>Units</th>
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<td>Completion of Certificate of Specialization</td>
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<td>24</td>
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<tr>
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**ELECTIVES:**
- Bus 68 Small Business Management 3
- Bus 103 Effective Interpersonal Communication 3
- Bus 129 Managing Quality Customer Service 3
- Bus 160 Electronic Business & Technology 3
- Mktg 110 Introduction to Personal Selling 3
- Mktg 112 Marketing Communications 3
- Mktg 121 Marketing Strategies & Planning 3
- Mktg 128 Electronic Marketing 3

#### MAJOR REQUIREMENTS

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<th>Course Code</th>
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<td>PHYSICAL ACTIVITY – Graduation Requirement</td>
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</table>

**ELECTIVES:**
- Acctg 20 Financial Accounting (CAN BUS 2) 4
- Bus 7B Business Writing 3
- Bus 50 Survey of International Business 3

**BUSINESS: MANAGEMENT**

#### CERTIFICATE OF COMPETENCY

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<th>Course Code</th>
<th>Course Name</th>
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<td>Bus 82 Introduction to Business</td>
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<td>3</td>
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<tr>
<td>Bus 113 Principles of Management</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CIS 41 Introduction to CIS (CAN BUS 6)</td>
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<td>3</td>
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<td>Mktg 120 Marketing Principles</td>
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**ELECTIVES:**
- Acctg 20 Financial Accounting (CAN BUS 2) 4
- Bus 7B Business Writing 3
- Bus 50 Survey of International Business 3

**CERTIFICATE OF SPECIALIZATION**

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<td><strong>TOTAL</strong></td>
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**ELECTIVES:**
- Bus 25 Introduction to Investment 3
- Bus 59 Introduction to Importing & Exporting 3
- Bus 68 Small Business Management 3
- Bus 114 Human Resources Management 3
- Bus 129 Managing Quality Customer Service 3
- Mktg 110 Introduction to Personal Selling 3
- Mktg 112 Marketing Communications 3
- Mktg 121 Marketing Strategies and Planning 3

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Units</th>
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<tr>
<td><strong>MAJOR REQUIREMENTS</strong></td>
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<td><strong>36</strong></td>
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<tr>
<td>GRADUATION REQUIREMENT – Physical Activity</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>61</strong></td>
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</table>

**ELECTIVES:**
- Acctg 20 Financial Accounting (CAN BUS 2) 4
- Bus 7B Business Writing 3
- Bus 50 Survey of International Business 3

**MACROECONOMICS AND BUSINESS STATISTICS**

- Recommended for all certificates.
### BUSINESS: MARKETING

**CERTIFICATE OF COMPETENCY**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</tr>
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<td>Bus 82</td>
<td>Introduction to Business</td>
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<td>Mktg 120</td>
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<td></td>
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**CERTIFICATE OF SPECIALIZATION**

Completion of Certificate of Competency **15**

Choose 9 units from the Electives list below **9**

**TOTAL** **24**

**ELECTIVES:**

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<th>Title</th>
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<td>Bus 129</td>
<td>Managing Quality Customer Service</td>
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<td>Mktg 110</td>
<td>Introduction to Personal Selling</td>
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<td>Mktg 112</td>
<td>Marketing Communications</td>
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<td>Mktg 121</td>
<td>Marketing Strategies &amp; Planning</td>
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<td>Mktg 124</td>
<td>International Marketing</td>
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<td>Mktg 126</td>
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<tr>
<td>Mktg 128</td>
<td>Electronic Marketing</td>
<td>3</td>
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**CERTIFICATE OF ACHIEVEMENT**

Completion of Certificate of Specialization **24**

Choose 6 units from Electives list below **6**

**TOTAL** **30**

**ELECTIVES:**

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<th>Title</th>
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</tr>
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</tr>
<tr>
<td>Bus 50</td>
<td>Survey of International Business</td>
<td>3</td>
</tr>
</tbody>
</table>

**MAJOR REQUIREMENTS**

Completion of Certificate of Achievement **30**

Choose 6 units from the Electives list below **6**

**TOTAL** **36**

**GRADUATION REQUIREMENT – Physical Activity** **1**

**GENERAL EDUCATION PATTERN** **24**

**TOTAL** **61**

**ELECTIVES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acctg 20</td>
<td>Financial Accounting (CAN BUS 2)</td>
<td>4</td>
</tr>
<tr>
<td>Acctg 30</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Acctg 101</td>
<td>Bookkeeping for Small Business</td>
<td>3</td>
</tr>
<tr>
<td>ART 71</td>
<td>Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>BUS 7B</td>
<td>Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>CIS 42</td>
<td>Program Design and Development</td>
<td>3</td>
</tr>
<tr>
<td>CIS 62</td>
<td>PC Hardware and Diagnostics</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>DOS for Micros</td>
<td>2</td>
</tr>
<tr>
<td>CIS 132</td>
<td>Web sites with HTML</td>
<td>3</td>
</tr>
</tbody>
</table>

**COMPUTER APPLICATIONS**

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

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

Project review tests and training for the exams will be covered within the certification program, and information will be provided on how and where to register for the Microsoft exams. The Computer Applications Program provides training in applications such as the following:

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

**FOR ADDITIONAL INFORMATION VISIT THE CAREER/TRANSFER CENTER OR CONTACT THE FOLLOWING:**

Computer Application Department: (408) 288-3729
Business & Service Careers Division: (408) 288-3714
San José City College Web site: www.sjcc.edu

**CERTIFICATE OF COMPETENCY**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 10A</td>
<td>Computer Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>CA 11</td>
<td>Speed and Accuracy</td>
<td>1-2</td>
</tr>
<tr>
<td>CA 15A</td>
<td>Document Processing</td>
<td>2</td>
</tr>
<tr>
<td>CA 20A</td>
<td>Microsoft Windows 2000</td>
<td>1</td>
</tr>
<tr>
<td>CA 30A</td>
<td>Internet for Beginners</td>
<td>1</td>
</tr>
<tr>
<td>CIS 131</td>
<td>Introduction to Internet</td>
<td>3</td>
</tr>
<tr>
<td>CA 40B</td>
<td>Microsoft Word XP (2002)</td>
<td>2</td>
</tr>
<tr>
<td>CA 50B</td>
<td>Microsoft Excel XP (2002)</td>
<td>2</td>
</tr>
<tr>
<td>CA 80B</td>
<td>Microsoft Outlook XP (2002)</td>
<td>1</td>
</tr>
<tr>
<td>CIS 41</td>
<td>Introduction to CIS (CAN BUS 6)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>14-15</strong></td>
</tr>
</tbody>
</table>

**CERTIFICATE OF SPECIALIZATION**

Completion of Certificate of Competency **14-15**

**MAJOR REQUIREMENTS** **36**

**GRADUATION REQUIREMENT – Physical Activity** **1**

**GENERAL EDUCATION PATTERN** **24**

**TOTAL** **61-62**

**ELECTIVES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 20</td>
<td>Financial Accounting (CAN BUS 2)</td>
<td>4</td>
</tr>
<tr>
<td>ACCTG 30</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG 101</td>
<td>Bookkeeping for Small Business</td>
<td>3</td>
</tr>
<tr>
<td>ART 71</td>
<td>Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>BUS 7B</td>
<td>Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>CIS 42</td>
<td>Program Design and Development</td>
<td>3</td>
</tr>
<tr>
<td>CIS 62</td>
<td>PC Hardware and Diagnostics</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>DOS for Micros</td>
<td>2</td>
</tr>
<tr>
<td>CIS 132</td>
<td>Web sites with HTML</td>
<td>3</td>
</tr>
</tbody>
</table>

**CERTIFICATE OF ACHIEVEMENT**

Completion of Certificate of Specialization **27-28**

Choose a minimum of 9 units from the Electives list below **9**

**TOTAL** **36-37**

**ELECTIVES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 20</td>
<td>Financial Accounting (CAN BUS 2)</td>
<td>4</td>
</tr>
<tr>
<td>ACCTG 30</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG 101</td>
<td>Bookkeeping for Small Business</td>
<td>3</td>
</tr>
<tr>
<td>ART 71</td>
<td>Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>BUS 7B</td>
<td>Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>CIS 42</td>
<td>Program Design and Development</td>
<td>3</td>
</tr>
<tr>
<td>CIS 62</td>
<td>PC Hardware and Diagnostics</td>
<td>3</td>
</tr>
<tr>
<td>CIS 100</td>
<td>DOS for Micros</td>
<td>2</td>
</tr>
<tr>
<td>CIS 132</td>
<td>Web sites with HTML</td>
<td>3</td>
</tr>
</tbody>
</table>

**MAJOR REQUIREMENTS**

Completion of Certificate of Achievement **36-37**

**GRADUATION REQUIREMENT – Physical Activity** **1**

**GENERAL EDUCATION PATTERN** **24**

**TOTAL** **61-62**
The department of Computer Information Systems (CIS) offers degrees and certificates in four major areas: Network Administration, Web Site Administration, Web Application Solutions, and Computer Programming. The degree programs require a minimum of 60 units, of which at least 36 units must be in a selected CIS major, and at least 24 units must be General Education units. Several levels of certificates are available in each of the four areas. The certificate programs can be completed without the General Education requirements.

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

The Network Administration program is designed to provide students with the necessary skills to gain employment as a network administrator. Most business computers are being connected in networks. The industry needs skilled people to configure and maintain these networks. The Network Administration Program is designed to train students to fill these needs. An Associate in Science Degree and six certificates are available. Three of the certificates are based on the number of units completed, and three of the certificates are based on areas of study (Novell, Microsoft/NT, and Unix).

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

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

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

**Certificate of Competency**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 41 Introduction to CIS (CAN BUS 6)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 42 Program Design and Development</td>
<td>3</td>
</tr>
<tr>
<td>CIS 60 Systems Analysis &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 63 Network Telecommunications</td>
<td>3</td>
</tr>
</tbody>
</table>
**TOTAL**                                     | 12    |

**Certificate of Specialization**

Completion of Certificate of Competency

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 14 Networking TCP/IP on NT 4.0 #688</td>
<td>3</td>
</tr>
<tr>
<td>CIS 28 Web Site Administration #1</td>
<td>3</td>
</tr>
<tr>
<td>CIS 157 Introduction to UNIX</td>
<td>3</td>
</tr>
</tbody>
</table>
**TOTAL**                                     | 21    |

**Certificate of Achievement**

Choose 3 units of non-duplicated units from the list of CIS Approved Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 24 CGI and Perl Programming for the Web</td>
<td>3</td>
</tr>
<tr>
<td>CIS 29 Web Site Administration #II</td>
<td>3</td>
</tr>
<tr>
<td>Choose 3 units of non-duplicated units from</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**                                     | 30    |

**Major Requirements**

Completion of Certificate of Achievement

Choose 6 units of non-duplicated units from the list of CIS Approved Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose 6 units of non-duplicated units from</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**                                     | 36    |

**General Education Pattern**

**TOTAL**                                     | 61    |

### Web Application Solutions

**Certificate of Competency**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 23 JavaScript Programming for the Web</td>
<td>2</td>
</tr>
<tr>
<td>CIS 25 VBX and ActiveX Controls</td>
<td>3</td>
</tr>
<tr>
<td>CIS 41 Introduction to CIS (CAN BUS 6)</td>
<td>3</td>
</tr>
<tr>
<td>CIS 42 Program Design and Development</td>
<td>3</td>
</tr>
</tbody>
</table>
**TOTAL**                                     | 11    |

**Certificate of Specialization**

Completion of Certificate of Competency

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 24 CGI and Perl Programming for the Web</td>
<td>3</td>
</tr>
<tr>
<td>CIS 63 Network Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 84 Java Programming</td>
<td>3</td>
</tr>
</tbody>
</table>
**TOTAL**                                     | 20    |

**Certificate of Achievement**

Completion of Certificate of Specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 27 Web Application Solutions</td>
<td>3</td>
</tr>
<tr>
<td>CIS 60 Systems Analysis &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>Choose 4 units of non-duplicated units from</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**                                     | 30    |

**Major Requirements**

Completion of Certificate of Achievement

Choose 4 units of non-duplicated units from the list of CIS Approved Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose 4 units of non-duplicated units from</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**                                     | 36    |

**Graduation Requirement – Physical Activity**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose 4 units of non-duplicated units from</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**                                     | 61    |

**CIS Approved Electives**: Choose non-duplicated courses from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 20 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCTG 21 Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCTG 30 Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG 101 Bookkeeping for Small Business</td>
<td>3</td>
</tr>
<tr>
<td>ART 71 Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>ART 72 Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ART 77 Beginning 3D Animation</td>
<td>3</td>
</tr>
<tr>
<td>ART 78 Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>ART 79 Web Graphics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 7A Business Language Skills</td>
<td>3</td>
</tr>
<tr>
<td>BUS 7B Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 68 Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 82 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 113 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 135 Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>CA 10A Computer Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>CA 20A Microsoft Windows 2000</td>
<td>1</td>
</tr>
<tr>
<td>CA 30A Internet for Beginners</td>
<td>1</td>
</tr>
<tr>
<td>CA 40B Microsoft Word XP 2002</td>
<td>2</td>
</tr>
<tr>
<td>CA 50B Microsoft Excel XP 2002</td>
<td>2</td>
</tr>
<tr>
<td>CA 60B Microsoft Access XP 2002</td>
<td>2</td>
</tr>
<tr>
<td>CA 70B Microsoft PowerPoint XP 2002</td>
<td>2</td>
</tr>
<tr>
<td>CA 80B Microsoft Outlook XP 2002</td>
<td>1</td>
</tr>
<tr>
<td>CIS 14 Networking TCP/IP on NT 4.0 #688</td>
<td>1-3</td>
</tr>
<tr>
<td>CIS 23 JavaScript Programming for the Web</td>
<td>2</td>
</tr>
<tr>
<td>CIS 24 CGI and Perl Programming for the Web</td>
<td>3</td>
</tr>
<tr>
<td>CIS 25 VBX and Active X Controls</td>
<td>3</td>
</tr>
<tr>
<td>CIS 26 Design Web-Based Training</td>
<td>3</td>
</tr>
<tr>
<td>Materials and Online Courses</td>
<td>3</td>
</tr>
<tr>
<td>Choose 4 units of non-duplicated units from</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**                                     | 61    |
CHAPTER 5 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

CIS 28  Web Site Administration I  3  
CIS 29  Web Site Administration II  3  
CIS 41  Introduction to CIS (CAN BUS 6)  3  
CIS 42  Program Design and Development  3  
CIS 51  Assembly Lang. Programming for Micros  3  
CIS 54  "C" Programming (CAN CSCI 16)  3  
CIS 55  Data Structures  3  
CIS 59  Object Oriented Programming  3  
CIS 60  System Analysis and Design  3  
CIS 62  PC Hardware and Diagnostics  3  
CIS 63  Network Telecommunications  3  
CIS 69  Novell System Administration I  3  
CIS 73  Visual Basic Programming  3  
CIS 84  Java Programming  3  
CIS 98  Directed Study  .5-9  
CIS 100  DOS for Microcomputers  2  
CIS 131  Introduction to Internet  1  
CIS 132  Web Pages with HTML  3  
CIS 136  CIS Work Exp  1-4  
CIS 157  Introduction to UNIX  3  
CIS 196  Supporting MS Windows  2  
JOUR 10  Mass Media and Society (CAN JOUR 4)  3  
JOUR 30  News Staff: Graph & Production  3  
MKTG 120  Marketing Principles  3  

COMPUTER TECHNOLOGY

Recipients of this certificate are qualified for employment in the computer and electronics industry. Positions in more than 100 firms in the area, which are directly, or indirectly computer related include: research and development, maintenance, production, quality control, testing, and field service.

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

RELATED CAREERS AND OCCUPATIONS:
  Computer Technician
  Electronics Technician
  Local Area Network Installation and Maintenance
  Manufacturing
  Quality Control
  Production Technician
  Product Test Technician
  Research and Development Technician
  Technical Products Sales
  Technical Writing
  Technical Support Group
  Test Technician

FOR ADDITIONAL INFORMATION VISIT THE CAREER/TRANSFER CENTER OR CONTACT THE FOLLOWING:
  Applied Science and Technology Department:  (408) 288-3781
  San José City College Web site:  www.sjcc.edu

CERTIFICATE OF SPECIALIZATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT 77</td>
<td>Digital Circuits</td>
<td>3</td>
</tr>
<tr>
<td>CT 79</td>
<td>Microprocessor Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ELECT 62</td>
<td>General Electronics I</td>
<td>5</td>
</tr>
<tr>
<td>ELECT 63</td>
<td>General Electronics II</td>
<td>5</td>
</tr>
<tr>
<td>ELECT 121</td>
<td>Electronics Math I</td>
<td>3</td>
</tr>
<tr>
<td>ELECT 122</td>
<td>Electronics Math II</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>22</strong></td>
</tr>
</tbody>
</table>

CONSTRUCTION TECHNOLOGY

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

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

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

FOR ADDITIONAL INFORMATION VISIT THE CAREER/TRANSFER CENTER OR CONTACT THE FOLLOWING:
  Applied Science and Technology Department:  (408) 288-3781
  San José City College Web site:  www.sjcc.edu

CERTIFICATE OF COMPETENCY: MANAGEMENT

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNSTR 101B</td>
<td>Residential Construction Framing</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 106</td>
<td>Construction Blueprint Reading, Estimating, Codes and Specifications</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 107</td>
<td>Seminar in Principles of Contracting</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

CERTIFICATE OF COMPETENCY: RESIDENTIAL MAINTENANCE

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNSTR 101A</td>
<td>Construction Tools, Processes</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 102A</td>
<td>Residential Construction - Plumbing</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 102B</td>
<td>Residential Construction - Commercial Wiring</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 104</td>
<td>Interior/Exterior Finish</td>
<td>3</td>
</tr>
<tr>
<td>R EST 127</td>
<td>Real Estate Property Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

42
CERTIFICATE OF ACHIEVEMENT

CADD 10 Basic Drawing 3
CIS 41 Introduction to CIS (CAN BUS 6) 3
CNSTR 101A Construction Tools, Materials, and Processes 4
CNSTR 102A Residential Construction - Plumbing 3
CNSTR 102B Residential Construction - Commercial Wiring 3
CNSTR 104 Interior/Exterior Finish 3
CNSTR 106 Construction Blueprint Reading, Estimating, Codes and Specifications 3
CNSTR 110 Architectural Drawing and Home Planning 3
Choose five courses from the following list: 15
CNSTR 101B Residential Construction Framing 3
CNSTR 103 Roof Framing Systems 3
CNSTR 105 Concrete Construction 3
CNSTR 107 Seminar in Principles of Contracting 3
CNSTR 109A Basic Cabinet/Furniture Making 3
CNSTR 109B Advanced Cabinet/Furniture Making 3
RE^ 127 Real Estate Property Management 3
TOTAL 40

MAJOR REQUIREMENTS

COMPLETION OF CERTIFICATE OF ACHIEVEMENT 40
PHYSICAL ACTIVITY – Graduation Requirement 1
GENERAL EDUCATION PATTERN 24
TOTAL 65

Cosmetology

The Cosmetology Program is designed to provide those persons interested in becoming a licensed cosmetologist or esthetician, 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 is expected to 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 cosmetological entry positions i.e., hairstylist, facialist, manicurist.

The Esthetician Program is composed of 600 hours of instruction to satisfy the requirements of the California State Board of Cosmetology. The program is 20 hours a week, evenings and Saturday; it offers a Certificate of Competency in Esthetician. Upon completion of the program students are eligible to take the State Board Esthetician examination. The program is intended to prepare students for entry level positions i.e., esthetician, makeup artist, reconstructive makeup artist, cosmetic sales.

Related Occupations

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

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

For Additional Information Visit the Career/Transfer Center or Contact the Following:
- Cosmetology Department: (408) 288-3710
- Cosmetology Coordinator: (408) 288-3766
- Business and Service Division: (408) 288-3714
- San José City College Web site: www.sjcc.edu

Certificate of Competency

ESTHETICIAN

COS 130A Esthetician I 8.5
COS 130B Esthetician II 8.5
TOTAL 17

Certificate of Achievement

COS 10A Freshman Theory* 5
COS 105AFreshman Lab* 7-11
COS 10B Senior Theory* 5
COS 105B Senior Lab* 7-11
COS X 109 Senior Lab/Special Problems 0-11
Complete 6 units from the Recommended Electives list below
TOTAL 30

Major Requirements

COS 10A Freshman Theory* 5
COS 105AFreshman Lab* 7-11
COS 10B Senior Theory* 5
COS 105B Senior Lab* 7-11
COS X 109 Senior Lab/Special Problems 0-11
Complete 6 units from the Recommended Electives list below
TOTAL 61

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

Recommended Electives:
ART 14 Color (CAN ART 22) 3
BUS 68 Small Business Management 3
CIS 41 Introduction to CIS (CAN BUS 6) 3

Dental Assisting

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

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

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

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

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

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

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

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

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

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

**FOR ADDITIONAL INFORMATION VISIT THE CAREER/TRANSFER CENTER OR CONTACT THE FOLLOWING:**
- Dental Assisting Department: (408) 288-3712
- Business & Service Careers Division: (408) 288-3714
- San José City College Web site: www.sjcc.edu

**CERTIFICATE OF ACHIEVEMENT**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENT 151 Beginning Dental Assisting 1*</td>
<td>3</td>
</tr>
<tr>
<td>DENT 152 Beginning Dental Assisting 2</td>
<td>3</td>
</tr>
<tr>
<td>DENT 153 Beginning Dental Assisting 3</td>
<td>1.5</td>
</tr>
<tr>
<td>DENT 154 Fundamental Dental Assisting 1</td>
<td>3</td>
</tr>
<tr>
<td>DENT 155 Fundamental Dental Assisting 2</td>
<td>3</td>
</tr>
<tr>
<td>DENT 156 Fundamental Dental Assisting 3</td>
<td>1.5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENT 161 Intermediate Dental Assisting 1</td>
<td>3</td>
</tr>
<tr>
<td>DENT 162 Intermediate Dental Assisting 2</td>
<td>1.5</td>
</tr>
<tr>
<td>DENT 163 Expanded Dental Assisting 1</td>
<td>3</td>
</tr>
<tr>
<td>DENT 164 Expanded Dental Assisting 2</td>
<td>1.5</td>
</tr>
<tr>
<td>DENT 171 Clinical Dental Assisting 1</td>
<td>2.5</td>
</tr>
<tr>
<td>DENT 172 Clinical Dental Assisting 2</td>
<td>2.5</td>
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</table>

<table>
<thead>
<tr>
<th>Summer Session</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENT 173 Clinical Dental Assisting 3</td>
<td>2.5</td>
</tr>
</tbody>
</table>

**TOTAL 31.5**

**MAJOR REQUIREMENTS**

Completion of Certificate of Achievement 31.5

**ELECTIVES** 4.5

**MAJOR REQUIREMENTS** 36

**GRADUATION REQUIREMENT – Physical Activity** 1

**GENERAL EDUCATION PATTERN** 24

**TOTAL 61**

*Course meets the lab science graduation requirement for Dental Assisting Major only.

**EARLY CHILDHOOD EDUCATION**

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 handling young children. They are able to use instructional techniques which promote intellectual, social, emotional, physical, and creative growth in children.

**FOR ADDITIONAL INFORMATION VISIT THE CAREER/TRANSFER CENTER OR CONTACT THE FOLLOWING:**
- Early Childhood Education: (408) 288-3785
- San José City College Web site: www.sjcc.edu

**CERTIFICATE OF COMPETENCY**

Students who want to specialize in a specific area in the Early Childhood Education Program can do so in the following; Early Childhood, Infant Toddler, School Age, or Montessori. A “C” or better grade is required in the following courses.

**CORE COURSES:**
- ECE 101 Practicum in Curriculum 3
- ECE 102 Introduction to Early Childhood 3
- ECE 107 Child, Family and Community 3
- FCS 70 Child Development (CAN FCS 14) 3
- Select 3 units from the list below 3

**EARLY CHILDHOOD**
- ECE 105 Language Experiences for Children 3

**OR**

**INFANT TODDLER**
- ECE 191 Infant Toddler Development 3

**OR**

**SCHOOL AGE**
- ECE 195 Development of School Age Children 3

**TOTAL 15**
CERTIFICATE OF SPECIALIZATION

ECE 103 must be taken at San José City College. See department advisor before enrolling if the student has worked in an authorized or licensed preschool group care program.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 101</td>
<td>Practicum in Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>ECE 102</td>
<td>Introduction to Early Childhood Programs</td>
<td>3</td>
</tr>
<tr>
<td>ECE 103</td>
<td>Child Studies Student Teaching</td>
<td>6</td>
</tr>
<tr>
<td>ECE 104</td>
<td>Art, Crafts, Creative Activities</td>
<td>2</td>
</tr>
<tr>
<td>ECE 105</td>
<td>Language Experience for 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 and Safety in Child Care</td>
<td>2</td>
</tr>
<tr>
<td>ECE 109</td>
<td>Rhythm, Music, Movement Activities for Children</td>
<td>2</td>
</tr>
<tr>
<td>FCS 70</td>
<td>Child Development (CAN FCS 14)</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL: 27 UNITS

MAJOR REQUIREMENTS

ECE 101 Practicum in Curriculum 3
ECE 102 Introduction to Early Childhood Programs 3
ECE 103 Child Studies Student Teaching 6
ECE 104 Art, Crafts, Creative Activities 2
ECE 105 Language Experiences for Children (Fall Only) 3
ECE 107 Child, Family and Community 3
ECE 108 Health and Safety in Child Care 2
ECE 109 Rhythm, Music, Movement Activities for Children 2
FCS 70 Child Development (CAN FCS 14) 3

TOTAL: 36 UNITS

MAJOR REQUIREMENTS

Graduation Requirement - Physical Activity 1
GENERAL EDUCATION PATTERN 24

TOTAL: 61 UNITS

ELECTIVES: Suggested Additional Courses:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ECE 16</td>
<td>Storytelling for Children</td>
<td>2</td>
</tr>
<tr>
<td>ECE 98</td>
<td>Directed Studies</td>
<td>1-3</td>
</tr>
<tr>
<td>ECE 106</td>
<td>Administration and Supervision of Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 110</td>
<td>Management and Supervision of Programs for School Age Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 136</td>
<td>Early Childhood Education Work Experience</td>
<td>1-4</td>
</tr>
<tr>
<td>ECE 155</td>
<td>Learning Games</td>
<td>1</td>
</tr>
<tr>
<td>ECE 191</td>
<td>Infant Toddler Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 195</td>
<td>School Age Care</td>
<td>3</td>
</tr>
<tr>
<td>FCS 19</td>
<td>Nutrition (CAN FCS 2)</td>
<td>3</td>
</tr>
<tr>
<td>FCS 72</td>
<td>Parent Child Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose 6 units from the Electives list below 6

TOTAL: 36 UNITS

CERTIFICATE OF COMPETENCY:

Assembler

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECT 50</td>
<td>Introduction to Electronics</td>
<td>(2)</td>
</tr>
<tr>
<td>ELECT 62*</td>
<td>General Electronics I</td>
<td>(5)</td>
</tr>
</tbody>
</table>

TOTAL: 4-7 UNITS

CERTIFICATE OF SPECIALIZATION:

Technician

Completion of Certificate of Competency: Assembler 4-7

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT 77</td>
<td>Digital Circuits</td>
<td>3</td>
</tr>
<tr>
<td>CT 79</td>
<td>Microprocessors Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ELECT 62*</td>
<td>General Electronics I (If not taken in Certificate of Competency)</td>
<td>0-5</td>
</tr>
</tbody>
</table>

TOTAL: 24-26 UNITS

ELECTRONICS AND MICROWAVE OPTION

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

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

CAREERS IN:

**Electronics Technology**
Assembler
Electronics Technician
Product test Technician
Communication Equipment Technician
Research/Development Technician
Maintenance Technician
Field Service Technician
Customer Service Engineer

**Microwave**
Space Satellite Navigation Technician
Applications Technician
Development Technician
Field service Technician
Maintenance Technician
Research/Development Technician
Manufacturing Technician

RELATED OCCUPATIONS:

**Electronics Technology**
Marketing of Technical Products
Technical Writing
Technical Support Group
Manufacturing
Production Assurance

**Microwave**
Marketing of Technical Products
Technical Writing
Technical Support Group
Manufacturing
Production Assurance

FOR ADDITIONAL INFORMATION VISIT THE CAREER/TRANSFER CENTER OR CONTACT THE FOLLOWING:

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

CERTIFICATE OF COMPETENCY: UNITS

**Assembler**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECT 50</td>
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</tr>
<tr>
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</tbody>
</table>

TOTAL: 4-7 UNITS

CERTIFICATE OF SPECIALIZATION:

**Technician**

Completion of Certificate of Competency: Assembler 4-7

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
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<td>Digital Circuits</td>
<td>3</td>
</tr>
<tr>
<td>CT 79</td>
<td>Microprocessors Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ELECT 62*</td>
<td>General Electronics I (If not taken in Certificate of Competency)</td>
<td>0-5</td>
</tr>
</tbody>
</table>

TOTAL: 24-26 UNITS
CHAPTER 5 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

CERTIFICATE OF ACHIEVEMENT:  UNITS

Technical Associate
Completion Certificate of Specialization: Technician  24-26
ELECT 64 Analog Circuits  5
ELECT 65 Analog Systems  5
ELECT 112 Troubleshooting  2-4
OR
ELECT 152 TV Circuits  4
ELECT 114 Fabrication and Assembly II  2
ELECT 163 Microwave Measurements  4
TOTAL  42-46

MAJOR REQUIREMENTS:
Electronics
Completion of Certificate of Achievement  42-46
PHYSICAL ACTIVITY – Graduation Requirement  1
GENERAL EDUCATION PATTERN  24
TOTAL  67-71

CERTIFICATE OF ACHIEVEMENT:
Microwave Technical Associate (Option)
Completion Certificate of Specialization: Technician  24-26
ELECT 11 Telecommunications: Switched Telephone Network  4
ELECT 64 Analog Circuits  5
ELECT 112 Troubleshooting  2-4
OR
ELECT 152 TV Circuits  4
ELECT 163 Microwave Measurements  4
ELECT 168 Microwave and Satellite Communications Systems  4
TOTAL  43-47

MAJOR REQUIREMENTS:
Microwave (Option)
Completion of Certificate of Achievement  43-47
GRADUATION REQUIREMENT – Physical Activity  1
GENERAL EDUCATION PATTERN  24
TOTAL  68-72

GENERAL MAJOR

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

FOR ADDITIONAL INFORMATION VISIT THE CAREER/TRANSFER CENTER OR CONTACT THE FOLLOWING:
Counseling Department:  (408) 288-3750
San José City College Web site:  www.sjcc.edu

MAJOR REQUIREMENTS:  UNITS

Computer Awareness course (CIS 41; CT 77;  3
Math 63, 82; Music 12A/B)
Behavioral Science (Psych 10, 60, 96, 100;  3
Anthro. 62, 63; Soc. 10, 11)
Area of Concentration (Must include 2 CSU transferable courses in the area for a minimum of 6 units)  15

ELECTIVES (Must be associate degree applicable courses.)  14

GRADUATION REQUIREMENT – Physical Activity  1
GENERAL EDUCATION PATTERN  24
TOTAL  60

No course shall be used to meet more than one of the graduation requirements for general education, major, or electives.

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

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

Areas of Concentration:

ART:  ART:  12, 13, 14, 124, 25, 26, 28, 28L, 46A, 46B, 55A, 55B, 60, 61, 78, 79, 80, 81, 71, 72, 73, 74, 76, 77, 78, 81, 83, 84, 89, 91, 92, 98; MULTI: 136, 138


DANCE, DRAMA, SPEECH:  DANCE: 10, 11, 14, 20, 21, 24, 40, 50, 51, 55, 62, 63, 64, 65; DRAMA: 11, 13A, 13B, 23, 24, 27, 40, 50, 52, 58, M14, S14


46
PHOTOGRAPHY: PHOTO

College. Students will complete a mandatory 10 hour classroom, a clinical rotation will be scheduled through the College. Once students have attained a basic skills level in the classroom, a clinical rotation will be scheduled through the College. Working with partners, the EMTs walk into an unknown scene, communicate with firefighters and police responders, elicit a history from the family members and bystanders, and manage the total care and transport of the patient.

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

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

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

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

FOR ADDITIONAL INFORMATION VISIT THE CAREER/TRANSFER CENTER OR CONTACT:

Business and Service Careers Division: (408) 288-3714  San José City College Web site: www.sjcc.edu

CERTIFICATE OF COMPETENCY

EMERGENCY CLINICAL TECHNICIAN

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

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

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

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

A Certificate of Course Completion will be issued for successful completion of each class. A Certificate of Competency entitled “Emergency Clinical Technician” will be issued after successful completion of a minimum of 17 units and a comprehensive exit exam.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>H SCI 113 Pre-Hospital Emergency Care</td>
<td>5</td>
</tr>
<tr>
<td>H SCI 123 Fundamental Clinical Procedures</td>
<td>3</td>
</tr>
<tr>
<td>H SCI 124 Venipuncture and Clinical Lab Procedures</td>
<td>3</td>
</tr>
<tr>
<td>H SCI 125 Minor Surgery and Surgical Asepsis</td>
<td>3</td>
</tr>
<tr>
<td>H SCI 126 Pharmacology, Injections, and ECG Theory</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL</td>
<td>17</td>
</tr>
</tbody>
</table>

Note: H SCI 122 Medical Terminology is strongly recommended to advance skills competencies.

LABOR STUDIES

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

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

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

FOR ADDITIONAL INFORMATION VISIT THE CAREER/TRANSFER CENTER OR CONTACT:
Labor Studies: (408) 288-3785
San José City College Web site: www.sjcc.edu

The Certificate of Competency classes are offered over a single academic year. Within this year students could complete their Certificate of Competency by attending school one night a week with scheduled meetings with their instructor in the Directed Study and Work Experience classes. A minimum of nine units for the Certificate of Competency must be taken at San Jose City College.

CERTIFICATE OF COMPETENCY

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LABOR 20 Workers’ Rights</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 22 Negotiations and Dispute Resolutions</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 23 Labor in American Society</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 24 Leadership and Communication</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 25 Organizing and Politics</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 31 Survey of Contemporary Labor/Social Issues for Activist</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 98 Directed Study</td>
<td>2</td>
</tr>
<tr>
<td>LABOR 136 Work Experience</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL</td>
<td>12</td>
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</table>

CERTIFICATE OF SPECIALIZATION

Completion Certificate of Competency 12
Select four courses from the following: 12
COMS 40 Introduction to Argumentation (CAN SPCH 6) 3
ECON 10A Principles of Macroeconomic Theory (CAN ECON 2) 3
LABOR 10 Labor History 3
LABOR 15 Local Union and Community Leadership 3
SOC 11 Social Problems (CAN SOC 4) 3
TOTAL 24

MAJOR REQUIREMENTS

Completion Certificate of Specialization 24
Select one course from the following: 3
CIS 41 Introduction to CIS (CAN BUS 6) 3
MATH 63 Elementary Statistics (CAN STAT 2) 3
Select one course from the following: 3
ANTH 62 Introduction to Physical Anthropology (CAN ANTH 2) 3
ANTH 63 Introduction to Social & Cultural Anthropology (CAN ANTH 4) 3
H ED 11 Dynamic Health Concepts 3
PSYCH 10 General Psychology (CAN PSY 2) 3
PSYCH 96 Marriage and Family 3
PSYCH 100 Human Sexuality 3
SOC 10 Introduction to Sociology (CAN SOC 2) 3
SOC 11 Social Problems (CAN SOC 4) 3
ELECTIVES - must select 6 units of Associate of Science Degree applicable courses 6
TOTAL 36

GRADUATION REQUIREMENT – Physical Activity 1
GENERAL EDUCATION PATTERN 24
TOTAL 61

LASER TECHNOLOGY

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

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

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

FOR ADDITIONAL INFORMATION VISIT THE CAREER/TRANSFER CENTER OR CONTACT THE FOLLOWING:
Applied Science and Technology Department: (408) 288-3781
San José City College Web site: www.sjcc.edu
### Certificate of Achievement: Technical Associate

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elect 62* General Electronics I</td>
<td>0-5</td>
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<tr>
<td>Elect 63 General Electronics II</td>
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**Option #1**

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<tr>
<td>Elect 121 Electronics Math I</td>
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<td>Elect 122 Electronics Math II</td>
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**Option #2**

<table>
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<td>Math 25 Precalculus Algebra &amp; Trigonometry</td>
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<tr>
<td>Laser 100 Introduction to Photonics</td>
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<tr>
<td>Laser 101 Laser Optics</td>
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<tr>
<td>Laser 102 Laser Technology</td>
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<tr>
<td>Laser 103 Advanced Laser Technology</td>
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<tr>
<td>MFG 103 Measurement and Test</td>
<td>3</td>
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<tr>
<td>MFG 111 Statistical Process Control</td>
<td>2</td>
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<tr>
<td>MFG 112 Technical Problem Solving</td>
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<tr>
<td>Phys 3 General Physics</td>
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</table>

**Total**

42-43 units

### Machine Technology

Successful completion of this program prepares the graduate for entry into the machinist trade and positions in industry requiring technical skill and understanding of precision metal working. If a student’s English and Math Placement scores do not qualify the student for English 92 and Math 11A, it is strongly recommended that English 322, 320L and 335 or ESL 312, 313 and Math 310 should be taken prior to enrolling in the Machine Technology courses.

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

### Careers in:

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

### For Additional Information Visit the Career/Transfer Center or Contact the Following:

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

### Certificate of Specialization: CNC Machine Operator

**Day Accelerated Program**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>MACH 120 Principles of Machine Tool Practices I</td>
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<tr>
<td>MACH 123 Principles of Machine Tool Practices II</td>
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</table>

**Total**

18 units

### Certificate of Specialization: Entry Level Machinist

**Evening Program**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>MACH 100 Shop Math and Blueprint Reading</td>
<td>4</td>
</tr>
<tr>
<td>MACH 101 Introduction to Machine Tech.</td>
<td>3</td>
</tr>
<tr>
<td>MACH 151A Advanced Lathe Practices</td>
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<tr>
<td>MACH 151B Advanced Milling Machine Practices</td>
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</tbody>
</table>

**APPROVED ELECTIVES** – choose 3 units from the list below

**Total**

18 units

### Certificate of Achievement: Machine Technician

**Completion Certificate of Specialization - CNC Operator**

**OR**

**Entry Level Machinist**

**Day Program**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>MACH 100 Shop Math and Blueprint Reading</td>
<td>4</td>
</tr>
<tr>
<td>MACH 101 Introduction to Machine Tech.</td>
<td>3</td>
</tr>
<tr>
<td>MACH 110 Precision Measurement</td>
<td>3</td>
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<tr>
<td>MACH 151C Applied Problems in Machine Shop Practices</td>
<td>4</td>
</tr>
<tr>
<td>MACH 153A Operator/Programmer I</td>
<td>5</td>
</tr>
<tr>
<td>MACH 153B Operator/Programmer II</td>
<td>5</td>
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</tbody>
</table>

**APPROVED ELECTIVES** – choose 1 unit from the list below

**Total**

36 units

### Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>MACH 110 Precision Measurement</td>
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<tr>
<td>MACH 120 Principles of Machine Tool Practices I</td>
<td>4.5</td>
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<tr>
<td>MACH 123 Principles of Machine Tool Practices II</td>
<td>4.5</td>
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<tr>
<td>MACH 126 Principles of Machine Tool Practices III</td>
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<td>MACH 129 CNC Operator Fundamentals</td>
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<tr>
<td>MACH 151C Applied Problems in Machine Shop Practices</td>
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<tr>
<td>MACH 153A Operator/Programmer I</td>
<td>5</td>
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<tr>
<td>MACH 153B Operator/Programmer II</td>
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</table>

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

**Total**

36 units

### General Education Pattern

24 units

### Total

61 units
Multimedia/Digital Arts & Web Design

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

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

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

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

For additional information visit the Career/Transfer Center or contact the following:

Humanities and Art Department (408) 288-3785
San José City College Web site: www.sjcc.edu

Digital Arts

Certificate of Competency

<table>
<thead>
<tr>
<th>Course</th>
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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ART 71</td>
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<td>3</td>
</tr>
<tr>
<td>ART 72</td>
<td>Computer Graphics</td>
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<tr>
<td>ART 74</td>
<td>Multimedia Design &amp; Development</td>
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</tr>
<tr>
<td>ART 78</td>
<td>Digital Media</td>
<td>3</td>
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<td>CIS 41</td>
<td>Introduction to Computer Information Systems (CAN BUS 6)</td>
<td>3</td>
</tr>
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<td>CIS 131</td>
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Certificate of Specialization

Completion of Certificate of Competency

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<td>ART 77</td>
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<td>ART 79</td>
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Certificate of Achievement

Completion of Certificate of Specialization

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<td>ART 14</td>
<td>Color (CAN ART 22)</td>
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<tr>
<td>ART 24</td>
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**Total**

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Major Requirements

Completion of Certificate of Achievement

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<td>ART 72</td>
<td>Computer Graphics</td>
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<tr>
<td>ART 79</td>
<td>Web Graphics</td>
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<tr>
<td>CIS 132</td>
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Certificate of Competency

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<td>Portfolio Planning &amp; Review</td>
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<td>ART 78</td>
<td>Digital Media</td>
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<tr>
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<td>Java Programming</td>
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Certificate of Specialization

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Certificate of Achievement

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Major Requirements

Completion of Certificate of Achievement

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Web Design

Certificate of Competency

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<tr>
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Certificate of Specialization

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Certificate of Achievement

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</thead>
<tbody>
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Major Requirements

Completion of Certificate of Achievement

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</table>

Graduation Requirement – Physical Activity

| **Total**|                                      | **62**|
REAL ESTATE

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

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

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

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

FOR ADDITIONAL INFORMATION VISIT THE CAREER/TRANSFER CENTER OR CONTACT:
Business & Service Careers Division: (408) 288-3714
San José City College Web site: www.sjcc.edu

CERTIFICATE OF COMPETENCY: UNITS
REAL ESTATE SALES
R EST 122 Principles of Real Estate 3
Plus two courses from the following: 6
BUS 71 Legal Environment for Business 3
R EST 123 Real Estate Appraisal 3
R EST 124 Legal Aspects of Real Estate 3
R EST 125 Real Estate Practices 3
R EST 126 Real Estate Finance 3
R EST 127 Real Estate Property Management 3
R EST 128 Real Estate Economics 3
R EST 129 Real Estate Escrow 3
R EST 133 Advanced Real Estate Appraisal 3
TOTAL 9

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

CERTIFICATE OF SPECIALIZATION: REAL ESTATE BROKER
R EST 122 Principles of Real Estate 3
R EST 123 Real Estate Appraisal 3
R EST 124 Legal Aspects of Real Estate 3
R EST 125 Real Estate Practices 3
R EST 126 Real Estate Finance 3
Plus one course from the following: 3-4
ACCTG 20 Financial Accounting (CAN BUS 2) 4
ACCTG 101 Bookkeeping for Small Business 3
R EST 128 Real Estate Economics 3
Plus two courses from the following: 6
BUS 71 Legal Environment for Business 3
R EST 127 Real Estate Property Management 3
R EST 129 Real Estate Escrow 3
R EST 133 Advanced Real Estate Appraisal 3
TOTAL 24-25

MAJOR REQUIREMENTS
R EST 122 Principles of Real Estate 3
R EST 123 Real Estate Appraisal 3
R EST 124 Legal Aspects of Real Estate 3
R EST 125 Real Estate Practices 3
R EST 126 Real Estate Finance 3
Plus one course from the following: 3-4
ACCTG 20 Financial Accounting (CAN BUS 2) 4
ACCTG 101 Bookkeeping for Small Business 3
R EST 128 Real Estate Economics 3
Plus four courses from the following: 12
BUS 71 Legal Environment for Business 3
R EST 127 Real Estate Property Management 3
R EST 129 Real Estate Escrow 3
R EST 133 Advanced Real Estate Appraisal 3
Plus one course from the following: 3
ECON 10A Introduction to Macroeconomic Theory (CAN ECON 2) 3
ECON 10B Introduction to Microeconomic Theory (CAN ECON 4) 3
Plus one of the following options: 3
Option 1
CIS 41 Introduction to CIS (CAN BUS 6) 3
Option 2
CA 40B Microsoft Word XP 2002 1
CA 50B Microsoft Excel XP 2002 1
CA 60B Microsoft Access XP 2002 1

MAJOR REQUIREMENTS 36-37
GRADUATION REQUIREMENT – Physical Activity 1
GENERAL EDUCATION PATTERN 24
TOTAL 61
CHAPTER 6 — ASSOCIATE OF ARTS DEGREES

GRADUATION REQUIREMENTS
ASSOCIATE OF ARTS DEGREE

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

MAJOR REQUIREMENTS

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

I. A major consisting of a minimum of 18 semester units in a specialized or related field of study. The major may be in a special field or a general studies area.

II. A general education pattern, which shall include:

CONTENT AREA A.A. DEGREE

A. English Communication
   Written Communication 3 units
   Oral Communication 3 units
   Critical Thinking 0-3 units
   6-9 units

**B. Physical and Biological Sciences
   Science with Lab 3 units
   Science with/without Lab or Math 0-6 units
   Mathematics 3 units
   6-12 units

***C. Arts and Humanities
   Fine Arts 3-6 units
   Humanities 3-6 units
   6-12 units

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

****E. Lifelong Understanding and Self Development
   3 units

Required Minimum 39 units

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

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

**** Lifelong Understanding and Self Development: This requirement may be met by any 3 unit nonphysical activity course in Area E.

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

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

1. Reading - English 1A, English Composition
2. Written expression - English 1A, English Composition
3. A College level Math course, with Math 13 as prerequisite

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

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

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

VI. Residence requirement

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

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

VII. Physical Activity

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

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

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

COURSES COMPLETED AT EVERGREEN VALLEY COLLEGE

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

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

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

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

Participating Colleges:
- De Anza
- Evergreen
- Foothill
- Gavilan
- Ohlone
- San José City
- West Valley

GRADUATION APPEALS COMMITTEE

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

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

GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Area A: Communication in the English Language and Critical Thinking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units</td>
</tr>
<tr>
<td>6-9</td>
</tr>
<tr>
<td>Select one course from each category. All Courses must be completed with a grade of “C” or better.</td>
</tr>
<tr>
<td>A1: Oral Communication – COMS 20, 20N, 40, 45</td>
</tr>
<tr>
<td>A2: Written Communication – Engl 1A</td>
</tr>
<tr>
<td>A3: Critical Thinking – Engl 1C; Phil 60; ComS 40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area B: Physical Universe and Its Life Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units</td>
</tr>
<tr>
<td>6-12</td>
</tr>
<tr>
<td>Select one course from each category. One Physical or Life Science course must include a laboratory experience (underlined). Courses in area B4 must be completed with a grade of “C” or better.</td>
</tr>
<tr>
<td>B1: Physical Science – Astro 10; Chem 1A, 15, 30A, 30B; Envir 10; Geol 10, 10L, 11, 11L; Meteo 10; Ocean 10; Phys 2A, 4A, 4B, 4C</td>
</tr>
<tr>
<td>B2: Life Science – Anat 1; Biol 1, 20, 21A, 61, 63, 64; Bot 62; Envir 10</td>
</tr>
<tr>
<td>B3: Laboratory Activity - Students must select at least one laboratory experience course (see underlined courses in areas B1 and B2)</td>
</tr>
<tr>
<td>B4: Mathematics and Quantitative Reasoning – Math 21, 22, 25, 51, 52, 61, 63, 70, 71, 72, 73, 78, 79</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area C: Arts, Literature, Philosophy and Foreign Languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units</td>
</tr>
<tr>
<td>6-12</td>
</tr>
<tr>
<td>Select one course from area C1, and one course from area C-2, and one additional course (different discipline) from either C1 or C2. Ethnic Studies/Cultural Pluralism requirement may be taken in either Area C or D.</td>
</tr>
<tr>
<td>C1: Arts (Art, Dance, Music, Theatre) – Art 91, 92; Drama 13A, 23, 27, 40; Humnt 1; Music 89, 91, 95, 99</td>
</tr>
<tr>
<td>C2: Humanities (Literature, Philosophy, Foreign Language) – Chin 1A; Engl 1B, 28, 33, 65, 73, 76A, 76B, 78, 80, 82A, 82B, 83, 84A, 84B, 86A, 86B; Fren 1A, 1B, 2A, 2B, 15, 16, 17, 18; Humnt 2; Japan 1A, 1B, 2A, 2B; Phil 10, 11, 12, 51, 65, 70; SL 1A, 1B, 2A, 2B; Span 1A, 1B, 2A, 2B</td>
</tr>
</tbody>
</table>
CHAPTER 6 — ASSOCIATE OF ARTS DEGREES

UNIVERSITY OF CALIFORNIA STUDIES
LABOR STUDIES
GENERAL MAJOR
CONSTRUCTION TECHNOLOGY
COMPUTER SCIENCE
CALIFORNIA STATE UNIVERSITY STUDIES
ART
ALCOHOL AND DRUG STUDIES
ADMINISTRATION OF JUSTICE
TRANSFER CENTER OR CONTACT THE FOLLOWING:
Administration of Justice Coordinator: (408) 288-3785
San José City College Web site: www.sjcc.edu

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

D1: Anthropology and Archaeology
Anth 62, 63; S Sci 20, 30, 40;
D2: Economics
Econ 10A, 10B, 11
D3: Ethnic Studies
Engl 80, 82A, 82B; Hist 21, 24; S Sci 20, 27, 30, 31, 32, 40
D4: Gender Studies
Engl 33; Hist 9
D5: Geography
Geog 10, 11
D6: History
Hist 1, 9, 10A, 10B, 17A, 17B, 21, 24; Labor 10
D7: Interdisciplinary Social or Behavioral Science
CIS 41; FCS 70; Journ 10; Labor 15; SL 15, 16
D8: Political Science, Government and Legal Institutions
Pol Sc 1, 2, 4
D9: Psychology
FCS 70; Psych 10, 12, 20, 60, 88, 92, 96, 99, 100
D10: Sociology and Criminology
AJ 10, 11, 14; Soc 10, 11

Area F: American Institutions
Option I — Hist 17A and Hist 17B — OR —
Option II — Hist 1 and Pol Sc 1

Area E: Lifelong Understand and Self-Development
Nonphysical
Drama 11; FCS 19, 50; H Ed. 11; Psych. 20, 60, 80, 88, 96, 100

GENERAL EDUCATION PATTERN
39

ADDITIONAL GRADUATION REQUIREMENTS

MAJOR/ELECTIVE REQUIREMENT

Physical Activity
Dance 10, 20, 21, 40, 50, 51, 55, 62, 64; 1 PED 1, 8, 9, 10, 12, 13, 14, 17, 18, 20, 24, 30, 34, 38, 39, 40, 42, 48, 52, 55, 56, 98; APE 30E, 41E, 42E, 56E

Cultural Pluralism/Ethnic Studies
Engl. 33, 80, 82A, 82B; SL 15; Hist 21, 24; 0-3 SSCI 20, 27, 30, 31, 32, 40;

TOTAL: MINIMUM
60

ASSOCIATE OF ARTS DEGREE

INDEX

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

ADMINISTRATION OF JUSTICE

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

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

LOWER DIVISION PREPARATION FOR TRANSFER
San José City College provides the course work required for transfer with Junior standing to a variety of campuses. Major sheets showing the specific departmental and general education requirements for every major offered at San Jose State University are available in the Counseling Department. Students planning to transfer to San Jose State University can meet the lower division requirements at San José City College. In some cases not all major related classes are available. The student should see a counselor for specific information. A grade of “C” or better is required in major courses for the degree.

FOR ADDITIONAL INFORMATION VISIT THE CAREER/TRANSFER CENTER OR CONTACT THE FOLLOWING:
San José City College Coordinator: (408) 288-3785
San José City College Web site: www.sjcc.edu

MAJOR REQUIREMENTS

AJ 10 Introduction to Administration of Justice (CAN AJ 2)
AJ 11 Criminal Law (CAN AJ 4)
AJ 13 Criminal Procedures
AJ 14 Community Relations
AJ 15 Introductions to Investigations

Choose 5 units from the Electives course list below

TOTAL

MAJOR REQUIREMENTS

PHYSICAL ACTIVITY

GENERAL EDUCATION PATTERN

TOTAL

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

AJ 111 Juvenile Law & Procedures
AJ 112 Introduction to Evidence
AJ 113 Crime and Violence in America
ALCOHOL AND DRUG STUDIES

San José City College offers both an Associate of Arts Degree and an Associate in Science Degree. Students planning to transfer should follow the Associate in Arts Degree. The San José City College Chemical Dependency Certificate program is designed to meet the California Association of Alcohol and Drug Counselor (CAADAC) requirement of: 315 Hours of approved Alcohol and Drug training education; 255 Hours of Supervised Practicum. Completion of the above requirements prepares students to sit for the written examination given by CAADAC, which is the first step toward certification. Following completion of the written examination, CAADAC Interns are required to document 4,000 to 6,000 hours or 2 years full time supervised work experience as a drug and alcohol abuse counselor. Completion of 4,000 to 6,000 hours will entitle Interns to apply for the Oral examination given by CAADAC. When both the written and oral examinations have been successfully completed, the California Certification Board of Alcohol and Drug Counselors awards the following certification: Certified Alcohol Counselor (CAC) - 4,000 hour level; Certified Alcohol and Drug Counselor (CADC) - 6,000 hour level.

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

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

FOR ADDITIONAL INFORMATION VISIT THE CAREER/TRANSFER CENTER OR CONTACT THE FOLLOWING:
Humanities/Social Science Division: (408) 288-3785
San José City College Web site: www.sjcc.edu

MAJOR REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS 70</td>
<td>Introduction to Chemical Dependency</td>
<td>3</td>
</tr>
<tr>
<td>ADS 71</td>
<td>Pharmacology/Psychology of Addiction</td>
<td>3</td>
</tr>
<tr>
<td>ADS 72</td>
<td>Co-Dependency: Family Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>ADS 73</td>
<td>Case Management: Chemical Dependency</td>
<td>3</td>
</tr>
<tr>
<td>ADS 74</td>
<td>Ethics, Personal and Professional Growth</td>
<td>3</td>
</tr>
<tr>
<td>ADS 75</td>
<td>Individual, Family, Group Counseling</td>
<td>3</td>
</tr>
</tbody>
</table>

ADDS 76, Law and Prevention: Community Response 3
ADDS 77A, Supervised Practicum A 3
ADDS 77B, Supervised Practicum B 3

APPROVED ELECTIVE:
ADDS 78, Current Issues in Alcohol & Drug Treatment 3

MAJOR REQUIREMENTS

GRADUATION REQUIREMENT – Physical Activity 1
GENERAL EDUCATION PATTERN 39
TOTAL 66-69

Note: ADS 70, 73, 74, 75 are required prior to taking ADS 77A&B Supervised Practicum.

ART

San José City College offers both an Associate of Arts Degree and an Associate in Science Degree. Students planning to transfer should follow the Associate in Arts Degree. A student will qualify for an Associate of Arts Degree by completing 60 units of specific curriculum, including the options outlined. This transfer program can lead to employment in some specialized fields listed below. This degree may not transfer to all universities, and students need to inquire of the universities if they have a bachelor’s degree for their upper division course work.

CAREERS IN:
Advertising photography
Dark room technician
Fashion design and illustration
Fine art framing
Floral arranging and design
Graphic design
Interior design
Illustration
Portrait photography
Production potter
Printing press work
Silk screen tee-shirts and banners
Textile design
Window and retail display

RELATED OCCUPATIONS:
Animation
Architecture
Art education and teaching
Art direction
Film and video production
Home/commercial building painting
Home contracting and remodeling design
Industrial ceramics technician
Landscaping
Marketing and advertising
Medical illustration
Photo journalism
Service bureau technician

FOR ADDITIONAL INFORMATION VISIT THE CAREER/TRANSFER CENTER OR CONTACT THE FOLLOWING:
Art Department: (408) 288-3785
San José City College Web site: www.sjcc.edu
MAJOR REQUIREMENTS

<table>
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<tr>
<th>AREA</th>
<th>COURSE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>ART 12</td>
<td>Two Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 13</td>
<td>Three Dimensional Design</td>
<td>3</td>
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<tr>
<td>ART 14</td>
<td>Color (CAN ART 22)</td>
<td>3</td>
</tr>
<tr>
<td>ART 24</td>
<td>Beginning Drawing (CAN ART 8)</td>
<td>3</td>
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<tr>
<td>ART 25</td>
<td>Expressive Drawing</td>
<td>3</td>
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<tr>
<td>OR</td>
<td>Representational Drawing and Perspective</td>
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<tr>
<td>ART 91</td>
<td>Survey of Art History Prehistoric through Gothic (CAN ART 2)</td>
<td>3</td>
</tr>
<tr>
<td>ART 92</td>
<td>Survey of Art History Renaissance to the Present (CAN ART 4)</td>
<td>2</td>
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</tbody>
</table>

MAJOR REQUIREMENTS

| GRADUATION REQUIREMENT - Physical Activity | 1 |
| GENERAL EDUCATION                        | 39 |

TOTAL 61

CALIFORNIA STATE UNIVERSITY STUDIES

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

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

LOWER DIVISION MAJOR REQUIREMENTS

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

FOR ADDITIONAL INFORMATION VISIT THE CAREER/TRANSFER CENTER OR CONTACT THE FOLLOWING:
Counseling Department: (408) 288-3750
San José City College Web site: www.sjcc.edu

MAJOR REQUIREMENTS

<table>
<thead>
<tr>
<th>AREA</th>
<th>COURSE</th>
<th>UNITS</th>
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<tr>
<td>Area A</td>
<td>Communication in the English</td>
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<tr>
<td>Language and Critical Thinking:</td>
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<tr>
<td>A1: Oral Communication: COMS 20, 20N, 40, 45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A2: Written Communication: Engl 1A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A3: Critical Thinking: Engl 1C; Phil 60; Com S 40</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AREA B: Physical Universe and Its Life Forms: 9
Select one course from B1, B2 and B4. A Physical or Life Science course in B1 or B2 must include a laboratory experience course. Laboratory Science courses are underlined.

B1: Physical Science: Astro 10; Chem 1A, 15, 30A, 30B; Envir 10; Geol 10, 10L, 11, 11L; Meteo 10; Ocean10; Phys 2A, 4A, 4B

B2: Life Science: Anat 1; Biol 1, 20, 21A, 61, 63, 64; Bot 62; Envir 10;

B4: Mathematics and Quantitative Reasoning: Math 21, 22, 25, 51, 52, 61, 63, 70, 71, 72, 73, 78, 79

AREA C: Arts, Literature, Philosophy and Foreign Languages:
Select one course from C1 and C2, and one additional course from either C1 or C2. Engl. 1B is highly recommended. The Cultural Pluralism/Ethnic Studies requirement, printed in bold, can be completed in Area C2 or D1.

C1: Arts (Art, Dance, Music, Theatre): Art 91, 92; Drama 13A, 23, 27, 40; Humnt 1; Music 83, 89, 91, 95, 99

C2: Humanities (Literature, Philosophy, Foreign Language): Chin 1A: Engl 1B, 28, 33, 65, 73, 76A, 76B, 78, 80, 82A, 82B, 83, 84A, 84B, 86A, 86B; Fren 1A, 1B, 2A, 2B, 15, 16, 17, 18; Humnt 2; Japan 1A, 1B, 2A, 2B; Phil 10, 11, 12, 51, 65, 70; SL 1A, 1B, 2A, 2B; Span 1A, 1B, 2A, 2B

AREA D & F: Social, Political and Economic Institutions and Behavior:
Select one course from Area D1 and Option I or II from Area F1. If you choose a Cultural Pluralism/Ethnic Studies course from C2 the Cultural Pluralism/Ethnic Studies requirement in Area D will be satisfied, however, an additional course in C2 will need to be completed.

D1: Ethnic Studies Requirement: 3 units
Engl 33, 80, 82A, 82B; Hist 21, 24; S Sci 20, 27, 30, 31, 32, 40; SL 15

F1: American Institutions: 6 units
Choose one option:
Option I - Hist 17A and Hist 17B
OR
Option II - Hist 1 and Pol Sci 1

AREA E: Lifelong Understanding and Self-Development:
Select one course from EI and one course from EII.

E1: Non-Physical: 3 units
Drama 11; FCS 19, 50; H Ed 11; Psych 20, 60, 80, 88, 96, 100

E2: Physical Activity: 1 unit
Dance 10, 20, 21, 40, 50, 51, 55, 62, 64; PE 1, 9, 10, 12, 13, 17, 18, 20, 24, 30, 31, 34, 38, 39, 40, 42, 46, 48, 50, 52, 53, 54, 55, 56; APE 30E, 41E, 42E, 56E

UNIT REQUIREMENT INFORMATION

<table>
<thead>
<tr>
<th>REQUIREMENT INFORMATION</th>
<th>UNITS</th>
</tr>
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<tbody>
<tr>
<td>Graduation/Transfer Requirements</td>
<td>40</td>
</tr>
<tr>
<td>Major/Elective CSU Transferable</td>
<td>20</td>
</tr>
<tr>
<td>TOTAL</td>
<td>60</td>
</tr>
</tbody>
</table>
CHAPTER 6 — ASSOCIATE OF ARTS DEGREES

**COMPUTER SCIENCE**

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

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

If you complete Mathematics 79, Linear Algebra, at SJCC you are given content credit for this course by SJSU and have therefore satisfied the linear algebra requirement for the B.S. Degree in Computer Science. At SJSU, Linear Algebra is offered as an upper division course.

**FOR ADDITIONAL INFORMATION VISIT THE CAREER/TRANSFER CENTER OR CONTACT THE FOLLOWING:**

Michael Divinia, Faculty Liaison for Computer Science Majors
Mathematics and Science Division Office
San José City College Web site: www.sjcc.edu

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 70</td>
<td>Discrete Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 71</td>
<td>Calculus I with Analytic Geometry*</td>
<td>2</td>
</tr>
<tr>
<td>MATH 72</td>
<td>Calculus II with Analytic Geometry</td>
<td>5</td>
</tr>
<tr>
<td>MATH 73</td>
<td>Intermediate Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MATH 79</td>
<td>Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 82</td>
<td>Computer Programming with Mathematical &amp; Scientific Applications</td>
<td>4</td>
</tr>
<tr>
<td>MATH 83</td>
<td>Data Structures &amp; Advanced Programming</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 4A</td>
<td>General Physics**</td>
<td>2</td>
</tr>
<tr>
<td>PHYS 4B</td>
<td>General Physics</td>
<td>5</td>
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</tbody>
</table>

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
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<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CADD 10</td>
<td>Basic Drawing</td>
<td>3</td>
</tr>
<tr>
<td>CIS 41</td>
<td>Introduction to CIS (CAN BUS 6)</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 101A</td>
<td>Construction Tools, Materials, and Processes</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 102A</td>
<td>Residential Construction - Plumbing</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 102B</td>
<td>Residential Construction - Commercial Wiring</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 104</td>
<td>Interior/Exterior Finish</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 106</td>
<td>Construction Blueprint Reading, Estimating, Codes &amp; Specifications</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 110</td>
<td>Architectural Drawing and Home Planning</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

**FOR ADDITIONAL INFORMATION VISIT THE CAREER/TRANSFER CENTER OR CONTACT THE FOLLOWING:**

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

---

**CONSTRUCTION TECHNOLOGY**

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

Students planning on transferring to a four-year school should complete the 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. These additional courses may be taken at SJCC or at the institution granting the four-year degree. This degree may not transfer to all universities, and students need to inquire of the universities if they have a bachelor’s degree for their upper division course work.

**Careers in Construction Technology:**

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

Students may also benefit from one or more of the following introductory courses in the related fields:

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

**FOR ADDITIONAL INFORMATION VISIT THE CAREER/TRANSFER CENTER OR CONTACT THE FOLLOWING:**

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

**MAJOR REQUIREMENTS**

<table>
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<tr>
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<tbody>
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<tr>
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<td>Construction Tools, Materials, and Processes</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 102A</td>
<td>Residential Construction - Plumbing</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 102B</td>
<td>Residential Construction - Commercial Wiring</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 104</td>
<td>Interior/Exterior Finish</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 106</td>
<td>Construction Blueprint Reading, Estimating, Codes &amp; Specifications</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 110</td>
<td>Architectural Drawing and Home Planning</td>
<td>3</td>
</tr>
</tbody>
</table>

**MAJOR REQUIREMENTS**

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<th>Title</th>
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<td>CNSTR 104</td>
<td>Interior/Exterior Finish</td>
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</tr>
<tr>
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<td>Construction Blueprint Reading, Estimating, Codes &amp; Specifications</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 110</td>
<td>Architectural Drawing and Home Planning</td>
<td>3</td>
</tr>
</tbody>
</table>

**MAJOR REQUIREMENTS**

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

**FOR ADDITIONAL INFORMATION VISIT THE CAREER/TRANSFER CENTER OR CONTACT THE FOLLOWING:**

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

**MAJOR REQUIREMENTS**

- CADD 10 | Basic Drawing | 3 |
- CIS 41 | Introduction to CIS (CAN BUS 6) | 3 |
- CNSTR 101A | Construction Tools, Materials, and Processes | 4 |
- CNSTR 102A | Residential Construction - Plumbing | 3 |
- CNSTR 102B | Residential Construction - Commercial Wiring | 3 |
- CNSTR 104 | Interior/Exterior Finish | 4 |
- CNSTR 106 | Construction Blueprint Reading, Estimating, Codes & Specifications | 3 |
- CNSTR 110 | Architectural Drawing and Home Planning | 3 |

**MAJOR REQUIREMENTS**

- CADD 10 | Basic Drawing | 3 |
- CIS 41 | Introduction to CIS (CAN BUS 6) | 3 |
- CNSTR 101A | Construction Tools, Materials, and Processes | 4 |
- CNSTR 102A | Residential Construction - Plumbing | 3 |
- CNSTR 102B | Residential Construction - Commercial Wiring | 3 |
- CNSTR 104 | Interior/Exterior Finish | 4 |
- CNSTR 106 | Construction Blueprint Reading, Estimating, Codes & Specifications | 3 |
- CNSTR 110 | Architectural Drawing and Home Planning | 3 |
LOWER DIVISION PREPARATION FOR TRANSFER
San José City College offers both an Associate of Arts Degree and an Associate in Science Degree. Students planning to transfer should follow the Associate of Arts Degree. The Associate of Arts General Major is designed for students seeking a broad, general course of study or who are undecided on a specific major. This major allows students the maximum opportunity to take transferable elective courses to explore various fields of study. The students following this major might find that upon transfer and selection of their major, that they are in Junior status in units, but a Freshman in the major. This difference in status will occur if a student does not complete the lower division major courses during their Freshman and Sophomore years. Whenever possible, students should follow a specific major.

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

FOR ADDITIONAL INFORMATION VISIT THE CAREER/TRANSFER CENTER OR CONTACT THE FOLLOWING:
Counseling Department: (408) 288-3750
San José City College Web site: www.sjcc.edu

MAJOR REQUIREMENTS

<table>
<thead>
<tr>
<th>Area of Concentration</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Awareness course (CIS 41; CT 77)</td>
<td>3</td>
</tr>
<tr>
<td>Math 63 &amp; 63L, 82; Music 12A/B</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>39</strong></td>
</tr>
</tbody>
</table>

Areas of Concentration:

| ART | ART: | 12, 13, 14, 24, 25, 26, 28, 28L, 46A, 46B, 55A, 55B, 60, 61, 78, 79, 80, 81, 71, 72, 73, 74, 76, 77, 78, 81, 83, 84, 89, 91, 92, 98; MULTI: 136, 138 |
| DANCE, DRAMA, SPEECH: DANCE: | 10, 11, 14, 20, 21, 24, 40, 50, 51, 55, 62, 63, 64, 65; DRAMA: 11, 13A, 13B, 23, 24, 27, 40, 50, 52, 98; M14, 914 |
| HUMANITIES: HUMNT: | 1, 2, 136 |
| MATHEMATICS: MATH: | 21, 21L, 22, 25, 51, 52, 52L, 61, 63, 70, 71, 71L, 72, 72L, 73, 78, 79, 82, 83 |
| PHILOSOPHY: PHIL: | 10, 11, 12, 60, 65, 70 |
| PSYCHOLOGY: PSYCH: | 10, 12, 60, 80, 88, 92, 96, 98, 99, 100 |
| SCIENCE - LIFE: | ANAT: 1; BIOL: | 1, 2, 3, 20, 21A, 61, 63, 64; BOT: 62; ENVIR: 10; MICRO: 70; PHYSYO: 60 |
| SCIENCE - PHYSICAL: | ASTRO: 10; CHEM: 1A, 1B, 12A, 12B, 15, 20A, 20B, 65, 89; GEOL: 10, 10L, 11, 11L; METEO: 10; OCEAN: 10; PHYS: 2A, 2B, 3, 4A, 4B, 4G, 4D |
| SOCIAL SCIENCE: | A.J.: 10, 11, 13, 14, 15, 103, 104, 106, 136, 138; ENGL: 33, 80, 82A, 82B; GEOG: 10, 11; EDUC: 10, 12, 136; HIST: | 1, 9, 10A, 10B, 17A, 17B, 21, 24; JOURN: 10, 14, 24, 25, 30, 35, 98; LABOR: 15, 20, 21, 22, 23, 24, 25, 31, 32, 33, 33; POLSC: | 1, 2, 4, 6L, 15; SCI: 20, 27, 30, 31, 32, 40, 136; SOC: 10, 11 |

Labor Studies
San José City College offers both an Associate of Arts Degree and an Associate of Science Degree. Students planning to transfer should follow this Associate 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. This program is designed to provide students with the skills and knowledge required to assume leadership in organized labor and in community organizations.
MAJOR REQUIREMENTS  

<table>
<thead>
<tr>
<th>AREA</th>
<th>REQUIREMENTS</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>English Communication: Select one (1) course from each area.</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>A: English 1A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B: English 1C</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C: Com Studies 20, 40</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Mathematical Concepts &amp; Quantitative Reasoning: One (1) course required.</td>
<td>3-5</td>
</tr>
<tr>
<td></td>
<td>A: Math 21, 25, 61, 63, 71, 72, 73, 78, 79</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Arts and Humanities: Three (3) courses required, one course from 3A and 3B; the third course from either 3A or 3B. The Cultural Pluralism/Ethnic Studies Requirement, in bold, can be completed in Area 3B or 4A.</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>A: Arts: 3 or 6 units: Art 91, 92, Drama 23, 27, 40, Humn 1, Mus 89, 91, 95</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Social &amp; Behavioral Sciences: Three (3) courses are required, one course from 4A and two courses from 4B. An Cultural Pluralism/Ethnic Study course, is required in this area if not completed in Area 3B.</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>A: Cultural Pluralism/Ethnic Studies Requirements: 3 units: Hist 21; SL 15; S Sci 20, 30, 32, 40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B: American Institutions: 6 units: Choose one of the two options</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Option I - Hist 17A and Hist 17B</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Option II - Hist 1 and Pol Sci 1</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Physical and Biological Sciences: Select one Physical Science and one Biological Science course. One course must have a lab as part of the class. Laboratory courses are underlined.</td>
<td>7-9</td>
</tr>
<tr>
<td></td>
<td>A: Physical Science: Astro 10, Chem 1A, 15, 30A, 30B, Env. Sci 10, Geol 10, 10L, Geol 11, 11L, Meteor 10, Ocean 10, Phys 2A, 4A, 4B, 4C</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B: Biological Science: Anat 1, Biol 1, 20, 21A, 61, 63, 64, Bot 62, Env Sci 10, Ocean 10</td>
<td></td>
</tr>
</tbody>
</table>

**LOWER DIVISION MAJOR REQUIREMENTS**

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

**UNIVERSITY OF CALIFORNIA STUDIES**

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

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

**ADDITIONAL DEGREE REQUIREMENTS:**

Select one course from Group I and one course from Group II.

<table>
<thead>
<tr>
<th>GROUP</th>
<th>REQUIREMENTS</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Drama 11; FCS 19, 50; H Ed 11; Psych 20, 60, 80, 96, 100</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>Dance 10, 20, 21, 40, 50, 51, 55, 62, 64; PE 1, 8, 9, 10, 12, 13, 14, 17, 18, 20, 24, 30, 31, 34, 38, 39, 40, 42, 46, 48, 52, 55, 56; APE 30E, 41E, 42E, 56E</td>
<td>4</td>
</tr>
</tbody>
</table>

**UNIT REQUIREMENT INFORMATION**

- Graduation/Transfer Requirements: 41-50
- Major/Electives UC Transferable: 10-19
- Total: 60
Students who are planning to transfer from San José City College to another college or university should plan their program to include both general education requirements and the specific major field requirements of a specific college or university. Students should work closely with their counselor in order to make the most appropriate course choices. Careful planning will permit transfer with junior standing to a four-year institution after two years of full time study at San José City College. Lower division requirements vary considerably from college to college. With careful planning, students can avoid taking classes that do not meet their requirements. Students should consult the current catalog of the institution to which they intend to transfer. Catalogs of the major universities and colleges are available for reference use in the Library, the Career/Transfer Center in the Counseling Office, and in counselor’s offices.

Transfer Admission Agreements (TAA)

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

Counselors are available to provide further assistance and additional information is available in the Career/Transfer Center.

Admission to the University of California — All Campuses

Transfer Admission Requirements
The University of California considers you a transfer applicant if you graduated from high school and enrolled in a regular session at another college or university. Students cannot disregard their college record and apply as a freshman.

If students plan to attend a California community college before applying to the University, they should take courses that are transferable, that satisfy University and college requirements, and that fulfill prerequisites in their major. The counselor can help students in their planning.

The University publishes a booklet especially for transfer applicants called “Answers for Transfers”. It is available in the Career/Transfer Center located in the Counseling Office.

Students who plan to transfer to the University of California should plan their program at San José City College to include required freshman and sophomore (lower division) courses of the University campus of their choice. Specific details regarding breadth and major requirements are outlined in the general catalog of each campus and in other publications of the University.

University of California College Bulletins and other publications are available for reference use in the library, the Career /Transfer Center in the Counseling Office. Students are encouraged to consult a counselor for help in the use of these materials to assure that their choice of courses at San José City College will fulfill both major and breadth requirements of the campus of their choice.

California Residents
There are several ways to meet the University’s minimum admission requirements for transfer students, as described below. The path you use depends on the degree to which you satisfied UC’s minimum eligibility requirements for freshmen at the time you graduated from high school. In all cases, you must have at least a C (2.0) average in all transferable coursework.

The minimum requirements for freshmen are described in the individual campus catalogs. If you need assistance in determining whether you met the requirements, contact your Counselor or UC Admissions Office.

1. If you were eligible for admission to the University when you graduated from high school — meaning you satisfied the Subject, Scholarship and Examination requirements, or were identified by the University during your senior year in high school as eligible under the Eligibility in the Local Context (ELC) program — you are eligible to transfer if you have a C (2.0) average in your transferable coursework.

2. If you met the Scholarship Requirement but did not satisfy the Subject Requirement, you must take transferable college courses in the missing subjects, earning a C or better in each required course, and have an overall C average in all transferable coursework to be eligible to transfer.

3. If you were not eligible for admission to the University when you graduated from high school because you did not meet the Scholarship Requirement, you must:
   A. Complete 60 semester units of transferable college credit with a grade point average of at least 2.4 (no more than 14 semester units may be taken Pass/Not Pass), and;
   B. Complete the following course pattern requirement, earning a grade of C or better in each course:
      • two transferable college courses (3 semester units each) in English composition, and;
      • one transferable college course (3 semester units) in mathematical concepts and quantitative reasoning, and;
CHAPTER 7 — Transfer to Four-Year Institutions

- four transferable college courses (3 semester units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences.

(Students who satisfy the Intersegmental General Education Transfer Curriculum, IGETC, prior to transferring to UC may satisfy Option 3B of the transfer admission requirements.)

**Deadlines for Completing Courses Required for Admission**

Prospective transfer applicants planning to meet the University's minimum admission requirements using Option 3 above must satisfy certain aspects of the requirements by the end of the spring term preceding fall enrollment at some UC campuses. If the prior spring term is not specified, students are permitted to satisfy the requirement during the summer preceding fall enrollment, although they are strongly encouraged to complete the courses earlier. Contact the UC campus Admissions Office for information about course completion deadlines for applicants for the winter and spring terms.

**Transfer GPA**

In 2000, the average GPA of transfer students admitted to the University was 3.3. However, the average GPA varies widely by campus and by major. Consult with your counselor or a UC campus representative to learn about the GPA that may be required for admission to particular campuses and majors. The GPA is only one factor by which an applicant is evaluated. Other factors, such as course patterns, are also important.

### INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) consists of a series of courses that community college students can use to satisfy lower division general education requirements at a CSU or UC campus.

Certification of IGETC will permit the student to transfer from the community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements.

The following courses have been approved by the Intersegmental Committee as fulfilling the IGETC requirements.

#### 2002 - SAN JOSÉ CITY COLLEGE - 2003 IGETC: INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM

#### AREA 1 - ENGLISH COMMUNICATION: 9 UNITS

<table>
<thead>
<tr>
<th>CSU</th>
<th>UC</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 courses required, one each from Group A, B and C.</td>
<td>2 courses required, one each from Group A and B.</td>
</tr>
<tr>
<td><strong>A</strong>: English Composition - ENGL 1A</td>
<td><strong>B</strong>: Critical Thinking - ENGL 1C</td>
</tr>
<tr>
<td><strong>C</strong>: Oral Communication {CSU requirement only} - COMS 20, 40</td>
<td><strong>D</strong>: World Civilization - HIST 1A+* or HIST 1B+*</td>
</tr>
</tbody>
</table>

#### AREA 2 - MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING: 3 UNITS

<table>
<thead>
<tr>
<th><strong>A</strong>: Math</th>
<th><strong>B</strong>: Critical Thinking</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 21+, 25+, 61, 63+, 71+, 72, 73, 78, 79</td>
<td>MATH 124, 130, 140</td>
</tr>
</tbody>
</table>

#### AREA 3 - ARTS and HUMANITIES: 9 UNITS

At least 3 courses, with at least one course from the Arts and one course from the Humanities.

<table>
<thead>
<tr>
<th><strong>A</strong>: Arts</th>
<th><strong>B</strong>: Humanities</th>
</tr>
</thead>
</table>

#### AREA 4 - SOCIAL and BEHAVIORAL SCIENCES: 9 UNITS

At least 3 courses from at least 2 disciplines or an interdisciplinary sequence.

<table>
<thead>
<tr>
<th><strong>A</strong>: Anthropology and Archaeology</th>
<th><strong>B</strong>: Economics</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 62, 63</td>
<td>ECON 10A, 10B</td>
</tr>
<tr>
<td><strong>C</strong>: Ethnic Studies</td>
<td><strong>D</strong>: Gender Studies</td>
</tr>
<tr>
<td>SSCI 27</td>
<td>HIST 9</td>
</tr>
<tr>
<td><strong>E</strong>: Geography</td>
<td><strong>F</strong>: History</td>
</tr>
<tr>
<td>GEOG 10, 11</td>
<td>HIST 1A+, 9, 17A+, 17B+, 21, 24</td>
</tr>
<tr>
<td><strong>G</strong>: Interdisciplinary, Social &amp; Behavioral Sciences</td>
<td><strong>H</strong>: Political Science, Government &amp; Legal Institutions</td>
</tr>
<tr>
<td>SL 15; SSCI 20, 30, 32, 40</td>
<td>POL SC 1+, 2, 4</td>
</tr>
<tr>
<td><strong>I</strong>: Psychology</td>
<td><strong>J</strong>: Sociology &amp; Criminology</td>
</tr>
<tr>
<td>PSYCH 10, 92, 96, 100</td>
<td>JOUR 10, SIGN LANG 15, SOC 10, 11</td>
</tr>
</tbody>
</table>

#### AREA 5 - PHYSICAL and BIOLOGICAL SCIENCES: 7-9 UNITS

At least 2 courses, one Physical Science course and one Biological Science course; at least one must include a laboratory. Courses in BOLD contain a laboratory component.

<table>
<thead>
<tr>
<th><strong>A</strong>: Physical Science</th>
<th><strong>B</strong>: Biological Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTRO 10; CHEM 1A+, 15+, 30A+, 30B+; ENVIR 10*; GEOL 10, 10L, 11, 11L; METEOR 10; OCN 10*; PHYS 2A+, 4A+, 4B+</td>
<td>ANAT 1; BIOL 1+, 20, 21A+, 61, 63, 64; BOT 62; ENV SCI 10*; OCN 10*</td>
</tr>
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</table>

#### AREA 6 - UC REQUIREMENT ONLY: LANGUAGES OTHER THAN ENGLISH: 5 UNITS

Languages Other Than English: FRENCH 1A; JAPAN 1A; SL 1A, 1B; SPAN 1A

#### AREA 7 - CSU GRADUATION REQUIREMENT: U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS (NOT PART OF IGETC; MAY BE COMPLETED PRIOR TO TRANSFER): 6 UNITS

Option #1: HIST 17A+* and HIST 17B+* OR Option #2: POLSC 1+* and HIST 1+*

**Note:** A minimum grade of C or better is required in each course.

* Course is listed in more than one area but shall not be certified in more than one area.

+ Transfer credit is limited by either UC or CSU or both. Please consult with a counselor.
CHAPTER 7 — TRANSFER TO FOUR-YEAR INSTITUTIONS

ADMISSION TO CALIFORNIA STATE UNIVERSITY SYSTEM

Lower Division Transfer Requirements
You are eligible for admission with fewer than 56 transferable semester units (84 quarter units) if you:

- Have a college grade point average of 2.00 or better in all transferable college units attempted.
- You are in good standing at the last college or university attended, i.e., you are eligible to re-enroll.
- Meet the admission requirements for a first-time freshman or have successfully completed necessary courses to make up the deficiencies you had in high school if you did not complete the 15-unit pattern of college preparatory subjects.
- Meet the eligibility index required of a freshman.
- Some campuses may require completion of English composition and general education mathematics.
- Contact your campus of choice to determine whether there are limits on admission as lower division transfer. Students who completed college units before they graduated from high school or during the summer between high school graduation and CSU enrollment are considered first-time freshmen and must meet those admission requirements.

Upper Division Transfer Requirements
You are eligible for admission with 56 or more transferable semester units (84 quarter units) if you:

- Have a college grade point average of 2.00 or better (2.40 for non-California residents) in all transferable college units attempted.
- You are in good standing at the last college or university attended, i.e., you are eligible to re-enroll.
- Have completed or will complete prior to transfer at least 30 semester units (45 quarter units) of courses equivalent to general education requirements with a grade of C or better. The 30 units must include all the general education requirements in communication (English composition, oral communication, and critical thinking) and at least one course of at least 3 semester units (4 quarter units) required in college level mathematics.

General Education Pattern for Bachelor Degrees at the California State Universities
Effective September, 1969, the California State University System authorized the "Certification" or "Partial Certification" of General Education (Degree) Requirements in its 23 campus locations. Outlined below is the Certification Program developed by San José City College. Careful educational planning will enable students to complete not only the general education requirements for transfer, but also the general education required for the Associate Degree awarded by San José City College. Consult a counselor for assistance in correlating these requirements.

Students must complete a total of 39 units in the 5 categories listed below. A course used to satisfy a requirement in one area may not be used to satisfy a requirement in another area. Generally, courses used to satisfy major requirements may not be used to satisfy general education requirements.

"Certification" or "Partial Certification" may be requested on a Transcript request form available in the Admissions and Records Office.

CSU GENERAL EDUCATION BREADTH PATTERN 2002-2003

General Education Breadth agreements consist of those courses that a student can complete at a community college to satisfy the General Education Breadth requirements at a CSU, college. Some of these requirements are to be completed after transfer, but most of the 39 semester units are to be completed during the freshman and sophomore years. All of Area A and B4 must be completed prior to transferring.

Area A: Communication in the English Language and Critical Thinking: 9 units minimum -
Select one course from each category. All Courses must be completed with a grade of "C" or better.

A1: Oral Communication - COM S 20, 20N, 40, 45
A2: Written Communication - Engl 1A
A3: Critical Thinking - Engl 1C; Phil 60; COM S 40

Area B: Physical Universe and Its Life Forms: 9 units minimum -
Select one course from each category. One Physical or Life Science course must include a laboratory experience (underlined). Courses in area B4 must be completed with a grade of "C" or better.

B1: Physical Science - Astro 10; Chem 1A, 15, 30A, 30B; Envir 10; Geol 10, 10L, 11, 11L; Meteor 10; Ocean10; Phys 2A, 4A, 4B, 4C
B2: Life Science - Anat 1; Biol 1, 20, 21A, 61, 63, 64; Bot 62; Envir 10;
B3: Laboratory Activity - Students must select at least one laboratory experience course (see underlined courses in areas B1 and B2).
B4: Mathematics and Quantitative Reasoning - Math 21, 22, 25, 51, 52, 61, 63, 70, 71, 72, 73, 78, 79

Area C: Arts, Literature, Philosophy and Foreign Languages: 9 units minimum -
Select one course from area C1, and one course from area C-2, and one additional course (different discipline) from either C1 or C2.

C1: Arts (Art, Dance, Music, Theatre) - Art 91, 92; Drama 13A, 23, 27, 40; Humnt 1; Music, 89, 91, 95, 99
C2: Humanities (Literature, Philosophy, Foreign Language) - CHIN 1A; Engl 1B, 28, 33, 65, 73, 76A, 76B, 78, 80, 82A, 82B, 83, 84A, 84B, 86A, 86B; Fren 1A, 1B, 2A, 2B, 15, 16, 17, 18; Humnt 2; Japan 1A, 1B, 2A, 2B; Phil 10, 11, 12, 51, 65, 70; SL 1A, 1B, 2A, 2B; Span 1A, 1B, 2A, 2B

Area D: Social, Political and Economic Institutions and Behavior - 9 units minimum -
Select one course from D1 through D0. Students are expected to complete the American Institutions requirement in this section (course identified in section F1).

D1: Anthropology and Archaeology - Anth 62, 63; S Sci 20, 30, 40
D2: Economics - Econ 10A, 10B, 11
D3: Ethnic Studies - Engl 80, 82A, 82B; Hist 21, 24; S Sci 20, 27, 30, 31, 32, 40
CHAPTER 7 — TRANSFER TO FOUR-YEAR INSTITUTIONS

D4: Gender Studies - Engl 33; Hist 9
D5: Geography - Geog 10, 11;
D6: History - Hist 1, 9, 10A, 10B, 17A, 17B, 21, 24;
          Labor 10
D7: Interdisciplinary Social or Behavioral Science - CIS 41; FCS 70; Journ 10; Labor 15; SL 15, 16
D8: Political Science, Government and Legal Institutions - Pol Sc 1, 2, 4
D9: Psychology - FCS 70; Psych 10, 12, 20, 60, 88, 92, 96, 99, 100
D0: Sociology and Criminology - AJ 10, 11, 14;
          Soc 10, 11

Area F1: American Institutions -
Select Option I or Option II in order to complete the American Institutions Requirement.

Option I - Hist 17A and Hist 17B
- OR -
Option II - Hist 1 and Pol Sc 1

Area E: Lifelong Understanding and Self-Development: 3 units minimum -
Select one (a minimum of three units) course from Area I. Students may select one unit of credit for PE/Activity, Area II courses, in order to complete San José City College Graduation.

Area I - Drama 11; FCS 19, 50; H Ed 11; Psych 20, 60, 80, 88, 96, 100
Area II - Activity Courses: Dance 10, 20, 21, 40, 50, 51, 55, 62, 64; PE 1, 8, 9, 10, 12, 13, 14, 17, 18, 20, 24, 30, 34, 38, 39, 40, 42, 46, 48, 52, 55, 56, 98; APE 30E, 41E, 42E, 56E

CALIFORNIA ARTICULATION NUMBER SYSTEM (CAN)

San José City College participates in the CAN System. This system uses a common number to identify some of the transferable lower division, introductory courses commonly taught within each academic discipline at California college campuses. The system assures students that CAN courses on one participating campus will be accepted “in lieu of” the comparable CAN courses on another participating campus. For example, CAN AJ 2 on one campus will be accepted for CAN AJ 2 on another participating campus, while each campus retains its own course number.

The CAN designator is included in the course description chapter of this catalog. A list of participating colleges and their qualified courses is available at the CAN Web Page www.cansystem.org. Counselors are also available to assist students.

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<td>ART 91:</td>
<td>Survey of Art History - Prehistoric Through Gothic</td>
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<td>ART 92:</td>
<td>Survey of Art History - Renaissance to the Present</td>
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<td>CAN ART 6</td>
<td>ART 46A:</td>
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<td>ART 24:</td>
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<td>CAN ART 10</td>
<td>ART 60:</td>
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<td>CAN ART 14</td>
<td>ART 12:</td>
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<td>CAN ART 16</td>
<td>ART 13:</td>
<td>Three Dimensional Design</td>
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<td>BIOL 1:</td>
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<td>BIOL 2:</td>
<td>Principles of Plant Biology</td>
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<td>MICRO 70:</td>
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<td>ACCTG 20:</td>
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<td>CAN CSCI 10</td>
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<td>CAN STAT 2</td>
<td>BUS 60 or MATH 63:</td>
<td>Fundamentals of Business Statistics; Elementary Statistics</td>
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CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

SCHOLASTIC STANDARDS

HONORS LISTS

Placement on an Honors List recognizes the student’s academic achievement during the previous semester.

To be eligible for any Honors List, the student must have earned at least 6 units of grades “A”, “B”, “C”, or “D” within the semester. Optional “CR” and “NC” grades will exclude a student from any of the Honors Lists; however, the optional “CR” and “NC” can be converted to its corresponding letter grade, at which time the GPA will be recalculated and appropriate academic honors awarded. Mandatory “CR” grades will not exclude a student from any of the Honors Lists, as long as, the student has earned at least 6 units of grades “A”, “B”, “C”, or “D” within the semester.

Dean’s List

To be eligible, the student must earn between a 3.50 and a 3.99 grade point average.

President’s List

To be eligible, the student must earn a 4.00 grade point average.

HONORS AT GRADUATION

Graduation with Honors is granted to graduating students who earn an overall grade point average of between 3.50 and 3.99 in all units attempted from all accredited post secondary institutions.

To be eligible for Honors at graduation, a student must convert all optional credit/no-credit grades to the earned letter grade.

PROBATION AND DISMISSAL PROCEDURES

The probation procedure serves to inform the student that his/her academic performance is below minimum college standards. The combined probation and dismissal procedure is intended to encourage the student to take steps necessary for improvement, and those steps may include a reassessment of educational, vocational and personal goals. The dismissal procedure allows the student the opportunity to justify his/her continued enrollment through a plan of action which is judged by a Counselor as enabling the student to meet the minimum academic standards during the next semester of enrollment.

Academic Probation

A student who has attempted at least 12 semester units of letter grades (A, B, C, D and F) shall be placed on Academic Probation if the student has earned a cumulative grade point average below 2.0.

Progress Probation

A student who has enrolled in a total of at least 12 semester units, as shown by the Permanent Record, shall be placed on Progress Probation when the percentage of all units in which a student has enrolled and for which entries of “I”, “W”, and “NC” are recorded reaches or exceeds fifty percent (50%).

Continuing Probation

Students on Probation (Academic or Progress) will be placed on “Continuing Probation” for the next subsequent semester of enrollment if they have not earned the required grade point average necessary to be removed from Academic Probation, or have not received less than 50% of all accumulative grades in “I”, “W”, or “NC” to be removed from Progress Probation.

Academic Dismissal

A student who is on continuing Academic Probation shall be dismissed from the District when the student earns in letter grade classes (A, B, C, D and F) an accumulative grade point average of less than 2.0 in the next two subsequent term of enrollment. (District Policy 6050.402)

Progress Dismissal

A student who is on continuing Progress Probation shall be dismissed if at the end of the second subsequent term of enrollment the percentage of units in which the student has been enrolled and for which entries of “I”, “W”, and “NC” are recorded reaches or exceeds fifty percent (50%).

Clearing Probation or Dismissal

Students may clear Academic Probation or Dismissal when the students accumulated grade point average is 2.0 or higher. A student may clear Progress Probation or Dismissal by receiving less than 50% of all accumulative grades in “I”, “W”, or “NC”.

Readmission after Dismissal

A student must petition for readmission following Dismissal. The petition must contain (1) an explanation of the situation which resulted in dismissal, (2) a plan for future success, and (3) a proposed list of classes for the coming semester. The student has the burden to clearly justify readmission.

Students who are dismissed will have their Petitions for Readmission evaluated by a counselor. The counselor will carefully review the petition and possibly recommend changes in the plan for success or the list of classes. The counselor may also require that a semester or more intervene before readmission.
Petitions that are approved are good for one semester only.

Dismissal contracts are available in the Counseling Department.

Students who are readmitted will continue to be on dismissal status if their performance does not meet minimum academic standards as outlined in the previous section on probation.

ACADEMIC RENEWAL

It is the policy of the San Jose/Evergreen Community College District to grant Academic Renewal in the following ways:

Academic Renewal by Repetition

Students may repeat any course one time in which they have received a “D” or “F” grade at this or another institution.

If the course is taken and repeated at San José City College, students, by petition, may request that the highest grade attained be used in the computation of their grade point average. The change is posted on the San José City College permanent record card. Students’ transcripts shall show the grades for all courses taken.

If the course is initially taken at another institution, but repeated at San José City College, students, by petition, may request to use the highest grade attained at the time of graduation. The change is not posted on the San José City College permanent record card.

No student may repeat a course in which a final grade of “C” or “CR” or better has been received unless the catalog entry with the course title indicates that credit may be earned more than once.

ACADEMIC LEAVE

Academic Leave is intended to provide students an opportunity to pursue activities related to their academic program which would not be possible while otherwise enrolled.

Academic Leave is also intended for students who, for personal or medical reasons beyond their control, must have a break in attendance.

The application for Academic Leave must state clearly the basis for the requested leave and the duration of the leave. If the leave is for academic related reasons, that relationship must be clearly stated. Leave for personal or medical reasons must be substantiated by submitting additional appropriate documentation with the application. The College President or his designee approves academic leave.

Leave may be granted for two consecutive semesters for a maximum of three semesters. Extensions may be granted in extreme hardship.

Applications for Academic Leave must be submitted to the Graduation Appeals Committee no later than the end of the third week of a term. When conditions exist that a student could not reasonably submit the application before the end of the third week, a petition to the Graduation Appeals Committee may be considered.

Upon approval of the application for Academic Leave, the student’s transcripts at the college will be appropriately annotated to reflect the leave for the granted period.

TRANSCRIPTS

A student who plans to transfer to another college should complete a Request for Transcript and file it with the Office of Admissions and Records. The college will forward, without charge, two transcripts at the request of the student. After the first two, a charge for each transcript will be made.

AUDITING (ATTENDING CLASSES; NOT OFFICIALLY REGISTERED.)

Auditing of classes is not permitted. All students must be registered and all fees paid prior to attending any classes.

REPEATING COURSES

No students may repeat for credit any course in which they have already received a final grade of C or above unless the catalog entry with the course title indicates that credit may be earned for repeating the course or in the following circumstances.

A course may be repeated once for credit if:

- The student is repeating the course to alleviate substandard work which has been recorded in the student’s record. (Title 5, 58161)
- There has been a significant lapse of time since the student previously took the course (over 3 years). (Title 5, 58161)
- It is necessary for the student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. (Title 5, 58161,1b)
- The student dropped the course for extenuating circumstances. (Title 5, 58161,1b)

DUPLICATE COURSE REGISTRATION

Unless otherwise noted, students may register and receive credit only once for any course within the same semester, regardless of whether the course is repeatable or not.

ATTENDANCE

Satisfactory attendance, like successful scholarship, is the responsibility of the individual student. Excessive absences may cause disqualification from class with the likelihood that a failing grade for the course will be received.
DROPPING CLASSES
A student may withdraw from a class by using the STAReg System to drop a class. Each student is ultimately responsible for dropping the class or classes and informing each instructor. The following rules apply to withdrawing from class:

A student who officially withdraws from a class during the first four weeks or 30% of a term, whichever is less, will not receive a grade or any notation on the student’s permanent record card.

Withdrawal between the end of the fourth week and the last day of the fourteenth week or 75% of a term, whichever is less, shall be recorded as a “W” on the student’s permanent record.

The permanent record of a student who withdraws after the end of the fourteenth week or 75% of a term, whichever is less, must reflect a grade other than a “W”.

FAILURE TO CLEAR OBLIGATIONS
A student leaving the College is responsible for the clearance of all obligations at the College. The District will deny a student who does not clear all obligations at the college further service.

ACADEMIC TERMINOLOGY

LETTER GRADES

Grade A — Distinguished
The student has mastered the content of the course, is able to apply information learned to new situations, and is able to relate it to other knowledge.

The student consistently distinguishes self in examinations, reports, projects, and class participation.

The student shows independent thinking in assignments and class discussion.

Work is consistently in proper form, shows evidence of careful research, and is submitted punctually.

Where achievement in the course involves development of hand or body skills, the student consistently demonstrates superior skills, ability, and performance.

The student complies with class attendance regulations.

In optional credit/no credit courses the grade of “A” converts to “CR”.

Grade B — Above Average
The student consistently shows mastery of the course content and usually is able to apply it to new situations or to relate it to other knowledge.

The student is consistently above average in examinations, reports, projects, and class participation.

Work is in proper form, shows evidence of research, and is submitted punctually.

Where achievement in the course involves development of hand or body skills, the student consistently demonstrates above average skills, ability, and performance.

The student complies with class attendance regulations.

In optional credit/no credit courses the grade of “B” converts to CR.

Grade C — Average
The student shows evidence of a reasonable comprehension of the subject matter of the course and has an average mastery of the content. The student’s competence in the content is sufficient to indicate progression to the next course in the same field.

Assignments are completed in good form and on time.

If the subject carries transfer credit, the student has indicated sufficient competence in the content to continue in the subject field upon transfer.

The student consistently makes average scores on examinations, projects, and reports.

Where achievement in the course involves development of hand or body skills, the student consistently demonstrates average skills, ability, and performance.

In optional credit/no credit courses the grade of “C” converts to CR.

Grade D — Below Average Minimum Passing
The student falls below the average in examinations, projects and reports, and shows substandard competence in the assigned subject matters of the course, indicating probable difficulty completing the next course in the same field.

Assignments are completed in imperfect form, late, or of inconsistent quality.

Where achievement in the course involves development of hand or body skills, the student consistently demonstrates usable, but below-average skills, ability, and performance.

Grade “D” may permit passing to the next course depending upon course and discipline prerequisites.

The student complies with class attendance regulations.

In optional Credit/No Credit courses the grade of “D” converts to NC.

Grade F — Failing Grade No Credit Earned
The student makes unsatisfactory grades in examinations, projects, and reports.

The student does not show evidence of competence in the subject matter.

Assignments may be omitted or are incomplete.
Where achievement in the course involves development of hand or body skills, the student consistently demonstrates unsatisfactory skills, ability, and performance.

The student does not comply with class attendance regulations.

The "F" grade is used in computing the standards of Probation and Dismissal.

In optional credit/no credit courses the grade of "F" converts to NC.

**Grade CR — Passing, Credit Earned**

Grade CR is offered for two purposes: (1) to provide an opportunity for students to pursue areas outside their fields of major interest and to encourage general education, and/or (2) to indicate a successful completion of developmental courses.

(Optional) Grade CR can be converted to an A, B, or C. ("D" and "F" grades convert to "NC").

(Mandatory) Grade CR may be used to progress to the next higher level in designated developmental courses.

**Grade NC — Less than Satisfactory, No Credit Earned**

Grade NC is used in Credit/No Credit classes only.

The student makes unsatisfactory grades in examinations, projects, and reports.

The student does not show evidence of competence in the subject matter.

Assignments may be omitted or are incomplete.

Where achievement in the course involves development of hand or body skills, the student consistently demonstrates unsatisfactory skills, ability, and performance.

The student does not comply with class attendance regulations.

In optional Credit/No Credit classes "D" and "F" grades convert to "NC".

The "NC" grade is used in computing Progress Probation or Dismissal.

**Symbol W — Withdrawal**

A student withdraws from a course or the College before the end of the 14th week of the semester (or 75% of the term, whichever is less).

The Permanent Record Card of a student who remains in class beyond the time limit must reflect a grade other than "W" (unless there are extenuating circumstances).

No notation ("W" or other) shall be made on the Permanent Record of the student who withdraws from a course or the College during the first four weeks or 30% of a term, whichever is less.

Withdrawal between the end of the fourth week and the 14th week or 75% of the term of instruction shall be recorded as a "W" on the student's Permanent Record.

Withdrawal after the end of the 14th week or 75% of the term, whichever is less) in extenuating circumstances, as determined by the instructor(s) or appropriate faculty, will be recorded as a "W". Extenuating circumstances are defined as verifiable cases of accident, illness, or other circumstances beyond the control of the student.

"W" shall not be used in calculating grade point averages, but excessive "W's" shall be used in calculation of Progress Probation and Dismissal.

**Symbol I — Incomplete**

Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in a temporary "I" symbol being entered in the student's record.

The "I" may be given only upon agreement between the student and the instructor.

The instructor in a written record shall state the condition for removal of the "I"). This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the Office of Admissions and Records until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" may be made up no later than one year following the end of the term in which it was assigned.

The student may not clear the Incomplete by reenrolling in the course.

The symbol of "I" is assigned no grade points in computing the grade point average.

The "I" is used in calculating Progress Probation and Dismissal.

**Symbol IP — In Progress**

The "IP" symbol shall be used to denote that the class extends beyond the normal end of the academic term. It indicates that work is "in progress," but that assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages.

"IP" may be assigned only by the Office of Admissions and Records.

**Symbol RD — Report Delayed**

The "RD" symbol may be assigned by the Office of Admissions and Records only. It is to be used when there is a delay in reporting the grade.
UNITS

A unit is defined as the course credit granted for three hours per week of student lecture-recitation, study, laboratory, seminar or other approved course activity throughout a semester. Thus, one unit of credit is usually granted for any combination of approved course activities that require three hours per week of the student’s time.

Courses requiring fewer than three hours of a student’s time indicate a course value of less than one unit. Credit granted for courses of less than one semester in length is proportionate to that granted on a semester basis.

For practical purposes, the following terms are synonymous: unit, semester unit, semester hour, credit, and credit hour.

GRADE-POINT AVERAGES

The Office of Admissions and Records issues final grades officially at the end of each semester. Letter grades are assigned grade points according to the following system:

- A = 4
- B = 3
- C = 2
- D = 1
- F = 0
- W = 0

Units for courses with grades of "W", "CR", "I", "NC", "IP", or "RD" do not affect the grade point average.

Grade-point average is computed by the following formula:

\[
\text{Grade-point avg.} = \frac{\text{Total grade points earned}}{\text{Total semester units attempted}}
\]

DEVELOPMENTAL COURSES

All developmental courses are graded only on a “CR” and “NC” basis. If a course is passed, a grade of “CR” is entered in the grade column of the official record. If the course work is unsatisfactory, a grade of “NC” is entered in the grade column. Neither the grade of “CR” nor “NC” is considered in computing grade-point average. These grades may not be converted to the letter grade system at any time.

OPTIONAL CREDIT/NO-CREDIT GRADING

To provide the opportunity for students to pursue studies beyond their field of major interest and to encourage general education, specified courses may be taken with a credit/no-credit grade assigned (“CR” or “NC”).

Courses which may be taken for an optional credit/no-credit grade are identified in the class schedule each semester by a plus sign (+) in the credit column.

Students must declare their intention to receive a letter grade or a credit/no-credit grade by the end of the fifth week of semester-length courses, or before the end of the first 30% of the class, whichever is less.

Upon completion of the semester, for the optional credit/no-credit grade, the student may request a change of grade from “CR” or “NC” to the letter grade earned by applying to the Office of Admissions and Records.

Credit earned on a credit/no-credit basis may be counted toward satisfactory completion of an Associate in Arts degree, but is not used in computing either the grade point average or honors.

STUDENT RECORDS

All official school records are maintained in the Office of Admissions and Records under the custody of the Director of that office. These records consist of a complete listing of all course work attempted at the College (Permanent Record): placement test scores, a transcript from other schools and colleges, Application forms and supporting documents and Change of Record forms. Each college instructor's complete roll book is also kept on file, along with the record of grades for students in the class. The College maintains no other official record.

Student Access to Records

Any student may review the contents of his/her file by contacting either a counselor or the Office of Admissions and Records during regular working hours. Only the records which pertain directly to that student may be reviewed. A student may challenge the contents and accuracy of the records, by a written request for a review of the records with the Director of Admissions and Records. All such requests will be honored within 15 calendar days.

DESCRIPTION OF COURSES

COURSE PREREQUISITES AND COREQUISITES

Definitions: "Prerequisite" means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

"Corequisite" means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

Location: Pre- and Corequisites are listed under each course in the schedule and catalog.

Challenge: A prerequisite or Corequisite may be challenged for any of the following reasons:

- The adopted district process did not establish the prerequisite
- The prerequisite was established in violation of Title 5
- The prerequisite is discriminatory or applied in a discriminatory manner
- The student has the knowledge or ability to succeed despite not meeting the prerequisite
- The student will be delayed because the prerequisite course has not been made reasonably available
Verification of Equivalency: A student who believes that he/she has completed the prerequisite(s) or corequisite(s) for a course as listed in the Schedule of Classes or catalog based on previous coursework at another institution should do the following:

- Make an appointment to see a college counselor
- Bring transcripts or other evidence of meeting the course prerequisite

Challenge Process: A student who believes that he/she has completed the prerequisite(s) or corequisite(s) for a course as listed in the Schedule of Classes or catalog for any of these reasons should do the following:

- Pick up a prerequisite challenge form at the Admissions and Records Office or the Counseling Office, complete the required information
- Make an appointment to see a counselor to help the student review his/her experience and guide him/her in the challenge process. If the counselor cannot make a determination about his/her experience, the counselor will refer the student to the instructional dean who supervises the area in which the student wish to take the course
- If there are any unresolved issues after the student meet with the instructional dean, the student may present his/her case to the Dean of Counseling and Matriculation

Space Available: If space is available in a course when a student files a challenge to a prerequisite or corequisite, the college will reserve a seat for the student and allow that student to enroll in the course if the challenge is successful.

When no space is available in the course when a challenge is filed and the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for the subsequent term.

ADVISORIES ON RECOMMENDED PREPARATION (ADVISORY LEVELS)

Definition: “Advisory on recommended preparation” means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with, enrollment in a course or educational program.

Advisory Levels are typically met through completion of reading, writing, or math courses listed in the schedule of classes and catalog. Although these levels are advisory rather than mandatory, students are very strongly encouraged to adhere to them and to follow the advice of their counselors related to the advisory levels.

Location: Advisory Levels are listed under each course in the schedule and catalog.

Definitions of Advisory Reading, Writing, and Math Levels

ADVISORY READ LEVEL 1: having the ability to find stated and implied main ideas in simple passages; identify important details; understand the use of new vocabulary in textbook reading passages, utilize textbook reading strategies, and understand what it means to read critically.

List of courses that will provide students this skill level:

- English 321 (3 units) or English 321S (3 units) or ESL (322 & 323 & 324) or English 340S (6 units): C or CR grade required in all of these courses or placement based on assessment

ADVISORY READ LEVEL 2: having the ability to find the stated and main idea in simple and complex passages; summarize information; sequence information in complicated texts, engage in inferential analysis of college reading materials; use study techniques for college textbooks; and use note taking systems.

List of courses that will provide students this skill level:

- English 322 (3 units) or English 322S (3 units) or ESL 313: C or CR grade required in all of these courses or placement based on assessment

ADVISORY READ LEVEL 3: having the ability to identify the thesis statement in college materials; understand and identify main ideas and supporting details; recognize and identify organizational patterns; make complex inferences; summarize and paraphrase information; separate fact from opinion; recognize connotation and denotation; detect bias; recognize errors in reasoning; use a college level vocabulary; use rate flexibility in reading a wide range of college materials; and to use range of other college level reading skills.

List of courses that will provide students this skill level:

- English 102, or English 102S, or ESL 103, or ESL 91: C or CR grade required in all of these courses or placement based on assessment

ADVISORY WRITE LEVEL 2: having the ability to write simple, compound, and complex sentences; develop a written paragraph; and to use correct grammar and spelling.

List of courses that will provide students this skill level:

- English 330 (4 units) or English 335 (4 units) or English 335S (4 units) or English 325 (6 units) or English 340S (6 units) or LS 340 (6 units), or LS 326 (3 units): C or CR grade required in all of these courses or placement based on assessment

ADVISORY WRITE LEVEL 3: having the ability to write a well-organized five-paragraph essay; use rhetorical modes and methods of organization; write paragraphs with unity and coherence; and use the basic mechanical skills and syntactical arrangements in writing paragraphs.

List of courses that will provide students this skill level:

- English 104 or English 92 or English 92S (3 units) or ESL 91 (6 units) or ESL 92: C or CR grade required in all of these courses or placement based on assessment
ADVISORY WRITE LEVEL 4: having the ability to write a well organized paragraph essay in support of a clearly stated thesis; apply an analytical understanding of college level text; use basic research skills; apply critical thinking skills; and recognize audience, purpose and tone.

List of courses that will provide students this skill level:
- English 1A or ESL 1A: C grade required

ADVISORY MATH LEVEL 1: Arithmetic skills including fractions, decimals, and percents

List of courses that will provide students this skill level:
- 3 units of Math 310 with a CR grade or higher or
- Bus 1 or 60 or
- Elect 62 or 120A or 120B or 121 or 121C or 122 or 2 units of Elect 320 or
- Acctg 101
- Math 11A or 11R or 11S or 12 or 311 or 311V and courses in other disciplines requiring arithmetic skills

ADVISORY MATH LEVEL 2: Algebra I skills

List of courses that will provide students this skill level:
- Math 11A or 11R or 11S or 12, with C grades or higher or
- Bus 60 or
- Elect 62 or 120B or 122 or 122C

ADVISORY MATH LEVEL 3: Intermediate Algebra

List of courses that will provide students this skill level:
- Math 13, with a C grade or higher or
- Bus 60 or
- Elect 62 or 122

ADVISORY MATH LEVEL 4: Advanced Algebra and Trigonometry (sometimes called precalculus)

List of courses that will provide students this skill level:
- Math 25 or (21A and 21B) or (21A and 22) or (21 and 22), all with a C grade or higher

ADVISORY MATH LEVEL 5: First semester calculus

List of courses that will provide students this skill level:
- Math 71A or 71, both with a C grade or higher

ADVISORY MATH LEVEL 6: Second semester calculus

List of courses that will provide students this skill level:
- Math 71B or 72, both with a C grade or higher

ADVISORY MATH LEVEL 7: Multivariable Calculus or Differential Equations or Linear Algebra

List of courses that will provide students this skill level:
- Math 73 or 78 or 79, all with a C grade or higher

Math levels are advisory only for courses outside of the math discipline

OPEN CURRICULUM

Open Curriculum classes have a class that has no prerequisites of any kind. However, some courses such as English 321 and Math 310 may require that placement test results be on file prior to the first day of class. Classes such as this with an additional requirement are marked with an * after the words “open curriculum.”

A course may not be repeated for credit unless this is stated at the end of the course description. A counselor may require the student to obtain the instructor’s written consent before programming, if a course is to be repeated for credit.

TRANSFER VALUE

The San José City College Counseling Staff maintains current information on transfer programs (and/or course equivalent lists) to neighboring four-year institutions. College catalogs are available in the College Library, Career Center, and in the Counseling Office.

California State universities will not give credit for 300 series courses in this catalog, or for courses numbered in the 200 series. Any other course may be offered for free elective credit upon transfer, but credit will be allowed at state colleges for graduation to the extent that free electives are available in the course pattern for the major selected by the student.

A student who plans to transfer to a state university should consult a counselor about the transfer value of courses that may be offered as free electives.

ABBREVIATIONS AND SYMBOLS

Kind of Grading
- L = Letter Grade Only
- K = Mandatory Credit/No Credit
- O = Optional Credit/No Credit
- N = Non-Graded
- E = Credit by Exam

Transfer Status
- CSU = meets baccalaureate criteria for the California State University system
- UC = accepted by the University of California system
- UC+ = University of California will accept 6 total units of the courses with some stipulations

Degree Applicability
- A.A. = applies to the Associate of Arts Degree
- A.S. = applies to the Associate of Science Degree
- NAA = offered for credit but does not apply to the A.A. or A.S. Degree
- NC = No Credit courses

DistrictGE = meets criteria for district General Education
- CSU GE = meets criteria for California State University General Education
- IGETC = meets criteria for Intersegmental General Education Transfer Curriculum (applicable to both the California State University system and the University of California system)
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

ACCOUNTING

ACCTG-020 - Financial Accounting Units: 4.0
This introductory course is designed for transfer students in business, information systems, and/or accounting. Topics include the accounting cycle, preparation and analysis of financial statements, internal control, depreciation, inventories, receivables, liabilities, stockholders' equity, and accounting as a decision-making tool.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L

Prerequisite: BUS 001 or ACCTG 101 or MATH 011A or 011R or 011S or 012, with C or better
Corequisite: ACCTG 200

Recommended: BIS 102B or knowledge of computerized spreadsheets such as Excel

CAN: BUS 2; BUS SEQ A = ACCTG 20+21

Advisory Level: Read: 2 Write: 2 Math: None Transfer Status: CSU/UC Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None

ACCTG-021 - Managerial Accounting Units: 4.0
This transfer course introduces students to managerial decision making using accounting information. Topics include knowledge and preparation of the master budget; cost-volume-profit relationships; contribution margin approach to decision making; cost behavior analysis; job order and process costing; activity-based costing and just-in-time manufacturing; standard costs; responsibility accounting; cost performance reporting; special business decisions, incremental analysis and break-even analysis; pricing under absorption and variable costing; Statement of Cash Flows; and financial statement analysis.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L

Prerequisite: ACCTG 020 with C or better
Corequisite: ACCTG 200

Recommended: Knowledge of computerized spreadsheets such as Excel.

CAN: BUS 4; BUS SEQ A = ACCTG 21+20

Advisory Level: Read: 2 Write: 2 Math: 2 Transfer Status: CSU/UC Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None

ACCTG-030 - Computerized Accounting Units: 3.0
This course is intended for students desiring knowledge of computerized accounting principles; it employs the 'hands on' approach with userfriendly software. This course will provide an overview of the impact of the computer on accounting procedures and identifies some of the major differences between manual and computerized accounting systems on an IBM PC microcomputer system.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: O

Prerequisite: ACCTG 101 or ACCTG 020
Corequisite: ACCTG 200

Advisory Level: Read: 2 Write: 2 Math: 1 Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None

ACCTG-062 - Cost Accounting Units: 4.0
This course provides students with cost accounting principles; including essentials of job order, process cost, and standard cost accounting systems. The central focus of the course is how cost accounting helps managers make better decisions for planning, controlling, and profitability analysis in a business environment as well as 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 020 with C or better

Advisory Level: Read: 2 Write: 2 Math: 2 Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None

ACCTG-063 - Intermediate Accounting Units: 4.0
This course emphasizes the measurement techniques and disclosure requirements under current Generally Accepted Accounting Principles for the Statement of Financial Position, Income Statement, the Statement of Cash Flows, the Retained Earnings Statement, and the Statement of Comprehensive Income. In depth study of investments in securities, both equity and debt, inventories, operational assets, liabilities, capital structure, and revenue recognition methods will prepare the student with the knowledge of accounting theory and practical application to perform the duties on an entry-level position such as an accountant, loan officer, or similar position.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L

Prerequisite: ACCTG 021 with C or better

Advisory Level: Read: 2 Write: 2 Math: 2 Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None

ACCTG-097 - Accounting for Income Taxes Units: 3.0
This course is an introduction to Federal Individual Income Taxation with emphasis on statutory materials, principles, procedures and terminology. Special attention is made to tax problems encountered by individual taxpayers and the basic concepts of gross income, exclusions, adjusted gross income, deductions, exemptions and tax credits. Tax-avoiding and tax planning techniques will be explored. Other tax entities, like corporations, partnerships and fiduciaries will be covered. Issues of gift and estate taxation will also be discussed. A comparative analysis of California tax law will be provided.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Prerequisite: ACCTG 101 or ACCTG 020

Advisory Level: Read: 2 Write: 2 Math: 1 Transfer Status: CSU Degree Applicable: A.S. CSU GE: None District GE: None IGETC: None
ACCTG-098 - Directed Study in Accounting
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.
Lecture Hours: 1.8  Lab Hours: 3-18  Repeatable: 17  Grading:O
Recommended: 3 units of MATH 310 with CR or placement based on Math Assessment
CAN: None
Advisory Level: Read: 2  Write: 2  Math: 1
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ACCTG-101 - Bookkeeping for Small Business
Through lecture and simulation activities, the course introduces students to accounting principles and procedures which apply to the operations of a small business. Transactions are analyzed and processed, financial statements are developed, and records are adjusted and closed for an accounting cycle of service and merchandising businesses. The course is designed to prepare students for positions as accounting assistants or bookkeepers. Microcomputer applications are used for selected accounting problems when appropriate.
Lecture Hours: 3  Lab Hours: 1  Repeatable: No  Grading:O
Recommended: 3 units of MATH 310 with CR or placement based on Math Assessment
CAN: None
Advisory Level: Read: None  Write: None  Math: 1
Transfer Status: CSU  Degree Applicable: A.S.
CSU GE: None  District GE: None  IGETC: None

ACCTG-138 - Accounting Occupational Work Experience-Alternate Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.
Lecture Hours: 1.8  Lab Hours: None  Repeatable: 15  Grading:O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at most one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.
CAN: None
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ACCTG-136 - Accounting Occupational Work Experience-Parallel Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.
Lecture Hours: 1.8  Lab Hours: 3-12  Repeatable: 15  Grading:O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.
CAN: None
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ACCTG-200 - Accounting Supervised Skills Lab
Supplemental practice and/or instruction is offered students in a specific discipline. Projects are assigned in courses of concurrent enrollment. General consultation and supervision are provided by the faculty members in charge.
Lecture Hours: None  Lab Hours: None  Repeatable: 19  Grading:N
Corequisite: ACCTG 020 or ACCTG 021 or ACCTG 030
CAN: None
Advisory Level: Read: Write: Math: None
Transfer Status: CSU/UC  Degree Applicable: NC
CSU GE: None  District GE: None  IGETC: None

ADAPTED PHYSICAL EDUCATION

APE-030E - Adapted Physical Education - Adapted Fitness For Life
This course is designed for students with disabilities who are unable to participate in regular physical education Fitness class due to their disability and functional limitations. Students will learn physical fitness and wellness exercises and concepts. Students will learn individual and group fitness exercise programs that will enhance muscular strength, flexibility, and endurance.
Lecture Hours: None  Lab Hours: None  Repeatable: 7  Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: E2  IGETC: None
APE-041E - Adapted Physical Education - Adapted Motor Skill Development
This course is designed for students with disabilities who are unable to participate in regular physical education due to their disability and functional limitations. Students with disabilities will learn how to improve motor development skills, balance, mat exercises, and gait training skills.
Lecture Hours: 1.5 Lab Hours: None Repeatable: 7 Grading: O
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: E2 IGETC: None

APE-042E - Adapted Physical Education - Adapted Aquatics
This course is designed for students with disabilities who are unable to participate in regular physical education swim class due to their disability and functional limitations. Students will learn aquatic exercises and learn swim strokes adapted to their disability. Students will learn proper breathing mechanics, treading water, and water safety techniques.
Lecture Hours: 1.5 Lab Hours: None Repeatable: 7 Grading: O
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: E2 IGETC: None

APE-056E - Adapted Physical Education - Adapted Weight Training
This course is designed for students with disabilities who are unable to participate in regular physical education Weight Training due to their disability and functional limitations. Students will learn proper Weight Training Techniques and Concepts. Students will learn their Student Education Contract Goals (S.E.C.) that will enhance muscular strength, flexibility, and endurance. Students with disabilities will learn how to perform progressive resistive exercises. Students will learn how to utilize nautilus and universal machineries in the fitness center.
Lecture Hours: 1.5 Lab Hours: None Repeatable: 7 Grading: O
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: E2 IGETC: None

Administration of Justice
AJ-010 - Introduction to Administration of Justice Units: 3.0
This course covers the history and philosophy of administration of justice as it evolved throughout the world. It involves in-depth study of the American system and the various sub-systems; study of the roles and role expectations of criminal justice agents in their interrelationships in society; study of the concepts of crime causations, punishments and rehabilitation; and study of ethics, education and training for professionalism in the social system. This course is required for the major.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
CAN: AJ 2
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: D IGETC: None

AJ-011 - Criminal Law Units: 3.0
This course presents the historical development, philosophy and constitutional provisions of the law. It includes definitions and classifications of crime, and their applications to the system of administration of justice, legal research, review of case law methodology and concepts of law as a social force will be reviewed. It explores crimes against persons, property, and the state as a social, religious, and historical ideology. This course is required for the major.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
CAN: AJ 4
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: D IGETC: None

AJ-013 - Criminal Procedures Units: 3.0
This course covers legal processes from pre-arrest through trial, sentencing, and correctional procedures. It includes a review of the history of a case and common law; conceptual interpretation of law as reflected in court decisions; a study of case law methodology and case research as the decisions impact upon the procedures of the justice system. This course is required for the major.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

AJ-014 - Police and Society Units: 3.0
This course broadly views the relationship between police organizations and the diverse racial, ethnic and cultural communities they serve. Specific strategies for crime prevention and community policing, conflict resolution and victim assistance are studied as well as consideration of police relationships with the media, handling citizen complaints, and building amicable cross-cultural interaction. (Required for majors)
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: D IGETC: None
**AJ-015 - Introduction to Investigation**  
Units: 3.0  
This course covers the fundamentals of investigation, including techniques of crime scene search and recording, collection and preservation of physical evidence, modus operandi processes, sources of information, interview and interrogation, and follow-up investigation. This course is required for the major.  
Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L  
CAN: None  
Advisory Level: Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU  
Degree Applicable: A.A./A.S.  
CSU GE: None  
District GE: None  
IGETC: None  

**AJ-016 - Report Writing**  
Units: 3.0  
This course includes basic concepts of organization, content, and modus operandi reporting. It emphasizes felony and misdemeanor crime reporting and meets State of California requirements. It is strongly recommended for Administration of Justice majors who intend to enroll in Law Enforcement Academy and Reserve Officer Training courses.  
Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L  
CAN: None  
Advisory Level: Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU  
Degree Applicable: A.A./A.S.  
CSU GE: None  
District GE: None  
IGETC: None  

**AJ-103 - Patrol Procedures**  
Units: 3.0  
This course explores theories, methods, and concepts related to the role expectations of the line enforcement officer. Emphasis is placed on the principal aspects and techniques of patrol, traffic, and public service responsibilities and their relationship to the Administration of Justice system.  
Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L  
CAN: None  
Advisory Level: Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU  
Degree Applicable: A.A./A.S.  
CSU GE: None  
District GE: None  
IGETC: None  

**AJ-104 - Report Writing**  
Units: 3.0  
This course includes basic concepts of organization, content, and modus operandi reporting. It emphasizes felony and misdemeanor crime reporting and meets State of California requirements. It is strongly recommended for Administration of Justice majors who intend to enroll in Law Enforcement Academy and Reserve Officer Training courses.  
Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L  
CAN: None  
Advisory Level: Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU  
Degree Applicable: A.A./A.S.  
CSU GE: None  
District GE: None  
IGETC: None  

**AJ-111 - Juvenile Law and Procedures**  
Units: 3.0  
This course covers the application of specific statutes from the Welfare and Institutions Code and the California Penal Code to the juvenile justice system. Particular focus is placed on the role of law enforcement, probation services, schools, and parents/guardians in responding to delinquency issues. Also included are discussions relating to gangs, juvenile sex offenders, mentally ill juvenile offenders, and juvenile victimization and exploitation.  
Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L  
CAN: None  
Advisory Level: Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU  
Degree Applicable: A.A./A.S.  
CSU GE: None  
District GE: None  
IGETC: None  

**AJ-112 - Introduction to Evidence**  
Units: 3.0  
The laws of evidence relating to burden of proof, admission, and exclusion of evidence, the hearsay rule and its exceptions, relevance, the use of writings and real evidence, judicial notice, order of proof and presumptions, and issues relating to witness examination, competency and privileges.  
Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L  
CAN: None  
Advisory Level: Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU  
Degree Applicable: A.A./A.S.  
CSU GE: None  
District GE: None  
IGETC: None  

**AJ-113 - Crime and Violence in America**  
Units: 3.0  
This course introduces theories of violence, predictors of violence, and approaches to crime measurement. Different forms of criminal homicide, sexual offenses, terrorism, gang and hate crimes, marital violence and elder abuse are addressed. The course examines the impact of violence on quality of life issues as well as exploring crime prevention and intervention strategies.  
Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L  
CAN: None  
Advisory Level: Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU  
Degree Applicable: A.A./A.S.  
CSU GE: None  
District GE: None  
IGETC: None  

**AJ-136 - Administration of Justice**  
Units: 0.0-4.0  
**Occupational Work Experience—Parallel Plan**  
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience courses. Courses taken at other accredited colleges or equivalent course may meet this requirement. Internship/job placement is not guaranteed.  
Lecture Hours:1.8  
Lab Hours: 3-12  
Repeatable: 15  
Grading:L  
CAN: None  
Advisory Level: Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: A.A./A.S.  
CSU GE: None  
District GE: None  
IGETC: None  

**AJ-138 - Administration of Justice**  
Units: 1.0-8.0  
**Occupational Work Experience—Parallel Plan**  
This course consists of AJ career-oriented work experience. It provides the student with new on-the-job-experiences or further develops and extends career skills previously learned or currently being developed by means of college career-oriented courses and disciplines. Emphasis is placed on application of learned knowledge and skills at the worksite and active employer participation. It must be taken during a semester during which the student is primarily working rather than taking college courses. Repeatable to a maximum of 16 units, including 6 units of general work experience.  
Lecture Hours:1.8  
Lab Hours: None  
Repeatable: 15  
Grading:O  
CAN: None  
Advisory Level: Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU  
Degree Applicable: A.A./A.S.  
CSU GE: None  
District GE: None  
IGETC: None
AIR CONDITIONING

AIRC-098 - Directed Study in Air Conditioning
Units: 0.5-9.0
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.

Lecture Hours: 1.8  Lab Hours: 3-18  Repeatable: 17  Grading: O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Prerequisite: AIRC 121 AND 122, with C or better
Transfer Status: None  Degree Applicable: A.S.
CSU GE: None  District GE: None  IGETC: None

AIRC-121 - Electrical Principles for Air Conditioning/Refrigeration
Units: 4.0
This introductory Air Conditioning course includes measurements and the fundamentals of psychrometrics, electrical control systems for heating and cooling, wiring techniques, and reading, drawing and interpreting schematic diagrams for air conditioning. Laboratory projects require application.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L
Credit by Exam: Yes
Recommended: 3 units of MATH 310 with CR or placement based on Math Assessment
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

AIRC-122 - Refrigeration Principles
Units: 4.0
This course introduces students to the tools, fittings, and materials involved in the construction of and servicing of refrigeration systems. Presented are the fundamentals of vapor compression systems, characteristics of refrigerants, compressors, heat exchangers, metering devices, evaporators, condensers, gas laws and basic thermodynamics. Instruction includes leak testing, evacuating, recovery/recycling and charging methods used in a variety of system types. This course does not include electrical systems.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L
Credit by Exam: Yes
Recommended: 3 units of MATH 310 with CR or placement based on Math Assessment
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

AIRC-131 - Intermediate Air Conditioning
Units: 4.5
This course, a continuation of Air Conditioning 121 and 122, analyzes the total HVAC system including the air flow, water flow and electrical systems of common systems used in commercial and residential buildings. Emphasis is placed on the construction, operation, adjustment and troubleshooting of each system type. Load calculations and psychrometrics are included.

Lecture Hours: 4  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: AIRC 121 AND 122, with C or better
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: A.S.
CSU GE: None  District GE: None  IGETC: None

AIRC-132 - Refrigeration Service
Units: 4.5
This course covers refrigeration systems service, construction, operation, installation and repair. Commercial piping, line sizing, equipment selection and heat load calculations are introduced. Instruction includes walk-in coolers and freezers, ice machines, display cases, multiple evaporator systems, defrost systems and special applications.

Lecture Hours: 4.5  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: AIRC 121 AND 122, with C or better
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: A.S.
CSU GE: None  District GE: None  IGETC: None

AIRC-201 - Air Conditioning Experience - Parallel Plan
Units: 1.0-4.0
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A minimum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units or, during a summer session; 2) Be enrolled during the regular semester

Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

AIRC-138 - Air Conditioning Occupational Work Experience - Alternate Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.

Lecture Hours: 1.8 Lab Hours: 0 Repeatable: 15 Grading:O

Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in no more than one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None

AIRC-141 - Hydronics and Air Distribution
This course includes the design, installation and service of hydronics heating and cooling systems and air distribution systems for air conditioning. Details of individual components such as fans, blowers, pumps, valves, ducts and piping. Boiler operation and safety are included. Related controls are discussed.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O

Prerequisite: AIRC 131 AND 132 or AIRC 101B and 102B, with C or better

CAN: None

Advisory Level: Read: 2 Write: 2 Math: 1
Transfer Status: None Degree Applicable: A.S. CSU GE: None District GE: None IGETC: None

AIRC-142 - Air Conditioning Control Systems
This course presents the theory, application and operation of HVAC control systems, including electric, pneumatic, solid state and digital control systems.

Lecture Hours: 4 Lab Hours: None Repeatable: No Grading:O

Prerequisite: AIRC 131 AND 132 or AIRC 101B and 102B, with C or better

CAN: None

Advisory Level: Read: 2 Write: 2 Math: 1
Transfer Status: None Degree Applicable: A.S. CSU GE: None District GE: None IGETC: None

ALCOHOL AND DRUG STUDIES

ADS-070 - Introduction to Chemical Dependency
This course provides an overview of chemical dependency issues, including a historical perspective on alcohol and drug abuse and its impact on the community; the sociocultural factors that contribute to the use of drugs; issues for special populations; and the pattern and progression of chemical addiction.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None

ADS-071 - Pharmacology/Physiology of Addiction
This course provides an in-depth look at the pharmacological and physiological effects of alcohol and other drugs; physical consequences of chemical dependency; and pharmacological/physiological treatment and recovery strategies.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None

ADS-072 - Codependency & Family Dynamics
This course approaches codependency from both a medical and development model approach. Course topics include definitions and characteristics; Pia Mellody’s Five Core Symptoms; genograms; dysfunctional and health family systems; inner child work; codependency and parenting; culture and codependency; reparenting; approaches to recovery; and tools of recovery.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None

ADS-073 - Case Management: Chemical Dependency
This course addresses assessment, orientation, treatment planning, recordkeeping, and relapse prevention (aftercare planning) from both medical and social models.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None
ADS-074 - Ethics, Personal and Professional Growth
This course will address ethical, personal and professional concerns for alcohol and drug counselors, with an emphasis on continued individual growth and development. Ethical and professional standards, credentialing requirements, assessment of personal strengths and weaknesses, burnout and stress management, recovery implications for counselors, and peer networking will be examined as components of a personal professional growth plan.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None

ADS-075 - Individual, Family, Group Counseling
This course addresses the theories and purposes of various counseling approaches with individuals, groups, and families. Counseling is defined here as a relationship in which the counselor helps the client to mobilize resources to resolve his/her problem and/or to modify attitudes and behavior.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None

ADS-076 - Law and Prevention: Community Response
This course examines how the community responds to addiction through alcohol and drug laws, prevention programs, education programs, outreach programs and referral programs.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None

ADS-077A - Supervised Practicum A
A student in this course will begin the 255 hours of clinical counseling experience in an approved CD treatment facility where direct supervision is provided by a staff person meeting CAADAC ap proved standards. The instructor provides general supervision and guidance for integrating the components of the course and consults at regular intervals with the student and agency supervisor. The field work practicum is the means by which students learn to apply and integrate the acquired knowledge and values, and to refine the skills taught in the classroom. This “learning by doing” practicum is required for certification and essential to adequate preparation for professional practice.

Lecture Hours: 3 Lab Hours: 1 Repeatable: No Grading: O
Prerequisite: ADS 070, 073, 074, 075, with C or better
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None

ADS-077B - Supervised Practicum B
A student in this course will complete the 255 hours of clinical counseling experience in an approved CD treatment facility where direct supervision is provided by a staff person meeting CAADAC approved standards. The instructor provides general supervision and guidance for integrating the components of the course and consults at regular intervals with the student and agency supervisor. The field work practicum is the means by which students learn to apply and integrate the acquired knowledge and values, and to refine the skills taught in the classroom. This “learning by doing” practicum is required for certification and essential to adequate preparation for professional practice.

Lecture Hours: 3 Lab Hours: 1 Repeatable: No Grading: O
Prerequisite: ADS 077A with C or better
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None

ADS-078 - Current Issues in Alcohol and Drug Treatment
This course explores current trends and controversies in the Chemical Dependency Treatment field. Instruction will provide the most current information available for a variety of topics including: dual diagnosis, criminal justice and addiction, multicultural issues in treatment, developments in program design and outcome studies, advances in adolescent treatment and application of current research to the treatment of special population groups, treatment philosophies of harm reduction vs. abstinence as a marker of successful treatment of special population groups, treatment philosophies of harm reduction vs. abstinence as a marker of successful treatment, effective use of outside resources, such as self-help groups, spirituality, and alternative medicine, and relapse prevention.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Prerequisite: ADS 070
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None

ADS-136 - Alcohol and Drug Studies
Occupational Work Experience-Parallel Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours: 1.8 Lab Hours: 3-12 Repeatable: 15 Grading: O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.
CAN: None
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

ANATOMY

ANTH-001 - Human Anatomy Units: 5.0
This course is a study of the structure of the human body. It is designed for a variety of majors, including physical education, nursing, occupational therapy, and medical technology majors. It involves a complete study of human cadavers.
Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L
Recommended: 3 units of MATH 310 with CR or placement based on Math Assessment
CAN: BIOL 10; BIOL SEQ B = ANAT 1+PHYSO 60
Advisory Level: Read: 3 Write: 3 Math: 1
CSU GE: B2, B3 District GE: BL IGTC: 5B

ANTHROPOLOGY

ANTH-062 - Introduction to Physical Anthropology
The course will examine human variation including adaptive and nonadaptive variation in genetic and physical traits. Topics will include evolutionary mechanisms, genetic anomalies and diseases, world distribution of genetic variants, and human evolution. By studying the behavior and genetics of our closest relatives, the primates, the course will derive hypotheses about our ancestry. Finally, this course will examine fossil evidence to reconstruct the life and times of our ancestors.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
CAN: ANTH 2
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: D1 District GE: D IGTC: 4A

ANTH-063 - Introduction to Social and Cultural Anthropology
Cultural factors in anthropology including the nature, growth, and history of culture and cultural phenomena, social organization, religion, and language. The objective of this course is to introduce the student to the basic concepts, terminology, theories and methods of cultural anthropology and to explain the relationships of ethology to the discipline of anthropology as a whole. The approach is explanatory and comparative. Topics will include concepts of culture and cultural processes; folkways, norms and sanctions; structuralism; proto-human beginnings; communication, language and culture; human ecology; economic patterns, technology and culture; mating, marriage, family and kinship systems; social groups, social strata, social control; governance; ideologies; conflict and war; magic and religion; philosophy and ethics; and human creativeness.
Lecture Hours:3 Lab Hours: None Repeatable: No Grading: L
CAN: ANTH 4
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: D1 District GE: D IGTC: 4A

ART

ART-012 - Two-Dimensional Design Units: 3.0
This course is an introduction to the theories and applications of two dimensional (flat surface) form in Visual Art and Design involving lecture and studio practice. The student will use a variety of media, tools, and techniques in studying line, form, volume, space, value, texture, balance, proportion, movement, light and contrast. This course may include a field trip. Two dimensional design is a core art course for AA degree and transfer.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: ART 14
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGTC: None

ART-013 - Three-Dimensional Design Units: 3.0
This course is an introduction to the theories and applications of three dimensional form through projects in clay, wood, stone, wire, cardboard, etc. The elements of design such as texture, line, value, color, and shape, as well as the principles of design are explored as they apply to three dimensional form. Field trips, critiques, and slide lectures on 3-D design supplement the course.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: ART 16
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGTC: None

ART-014 - Color Units: 3.0
Color Theory is a course in the principles of color and its design as relating to the fine art, applied art and design concentration. The physical, psychological, and emotional properties of color are explored in a laboratory setting emphasizing direct application in the art studio. Field trips may be taken as needed. Color is a core art course for A.A. degree and transfer art program (NACAD).
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: ART 22
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGTC: None

ART-024 - Beginning Drawing Units: 3.0
This course is an introduction to the fundamental elements and principles of drawing. Lecture and studio practice will emphasize a variety of media, tools, and techniques in studying the elements of line, form, volume, space, perspective, texture, and color. The compositional interrelationship of these elements will include the study of balance, proportion, unity, contrast, rhythm, repetition, and scales. The course will also include field trips and journal writing. Basic drawing is a core course for the AA degree and transfer.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGTC: None
ART-025 - Expressive Drawing  Units: 3.0
Expressive drawing is a course which expands the use of the principles, materials, and tools of drawing into the visual fields of emotion, psychology, and social comment, emphasizing both the inner and outer worlds. The course will stress developing personal imagery in independent projects. It will encourage developing a philosophy about a way of working and making statements. The course will also include field trips and journal writing. Expressive drawing is a core for the Art A.A. degree and transfer.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: O
Prerequisite: ART 024

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ART-026 - Representational Drawing  Units: 3.0

The representational drawing course teaches students to draw accurate, realistic two-dimensional representations of three-dimensional subjects based on visual observation. While there will be particular emphasis on the drawing elements of light, volume and linear perspective in this course, compositional principles will also be explored. A variety of drawing media, techniques and methods will be used during this course. This is a core course for the Art AA and transfer major and is highly recommended for graphics and interior design majors.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: O
Prerequisite: ART 024

ART-028 - Digital Drawing and Painting  Units: 3.0
This is an introductory course in drawing and painting on the computer. Students will learn traditional and contemporary techniques in conjunction with digital imaging software and pressure-sensitive tablets. Students will also create a digital portfolio and learn about preparing work for printing and other forms of output.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: O
Prerequisite: ART 024

ART-046A - Beginning Ceramics I  Units: 3.0
This is a course in elementary clay construction including pinch, coil and slab, methods of ornamentation, glazing, and firing, introduction to the potter’s wheel. Field trips may be required.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: ART 6

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ART-046B - Beginning Ceramics II  Units: 3.0
This is a course emphasizing individual aesthetic development and personal expression through the use of the potter’s wheel and advanced building technique. Glaze testing and field trips will be required.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: O
Prerequisite: ART 046A

CAN: None

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ART-047 - Graphic Design I  Units: 3.0
This course deals with problem solving in graphic communication with the concrete application of theories and techniques of graphic design, including typography, page layout, color use, designing for the internet and prepress issues. The emphasis will be on the development of projects from concept to completion.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Prerequisite: ART 012

Recommended: Art 28 or Art 72 or Photo 76. Students should be familiar with the computer.

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ART-055A - Life Drawing I  Units: 3.0
Life Drawing I is introduction to drawing the human figure. Live models and photo references are used in this course to give students the opportunity to practice drawing a variety of views of the figure. The techniques of gesture, contour, and volumetric rendering will be explored through various media. Students will gain knowledge of proportion, anatomy and foreshortening by practicing the skills of sighting, substructure and construction utilizing the skeleton as well as model. Recommended for all Art majors.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: O
Prerequisite: ART 024

CAN: ART 24

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None
ART-055B - Life Drawing II  Units: 3.0
Life Drawing II is an intermediate course in drawing the human figure. Composition, issues of content, and individual techniques are stressed, encouraging the student to use the figure as a means of expression in aesthetically resolved art work. This course also introduces the use of color in relation to the figure.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading:O
Prerequisite: ART 055A
Advisory Level: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ART-060 - Beginning Painting I  Units: 3.0
This course provides studio practice in painting, using traditional and experimental oil and water base media. Demonstrations and illustrated lectures using the different media on canvas and synthetic supports given and traditional and contemporary painting methods will be explored. Recommended for all Art majors.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading:O
Prerequisite: ART 014 or evaluation by art instructor
Recommended: ART 024
CAN: ART 10
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ART-061 - Beginning Painting II  Units: 3.0
In this course, individual style and personal aesthetic development are emphasized. Students can work in either acrylic or oils. Stretching canvas and framing paintings are learned. In addition to studio projects, curriculum may include critiques, slide lectures and field trips.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading:O
Prerequisite: ART 060
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ART-071 - Introduction to Multimedia  Units: 3.0
This course will cover the key concepts of interactive multimedia, including its history, hardware and software, current applications, tools and techniques, aesthetics, content development, and career development. It will also include the development of a short multimedia piece. Field trips will be scheduled.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading:O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: C1  IGETC: None

ART-074 - Multimedia Design and Development  Units: 3.0
This course will focus on how to develop, analyze and produce a multimedia project. Topics will include script writing, storyboarding, organizational models, interaction and interface design, authoring and production methods. Students will use authoring, digitizing and imaging software to develop a short interactive multimedia production.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading:O
Prerequisite: ART 073
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ART-076 - Portfolio Preparation and Professional Development  Units: 3.0
This course deals with the professional aspects of a career in multimedia. Students will focus on developing a high quality portfolio and preparing their portfolio for professionals for review. The course will also include an in-depth analysis of various multimedia careers and the challenges they pose, including the rapid rate of evolution in the field and the importance of time and money management for temporary workers.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading:O
Prerequisite: ART 074
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ART-077 - Beginning 3D Animation  Units: 3.0
In this course, students will learn the basic principles of 3D modeling and animation using entry level 3D software and graphic programs. Concepts and practices such as object modeling, surface and texture maps, motion theory and rendering will be covered. Field trips and laboratory fees required.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading:O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ART-078 - Digital Media  Units: 3.0
In this course, students will learn how to digitize sound and video for use in multimedia productions. Topics will include an overview of tools available for digital media production, selecting and/or creating audio and video elements, digitizing and editing audio and video, and copyright and legal issues.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading:O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
<th>Prerequisite</th>
<th>Recommended Courses</th>
<th>Advisory Level</th>
<th>Transfer Status</th>
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<th>CSU GE:</th>
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<tbody>
<tr>
<td>ART-079</td>
<td>Web Graphics</td>
<td>3.0</td>
<td>This course covers the key concepts of creating graphics for the Internet and designing dynamic Web pages. Topics include file formats, compression, and web-safe colors, typography and page layout, graphic elements such as buttons, banners, backgrounds and icons; and an overview of current and future Internet technologies, including an introduction to HTML.</td>
<td>Advisory Level: Read: 2 Write: 2 Math: None Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None</td>
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<td>ART-080</td>
<td>Practical Tools for the Emerging Artist</td>
<td>3.0</td>
<td>This beginning course is designed for anyone interested in learning how to professionally present art work. Construction techniques, including stretcher fabrication and picture framing will be covered. Exhibit Installation Techniques and Art Career Profiles will also be included. Required lab fee $30.</td>
<td>Advisory Level: Read: 2 Write: 2 Math: None Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None</td>
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<td>ART-081</td>
<td>Intermediate 3D Animation</td>
<td>3.0</td>
<td>In this course, students build upon the basic skills of 3D modeling and animation learned in Introduction to 3D animation. Concepts and practices such as complex object modeling, advanced surfaces, lighting strategies, character development and animation, rendering and output will be covered.</td>
<td>Advisory Level: Read: 2 Write: 2 Math: None Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None</td>
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<td>ART-083</td>
<td>Multimedia Project Studio</td>
<td>3.0</td>
<td>In this course, students will work in teams to plan and produce multimedia projects for real clients. This will give students the kind of experience that is crucial for employment in the multimedia field. The emphasis will be on applying skills in writing, editing, design, production and presentation, meeting deadlines, working with clients, managing projects and developing team skills. Projects developed by students will be included in their portfolios.</td>
<td>Advisory Level: Read: 2 Write: 2 Math: None Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None</td>
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<td>ART-084</td>
<td>Web Pages with Flash</td>
<td>3.0</td>
<td>In this course, students will plan, develop, test and post a Web site using Macromedia Flash, a powerful tool for creating animated Web sites. Topics include vector and bitmap graphic images, two and three dimensional animation, labels and actions, audio and video for the Web, interface elements and design, symbols and libraries, commands and scripting, testing, integration and distribution.</td>
<td>Advisory Level: Read: 2 Write: 2 Math: None Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None</td>
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<td>ART-089</td>
<td>Special Projects in Ceramics</td>
<td>3.0</td>
<td>Supplemental work for ceramics students to provide opportunities to improve and develop skills in a specialized area of ceramic art.</td>
<td>Advisory Level: Read: None Write: None Math: None Transfer Status: CSU/UC Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None</td>
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<td>ART-091</td>
<td>Survey of Art History: Prehistoric Through Gothic</td>
<td>3.0</td>
<td>This course is an illustrated survey of Western art history from prehistoric times through the Middle Ages. Emphasis is placed on architecture, sculpture and painting from the most important centers of the Western world, beginning in prehistoric times with cave paintings and ending in the thirteenth century with the Gothic cathedral. Discussion involves art's reflection of historical occurrences and social, political, and religious attitudes. Topics include ancient Egyptian, Mesopotamian, Greek, Roman and early Christian art. Presentation is through slide lecture.</td>
<td>Advisory Level: Read: 2 Write: 2 Math: None Transfer Status: CSU/UC Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None</td>
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<tr>
<td>ART-092</td>
<td>Survey of Art History: Renaissance to the Present</td>
<td>3.0</td>
<td>This course is an illustrated survey of Western art beginning with the Italian Renaissance in the 15th century and continuing to the present day. Painting, sculpture and architecture will be discussed, with the major emphasis on painting. The course covers the great masters of painting such as Leonardo da Vinci, Michelangelo, Durer, Rembrandt, Rubens, Gainsborough, Renoir, Picasso and Pollock. Presentation is through slide lecture.</td>
<td>Advisory Level: Read: 2 Write: 2 Math: None Transfer Status: CSU/UC Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None</td>
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</table>
ART-098 - Directed Study in Art Units: 0.5—9.0
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 to be obtained in the Division office. Repeatable to a maximum of 9 units across disciplines.

Lecture Hours: 1.81 Lab Hours: 3-18 Repeatable: 17 Grading: O

Advisory Level:
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

ASTRO-010 - Introductory Astronomy Units: 3.0
Astronomy 10 is an introductory course in general astronomy. Its topics include the history of astronomy and the development of modern astrophysics, the structure and origin of the solar system and the Milky Way, the birth and death of stars, galaxies, and the search for extraterrestrial life. The scientific method and the fundamental laws of physics are stressed. Special emphasis is placed on recent research in astronomy and the latest discoveries and tools used in modern astronomy. Astronomy 10 satisfies the requirement for a general education course in Physical Science.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Recommended: 3 units of MATH 310 with CR or placement based on Math Assessment

Advisory Level:
CAN: None
Advisory Level: Read: 2 Write: 2 Math: 1
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: B1 District GE: B IGETC: 5A

ATHM-010 - Intercollegiate Baseball Units: 3.0
Intercollegiate Baseball emphasizes intercollegiate team competition. The player must have participated in high school varsity baseball or equivalent to take this class. Repeatable to a maximum of 12 units.

Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: O
Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

ATHM-012 - Intercollegiate Basketball Units: 3.0
This is an athletic course designed to teach students the basic fundamental skills of basketball and to develop a total team concept, while competing on a very high level of competition. This class may be offered at the intermediate or advanced skill level. Repeatable to a maximum of 12 units.

Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: O
Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

ATHM-012 - Intercollegiate Baseball Units: 3.0
Intercollegiate Baseball emphasizes intercollegiate team competition. The player must have participated in high school varsity baseball or equivalent to take this class. Repeatable to a maximum of 12 units.

Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: O
Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

ATHM-018 - Intercollegiate Cross Country Team Units: 3.0
This course is designed to teach students the skills needed for cross country. Students will be given an opportunity to practice and compete on an intercollegiate basis. Repeatable to a maximum of 12 units.

Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: O
Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

ATHM-020 - Intercollegiate Football Units: 3.0
This is a physical education football activities course, with emphasis on intercollegiate competition in team sports. Repeatable to a maximum of 12 units.

Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: O
Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

ATHM-024 - Intercollegiate Golf Units: 3.0
This course emphasizes all aspects of intercollegiate golf on a competitive level. The course will cover all shot making techniques as well as the philosophical and psychological approaches to the game. Repeatable to a maximum of 12 units.

Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: O
Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

ATHM-048 - Intercollegiate track and Field Units: 3.0
This course is designed to instruct students in the basic principles of Track and Field. Students will be given the opportunity to practice and compete on an intercollegiate basis. Repeatable to a maximum of 12 units.

Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: O
Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

Astronomy
ATHW-098 - Directed Study in Athletics - Intercollegiate Men

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.

Lecture Hours: 1.81  Lab Hours: 3-18  Repeatable: 17  Grading:O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ATHW-012 - Intercollegiate Basketball Units: 3.0

This is a physical activity course designed to help students increase their knowledge and physical skills required for playing basketball. This class may be offered at the intermediate or advanced level. Repeatable to a maximum of 12 units.

Lecture Hours: None  Lab Hours: 10  Repeatable: 3  Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ATHW-018 - Cross Country Units: 3.0

This is a physical activity course designed to help students increase their knowledge and physical skills required for playing basketball. This class may be offered at the intermediate or advanced level. Repeatable to a maximum of 12 units.

Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ATHW-048 - Intercollegiate Track and Field Units: 3.0

This course is designed to instruct students in the basic principles of Track and Field. Students will be given the opportunity to practice and compete on an intercollegiate basis. Repeatable to a maximum of 12 units.

Lecture Hours: None  Lab Hours: 10  Repeatable: 3  Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ATHW-052 - Intercollegiate Volleyball Units: 3.0

This course is designed to teach students various aspects of intercollegiate volleyball. Emphasis will be placed on developing the skills necessary to compete at the collegiate level. Repeatable to a maximum of 12 units.

Lecture Hours: None  Lab Hours: 10  Repeatable: 3  Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ATHW-098 - Directed Study in Athletics - Intercollegiate Women

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.

Lecture Hours: 1.81  Lab Hours: 3-18  Repeatable: 17  Grading:O
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ATHW-012 - Intercollegiate Basketball Units: 3.0

This is a physical activity course designed to help students increase their knowledge and physical skills required for playing basketball. This class may be offered at the intermediate or advanced level. Repeatable to a maximum of 12 units.

Lecture Hours: None  Lab Hours: 10  Repeatable: 3  Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ATHW-018 - Cross Country Units: 3.0

This is a physical activity course designed to help students increase their knowledge and physical skills required for playing basketball. This class may be offered at the intermediate or advanced level. Repeatable to a maximum of 12 units.

Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ATHW-048 - Intercollegiate Track and Field Units: 3.0

This course is designed to instruct students in the basic principles of Track and Field. Students will be given the opportunity to practice and compete on an intercollegiate basis. Repeatable to a maximum of 12 units.

Lecture Hours: None  Lab Hours: 10  Repeatable: 3  Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ATHW-052 - Intercollegiate Volleyball Units: 3.0

This course is designed to teach students various aspects of intercollegiate volleyball. Emphasis will be placed on developing the skills necessary to compete at the collegiate level. Repeatable to a maximum of 12 units.

Lecture Hours: None  Lab Hours: 10  Repeatable: 3  Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

BIOLOGY

BIOL-001 - General Principles of Biology Units: 5.0

This is an introductory course emphasizing fundamental biological principles and interrelationships and focusing on animal organization, development, heredity and taxonomy. This course is designed for all biological science and related pre-professional majors, including medicine, dentistry, forestry, pharmacy, conservation and others. Field trips may be required.

Lecture Hours: 3  Lab Hours: 6  Repeatable: No  Grading:L
Recommended: A strong high school biology course or completion of General Biology (BIOL 021A) or similar course. Knowledge of Basic Mathematics (MATH 310) and a good command of the English language, particularly reading and writing.

CAN: BIOL 4; BIOL SEQ A = BIOL 1+2+3
Advisory Level: Read: 2  Write: 2  Math: 1
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: B2, B3  District GE: BL  IGETC: 5B
BIOL-002 - Organismal Biology Units: 5.0
Biology 002 is the second course in a three term sequence for students exploring a career in the sciences, teaching, medicine, or biochemistry. This lecture and laboratory course emphasizes plant and animal organismal biology, with central themes of homeostasis, integration, and structure. The first third of the course considers higher plant anatomy and physiology, the second third addresses animals, reproduction, and the introduction to the concept of homeostasis, while the last third considers the structure and control mechanisms of human organ systems.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L

Prerequisite: BIOL 001 and (CHEM 001A or CHEM 015), with a C or better.

Corequisite: or BIOL 001 with C or better and concurrent enrollment in CHEM 001A or CHEM 015.

CAN: BIOL 6; BIOL SEQ A = BIOL 2+1+3

Advisory Level: Read: 3 Write: 3 Math: 3
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: B2, B3 District GE: BL IGETC: None

BIOL-003 - Cell and Molecular Biology Units: 4.0
Molecular Biology is a sequence course for majors covering the cellular and chemical/molecular nature of living systems and integrating cell structure with macromolecular and biological energy reactions, gene regulation, cell interaction and development. This course is the last of three in the Biology series for all Biological Science and related preprofessional majors.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: BIOL 001 and (CHEM 001A or CHEM 015), with a C or better.

Corequisite: or BIOL 001 with C or better and concurrent enrollment in CHEM 001A or CHEM 015.

CAN: BIOL 2; BIOL SEQ A = BIOL 3+1+2

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

BIOL-020 - Human Biology Units: 4.0
The principles of human biology is intended for non-science majors to meet general education science requirements. It covers basic body structure and function including reproduction, genetic diseases, biotechnology and human ecology. The format includes lecture and laboratory.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: B2, B3 District GE: BL IGETC: 5B

BIOL-021A - General Biology Units: 4.0
This introductory course covers the general principles and basic concepts of biology for the non-science major. The course includes characteristics and classification of living systems, the cell, metabolism, development, reproduction, genetics, evolution, ecology and dissection. This course is not open to biology or related pre-professional majors.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L

Recommended: 3 units of MATH 310 with CR or placement based on Math Assessment
CAN: None

Advisory Level: Read: 2 Write: 2 Math: 1
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: B2, B3 District GE: BL IGETC: 5B

BIOL-061 - Human Heredity Units: 3.0
This course stresses the principles of inheritance and the application of these principles to various plants, animals, and humans. It includes the role of genetics in such areas as medicine and agriculture, and addresses genetic engineering and DNA technology. This transferable, general education science course covering interesting aspects of genetics and heredity, is designed for non-science majors.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Recommended: 3 units of MATH 310 with CR or placement based on Math Assessment
CAN: None

Advisory Level: Read: 2 Write: 2 Math: 1
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: B2 District GE: B IGETC: 5B

BIOL-063 - Ecology Units: 3.0
This is a general biological science course designed for non-majors and carrying elective science transfer credit. Emphasis is placed on energy and mass and their relationships to natural cycles, to principles of ecology and ecological system, to succession and conservation, and to the crises in ecology resulting from the human population explosion.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Recommended: 3 units of MATH 310 with a grade of CR or placement based on Math Assessment
CAN: None

Advisory Level: Read: 2 Write: 2 Math: 1
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: B2 District GE: B IGETC: 5B

BIOL-098 - Directed Study in Biology Units: 0.5-9.0
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.

Lecture Hours: 1.87 Lab Hours: 3-18 Repeatable: 17 Grading: O
CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

BOTANY

BOT-062 - Plants and Human Welfare Units: 3.0
This course is a lecture-demonstration course dealing with the world of plants and their ecological importance to man; their impact on the development of civilizations; the need for conservation; and an appreciation for plants in the total environment. At least one field trip will be required.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Recommended: 3 units of MATH 310 with CR or placement based on Math Assessment
CAN: None

Advisory Level: Read: 2 Write: 2 Math: 1
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: B2 District GE: B IGETC: 5B
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

BUSINESS

BUS-001 - Business Mathematics Units: 3.0
This course provides a general review of basic mathematics needed for success in business. Topics include percentage, discounts, payroll, interest, depreciation, income taxes, retailing, and other business applications. Students will develop business math competencies for fields such as accounting, management, retailing, real estate, secretarial, or marketing.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Prerequisite: 3 units of MATH 310 with CR or placement based on Math Assessment

CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A.
CSU GE: None District GE: None IGETC: None

BUS-007A - Business Language Skills Units: 3.0
This course provides students the opportunity to review and apply business English skills for business letter writing. Areas treated include grammar, word and number usage, punctuation, vocabulary, spelling, and other mechanics that apply to business writing. Successful completion of this course prepares the student for Business 7B, Business Writing.

Lecture Hours: 3 Lab Hours: None Repeatable: No Credit by Exam: Yes

CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

BUS-007B - Business Writing Units: 3.0
This course features the development of content and presentation in business letters and memos. The planning, development, composition, and editing of a variety of messages are presented. Letter styles and formatting are reviewed.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Prerequisite: BUS 007A or BIS 007A

CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

BUS-025 - Introduction to Investments Units: 3.0
This is an introductory course that focuses on the fundamentals of personal investing. The student will be introduced to the stock market, mutual funds, bonds, stock options, real estate as well as other types of financial investments. The student will learn about financial markets and how financial institutions work. Topics such as portfolio management, tax consequences, and risk management are covered. The student will also be introduced to basic retirement and estate planning concepts.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

BUS-050 - Survey of International Business Units: 3.0
A comprehensive overview of international business designed to provide a global perspective on international trade, including foreign investments, impact of financial markets, international marketing, and the operation of multinational companies.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

BUS-059 - Introduction to Importing/Exporting Units: 3.0
An introductory course designed primarily to acquaint the student with the vocabulary, acronyms, and the basic information needed for an understanding of importing and exporting goods and services. In the future the growth of the American economy will depend on global sales through exporting and importing. The idea of a global consumer culture as a way of positioning products in a variety of markets is a new and interesting concept for the 21st century.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

BUS-060 - Fundamentals of Business Statistics Units: 3.0
This course introduces statistics with an emphasis on business applications. Students will learn how to collect, analyze, interpret, and present numerical data for the purpose of making more effective decisions. Topics include descriptive statistics, inferential statistics, probability, sampling, hypothesis testing, analysis of variance, regression, correlation, and nonparametric methods. This course requires the use of quantitative skills acquired in intermediate algebra and finite math. Concurrent enrollment in the Business 60 Lab is strongly recommended.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: MATH 013 with a C or better or placement based on Math Assessment

Recommended: MATH 061 with a C or better or equivalent. Concurrent enrollment in BUS 060 LAB strongly recommended.

CAN: STAT 2

Advisory Level: Read: 2 Write: 2 Math: 3
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

BUS-067 - Organizational Management Units: 3.0
This course provides a study of business organizations in the context of an economic and political system such as operates in the United States. It examines the way in which business is structured, emphasizing the five functions of management. It stresses the importance of employee involvement in the decision making process in order to assure high levels of efficiency and productivity. It is designed for management-oriented business majors in transfer programs.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None
BUS-068 - Small Business Management  Units: 3.0
This course familiarizes students with the basic elements of starting and managing a small business. It reviews management fundamentals including planning, organizing, staffing, directing and controlling. Students are expected to develop a business plan which includes the following: site location; legal form of business; capital requirements and how the capital will be raised; developing a cash flow budget; marketing and promotional plans. The use of personal computers by small businesses is introduced.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:L
Advisory Level:  Read: 2  Write: 2  Math: 2
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

BUS-071 - Legal Environment of Business  Units: 3.0
This course covers laws and regulations affecting business decisions including legal concepts and cases in areas of ethics, employment, consumer transactions, competition, the environment, business torts and crimes, contracts, agency and business organizations.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:L
Advisory Level:  Read: 2  Write: 2  Math: 2
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

BUS-075 - Business Ethics and Society  Units: 3.0
This course is built around the following five aspects of business ethics: 1) introduction of business ethics, 2) business ethics from a business perspective, 3) external stakeholders, 4) internal stakeholders, 5) strategic management.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:L
Advisory Level:  Read: 2  Write: 2  Math: 2
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

BUS-082 - Introduction to Business  Units: 3.0
This course is an introduction to the business functions and practices as they have developed over time in the U.S. economic system. Students will be introduced to topics including organizational structure and behavior, management, marketing, finance and accounting, operations and information systems, and ethical responsibilities of corporations. Special emphasis will be placed in the emergence of global business, its impact and the significance of small businesses.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:L
Advisory Level:  Read: 2  Write: 2  Math: 2
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

BUS-098 - Directed Study in Business  Units: 0.5-9.0
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.
Lecture Hours: 1.81  Lab Hours: 3-18  Repeatable: 17  Grading:L
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

BUS-113 - Principles of Management  Units: 3.0
This course provides the fundamentals of theories of management, staffing, planning, organizing, controlling and leading as well as management concepts of motivation and communications. It also examines the application of formal organizational structure and studies the impact of individual and small group behavior on organizational processes and performance. Case studies are included.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:L
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

BUS-114 - Human Resources Management  Units: 3.0
This is an introduction to the fundamental understanding of the management of human resources and its impact and accountability to the organization as a part of the strategic plan. Emphasis is placed on overall planning activities in recruiting, training and development, compensation and benefits and performance evaluation. Also covered in this course are social and organizational realities, legal implications and employee rights, union/non-union practices and global human resources environment.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:L
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

BUS-135 - Human Relations in Business  Units: 3.0
This course covers laws and regulations affecting business decisions including legal concepts and cases in areas of ethics, employment, consumer transactions, competition, the environment, business torts and crimes, contracts, agency and business organizations.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:L
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None
BUS-136 - Business Occupational

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours: 1.81 Lab Hours: 3-12 Repeatable: 15 Grading: O

Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

BUS-138 - Business Occupational

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.

Lecture Hours: 1.81 Lab Hours: None Repeatable: 15 Grading: O

Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in no more than one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CHEM-001A - General Chemistry

This course is the first semester of the one year college level general chemistry sequence. It covers basic chemical principles: classification of matter, atomic structure and periodicity, chemical nomenclature, types of reactions, stoichiometry, thermodynamics, chemical bonds, physical states of matter and solution chemistry. This course is required for students majoring in physical and biological sciences and preprofessional majors such as pre-medicine and dentistry. Chemistry 1A also meets the one-semester requirement for all engineering majors.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L

Prerequisite: CHEM 015 and MATH 013, both with a C or equivalent

Corequisite: or CHEM 15 with a C or better and concurrent enrollment in MATH 013 (Intermediate Algebra)

CAN: CHEM 2;CHEM SEQ A = CHEM 1A+1B

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: B1, B3 District GE: BL IGETC: 5A

CHEM-001B - General Chemistry

This course is a continuation of Chemistry 1A, the second semester of a one year college level general chemistry sequence. The content includes 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. The course is required for students majoring in physical and biological sciences and preprofessional majors such as pre-medicine and dentistry. The course also completes the basic chemistry requirements for students majoring in chemical and materials engineering.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L

Prerequisite: CHEM 001A with grade of C or better

CAN: CHEM 4;CHEM SEQ A = CHEM 1B + 1A

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CHEM-012A - Organic Chemistry

This is the first semester of the year-long organic chemistry course designed to acquire a comprehensive understanding with emphasis on structure, of reaction mechanisms and kinetics of organic molecules. Topics include nomenclature, stereochemistry, mechanisms, reactions, and spectroscopic studies of organic compounds. Problem solving techniques will be used to elucidate mechanistic and structural and stereochemical features of reactions and molecules, respectively. Lectures and laboratory methods will focus on synthesis, isolation, purification, elucidation and identification of organic structures as well as instrumental methods and data interpretation.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L

Prerequisite: CHEM 001B with grade of C or better

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None
CHEM-015 - Fundamentals of Chemistry Units: 4.0
This course is a preparatory chemistry course covering the fundamentals of modern inorganic chemistry with emphasis in classification of matter, atomic structure, chemical formula and nomenclature, chemical equations and their stoichiometry, gas laws and solutions. Chemistry 15 is intended primarily as a preparation for students planning to take college level Chemistry 1A. This course also meets the associate degree General Education science requirement with lab for non-science majors.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading:L
Prerequisite: CHEM 012A with grade of C or better
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CHEM-012B - Organic Chemistry Units: 5.0
The second semester of the year-long chemistry course designed to follow Chemistry 012A. Topics include nomenclature, stereochemistry, mechanisms, reactions, and spectroscopic studies of aliphatic and aromatic alcohols, aldehydes, ketones, acids, and other classes of organic and biological compounds (such as amino acids, proteins, and nucleic acids). Problem-solving techniques will be used to elucidate mechanistic and structural and stereocchemical features of reactions and molecules, respectively. Lectures and laboratory methods will focus on synthesis, isolation, purification, elucidation and identification of organic structures as well as instrumental methods and data interpretation.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading:L
Prerequisite: CHEM 012A with grade of C or better
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CHEM-030A - Introduction to Chemistry Units: 3.0
This course covers the basic principles of chemistry and tends to be descriptive rather than mathematical. Contents include measurements; matter and energy; atomic structure, chemical bonding and nomenclature; chemical reactions and equations; acids, bases and salts; solutions and colloids; oxygen and water; metals and non-metals. Chemistry 030A is a prerequisite for microbiology and physiology and is designed to meet the chemistry requirements for the following majors: allied health, dental assistant, x-ray technician, vacuum technology, and home economics as well as industrial arts and industrial technology. This course also meets the associate degree GE science requirement with lab for non-science majors.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading:L
Prerequisite: CHEM 012A with grade of C or better
CAN: CHEM 6;CHEM SEQ B = CHEM 30A+30B
Advisory Level: Read: 2 Write: 2 Math: 1
Transfer Status: CSU/UC Degree Applicable: NAA
CSU GE: B1, B3 District GE: BL IGETC: 5A

CHEM-030B - Introduction to Chemistry Units: 3.0
This course is a continuation of Chemistry 030A, is designed for allied health, aeronautical operations and industrial technology majors. Topics include hydrocarbons, fossil fuels and octave ratings; hydrocarbon derivatives such as alcoholize, ethers, carbonyl compounds, carboxylic acids, esters and amines; and an introduction to structural and properties of carbohydrates, lipids, proteins and nucleus of natural products, drugs, agricultural chemicals and polymers such as polyethylene, Nylon and Dacron.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading:L
Prerequisite: CHEM 030A or CHEM 015 OR CHEM 001A
CAN: CHEM B;CHEM SEQ B = CHEM 30B+30A
Advisory Level: Read: 2 Write: 2 Math: 1
Transfer Status: CSU/UC Degree Applicable: NAA
CSU GE: B1, B3 District GE: BL IGETC: 5A

CHEM-005 - Quantitative Analysis Units: 4.0
This course is an introduction to techniques in gravimetric and volumetric analysis, electroanalytical and spectrophotometric procedure.

Lecture Hours: 2 Lab Hours: 2 Repeatable: No Grading:L
Prerequisite: CHEM 001B with grade of C or better
CAN: CHEM 12
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CHEM-009 - Organic Chemistry Units: 5.0
This course is the study of carbon compounds and their derivatives. Topics include hydrocarbons, functional groups, nomenclature, isomers reactions and an introduction to the chemistry of carbohydrates, lipids, proteins and nucleic acids. Laboratory experiments include physical methods of separation such as crystallization, extraction, distillation and chromatography; identification of functional groups; and synthesis and structural elucidation using infrared, ultra violet and nuclear magnetic resonance spectroscopy. The course is required for all biological science majors and is highly recommended for chemistry majors who plan to transfer to UC or CSU.

Lecture Hours: 2 Lab Hours: 6 Repeatable: No Grading:L
Prerequisite: CHEM 001A
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CHINESE

CHIN-001A - Elementary Mandarin Units: 5.0
A comprehensive introduction to elementary Mandarin as a second language for students with no background in Mandarin; equal emphasis on listening, speaking, reading, writing Mandarin characters and translation; active vocabulary of about 300 single Chinese characters and over a hundred phrases and idiomatic expressions.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading:L
Corequisite: CHIN 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: C2 District GE: None IGETC: None
COMMUNICATION STUDIES

COMS-020 - Oral Communication Units: 3.0
This course introduces students to public speaking and rhetorical theory. Students learn how to evaluate a topic, the speech situation, and the audience, with emphasis on developing an awareness of the relatedness and interdependence of ideas in various contexts. Students develop skills in methods of research, organization, and delivery. The chief emphasis is on developing clear and cogent support for statements of position. Critical listening and analytical faculties are developed through the application of rhetorical theory to exemplary speeches on a variety of universal topics and to classroom presentations. Students are required to review and analyze video speeches in the lab.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

CAN: SPCH 4

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: A1 District GE: A1 IGETC: None

COMS-020N - Oral Communication for Nonnative Speakers Units: 3.0
This is a public speaking course designed for the non-native speaker. Course content is identical to Communication Studies 20 with a voice and articulation emphasis. This course introduces students to public speaking and rhetorical theory. Students learn how to evaluate a topic, the speech situation, and the audience, with emphasis on developing an awareness of the relatedness and interdependence of ideas in various contexts. Students develop skills in methods of research, organization, and delivery. The chief emphasis is on developing clear and cogent support for statements of position. Critical listening and analytical faculties are developed through the application of rhetorical theory to exemplary speeches on a variety of universal topics and to classroom presentations. Though open to all students, issues and concerns regarding speakers of English as a second language will be addressed. This course shall provide a supportive learning environment for nonnative speakers.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: A1 District GE: A1 IGETC: None

COMS-040 - Introduction to Argumentation Units: 3.0
This course provides students with an understanding of how to support intelligent decisions by using reasoned discourse. Instruction in: logical analysis of modern controversies; the formulation of propositions for argument; constructing arguments; practical application through discussion and debate. Emphasizes the social importance of competent advocacy in a free society.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

CAN: SPCH 6

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: A1 A3 District GE: A1 A3 IGETC: 1C

COMS-045 - Small Group Communication Units: 3.0
Emphasis will be placed on two perspectives within the group content—decision making and communication. Communication is considered the organizing means of the group; decision making is the purpose of the group. Concepts such as group interaction; leadership, status, and power; conflict and cohesiveness; rules and roles; verbal and non verbal messages and problem-solving as they apply to social and political institutions as well as the world of work in both the public and private sectors will be investigated.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

COMPUTER AIDED DESIGN & DRAFTING

CADD-010 - Basic Drawing Units: 3.0
This course is an entry level drafting course where the students will learn the basic elements of technical drafting. The students will learn how to apply standard concepts of graphic presentation (such as freehand sketching, emulation projection, sectioning, auxiliaries, dimensioning, and pictorial illustration) when drawing clear and accurate solutions to problems. In this course, the students will learn manual drafting techniques, and, an introduction to CADD will be included.

Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: O

Credit by Exam: Yes

Recommended: 3 units of MATH 310 with a grade of CR or placement based on Math Assessment

CAN: None

Advisory Level: Read: 2 Write: 2 Math: 1
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

CADD-098 - Directed Study in Computer Aided Design and Drafting
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.

Lecture Hours:1.81 Lab Hours: 3-12 Repeatable: 17 Grading: O
Credit by Exam: Yes
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

COMPUTER AND INFORMATION TECHNOLOGY

CIT-138 - Computer and Information Technology
Occupational Work Experience-Alternate Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience while they are enrolled in WE 138. Enrolled in an accredited secondary program. Internship/Job placement is not guaranteed.

Lecture Hours:1.81 Lab Hours: None Repeatable: 15 Grading: O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

COMPUTER APPLICATIONS

CA-010A - Computer Keyboarding
This course is designed for students with no prior keyboarding experience. Keyboard mastery is developed using touch techniques. Skill development and measurement are addressed as well as proofreading skills.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: O
Prerequisite: CA 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CA-011 - Speed and Accuracy
This course provides an intense program to improve proficiency in keyboarding. Using effective practice materials, students will achieve statistically significant gains in speed and accuracy. Speed and accuracy is appropriate for students enrolled in computer application, word processing, or MOUS certification courses. It is also recommended for students wishing to upgrade or refresh their keyboarding skills. Repeatable in a separate semester to a maximum of 2 units.

Lecture Hours: None Lab Hours: 3 Repeatable: 1 Grading: O
Prerequisite: CA 010A or CA 015A or OTP 011A or OTP 011B or BUS 011 or BUS 145
Corequisite: CA 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CA-015A - Document Processing
This course is a continuation of CA 010A and assumes keyboard touch typing skills of 25+ wpm. Keyboard mastery is emphasized and skill development, proofreading, and measurement are addressed. Students will construct basic business letters, memos, tables, and reports.

Lecture Hours:1 Lab Hours: 3 Repeatable: No Grading: O
Prerequisite: CA 010A with C or better or OTP 011A or OTP 145 or type 25 net words a minutes
Corequisite: CA 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CA-020A - Microsoft Windows 2000
This is an introductory course in the use of Windows 2000. Topics covered include using a graphical user interface, starting and exiting Windows, adding, arranging, and deleting windows and icons on the desktop, creating and manipulating folders, running multiple applications, transferring information from one application to another, and saving and retrieving files from the disk.

Lecture Hours:0.5 Lab Hours: 1.5 Repeatable: No Grading: O
Corequisite: CA 200
Recommended: Basic touch keyboarding skill of 25 net words a minute
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CA-030A - Internet for Beginners
Fundamentals of the Internet: Student will learn to use a browser, search the Web using search tools and techniques, and download information and software. They will learn to use the Internet for Business and personal use.

Lecture Hours:0.5 Lab Hours: 1.5 Repeatable: No Grading: O
Corequisite: CA 200
Recommended: Basic touch keyboarding skill of 25 net words a minute
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None
CA-040B - Microsoft Word XP 2002 Units: 2.0
This is a comprehensive course in the use of Microsoft Word XP. The course covers such topics as entering text into a document, editing and formatting documents, tables and graphs, styles and templates, columns, and drawing tools. Preparation for the Microsoft Office User Specialist (MOUS) Word certification is also addressed.
Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: O
Corequisite: CA 200
Recommended: Basic touch keyboarding skill of 25 net words a minute
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CA-050B - Microsoft Excel XP 2002 Units: 2.0
Students will prepare for MS Excel Certification Exams using introductory and advanced applications of MICROSOFT EXCEL XP to create spreadsheets and graphics for different types of spreadsheets useful in a variety of business environments. Students will design and format worksheets, use lists, print, audit workbooks, use advanced functionality, use macros, import and export data, use templates, multiple workbooks, and use advanced data analysis techniques.
Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: O
Corequisite: CA 200
Recommended: Basic touch keyboarding skill of 25 net words a minute
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CA-060B - Microsoft Access XP 2002 Units: 2.0
This is an introductory course in the use of Microsoft Access XP (2002). The course covers such topics as database management, mailing lists, inventories, queries, forms, and reports for business and database applications.
Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: O
Corequisite: CA 200
Recommended: Basic touch keyboarding skill of 25 net words a minute
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CA-070B - Microsoft PowerPoint XP 2002 Units: 2.0
This is a course in the use of Microsoft PowerPoint XP. The course covers such topics as creating a new presentation, modifying a presentation, changing the appearance, formatting text and bullets, working with charts, automating the slide show, and enhancing the presentation with pictures, video, and sound. Preparation for the Microsoft Office User Specialist (MOUS) PowerPoint XP exam is also addressed.
Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: O
Corequisite: CA 200
Recommended: Basic touch keyboarding skill of 25 net words a minute
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CA-080B - Microsoft Outlook XP 2002 Units: 1.0
This is a basic course in the use of Microsoft Outlook 2002. The course covers communicating with Outlook (e-mail), and the use of calendars, contact lists, tasks and notes.
Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: No Grading: O
Corequisite: CA 200
Recommended: Basic touch keyboarding skill of 25 net words a minute and familiarity with PC mouse
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CA-100B - Microsoft Office XP 2002 Units: 3.0
In this course, students will gain practical hands-on experience in creating business documents using Microsoft Windows and MS Office applications. Students will learn to create and integrate word-processing and spreadsheet documents. Additionally, students will learn database and presentation documents in a Windows environment and the integration of all office applications.
Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: O
Corequisite: CA 200
Recommended: Basic touch keyboarding skill of 25 net words a minute
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None
CA-136 - Computer Applications  
**Units: 1.0-4.0**  
**Occupational Work Experience - Parallel Plan**

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours: 1.81  
Lab Hours: 3-12  
Repeatable: 15  
Grading: O

**Corequisite:** 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None

**Transfer Status:** CSU  
Degree Applicable: A.A./A.S.

**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**CA-138 - Computer Applications**  
**Units: 1.0-8.0**  
**Occupational Work Experience - Alternate Plan**

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students to attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.

Lecture Hours: 1.81  
Lab Hours: 0  
Repeatable: 15  
Grading: O

**Corequisite:** 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in no more than one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

**Advisory Level:**  
Read: 2  
Write: 2  
Math: None

**Transfer Status:** CSU  
Degree Applicable: A.A./A.S.

**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**CA-200 - Supervised Skills Lab**  
**Units: None**

Supplemental practice and/or instruction is offered to CA 200 students. Projects are assigned in courses of concurrent enrollment. Faculty members in charge provide general consultation and supervision.

Lecture Hours: None  
Lab Hours: None  
Repeatable: 19  
Grading: N

**Corequisite:** CA 010A, CA 015A, CA 011, CA 020A, CA 030A, CA 040B, CA 050B, CA 060B, CA 070B, CA 080B, CA 100B

**Advisory Level:**  
Read: None  
Write: None  
Math: None

**Transfer Status:** None  
Degree Applicable: NC

**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**CA-302 - Getting Started with Windows**  
**Units: 0.5**

This is a basic computer skills course designed to teach students fundamental computer skills such as using the mouse, opening and closing programs on the desktop, and saving information in electronic in electronic format in folders. Students can enroll in this course several times during the semester. The course includes an introductory class meeting, a workbook containing exercises to complete, and a competency assessment at the end of the course.

Lecture Hours: None  
Lab Hours: 1.5  
Repeatable: No  
Grading: K

**Open Curriculum:** No prerequisite, corequisite or levels

**CAN:** None

**Advisory Level:**  
Read: None  
Write: None  
Math: None

**Transfer Status:** None  
Degree Applicable: NAA

**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**CA-303 - Getting Started with Microsoft Word**  
**Units: 0.5**

This is a basic computer skills course designed to teach the student the fundamentals of word processing skills. This includes skills such as creating, saving, revising, formatting, and adding graphics to a document. The course includes an introductory class meeting, a workbook containing exercises to complete, and a competency assessment at the end of the course.

Lecture Hours: None  
Lab Hours: 1.5  
Repeatable: No  
Grading: K

**Open Curriculum:** No prerequisite, corequisite or levels

**CAN:** None

**Advisory Level:**  
Read: None  
Write: None  
Math: None

**Transfer Status:** None  
Degree Applicable: NAA

**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**CA-304 - Getting Started with Excel**  
**Units: 0.5**

This is a basic computer skills course designed to teach students how to use Excel spreadsheets to display information, calculate formulas, and replicate formulas.

Lecture Hours: None  
Lab Hours: 1.5  
Repeatable: No  
Grading: K

**Open Curriculum:** No prerequisite, corequisite or levels

**CAN:** None

**Advisory Level:**  
Read: None  
Write: None  
Math: None

**Transfer Status:** None  
Degree Applicable: NC

**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**CA-305 - Getting Starting with PowerPoint**  
**Units: 0.5**

This is a basic computer skills course designed to teach the fundamentals of making presentations. This includes skills such as utilizing PowerPoint’s pull-down menus, clip art, text, images (graphics), panes, and templates. The course includes an introductory class meeting, a workbook containing exercises to complete, and a competency assessment at the end of the course. The course is offered on a mandatory credit/no credit basis. Students may enroll at any time during the semester.

Lecture Hours: None  
Lab Hours: 1.5  
Repeatable: No  
Grading: K

**Open Curriculum:** No prerequisite, corequisite or levels

**CAN:** None

**Advisory Level:**  
Read: None  
Write: None  
Math: None

**Transfer Status:** None  
Degree Applicable: NC

**CSU GE:** None  
**District GE:** None  
**IGETC:** None
CA-306 - Getting Starting with the Internet
This is a basic computer skills course designed to teach the fundamentals of the Internet. This includes skills such as utilizing Microsoft's Internet Explorer's (IE's) pull-down menus, searching the web, copying and saving text images (graphics), and downloading information. Students, faculty and staff will also learn how to use an internet mail tool (e.g., Yahoo mail) and save pages (bookmarks). The course includes an introductory class meeting, a workbook containing exercises to complete, and a competency assessment at the end of the course. The course is offered on a mandatory credit/no credit basis. Students may enroll at any time during the semester.
Lecture Hours: None Lab Hours: 1.5 Repeatable:No Grading:K
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NC
CSU GE: None District GE: None IGETC: None

CA-307 - Getting Starting with Graphics
This is a basic computer skills course designed to teach students how to format and use graphics effectively in a variety of documents such as Word and Web pages.
Lecture Hours: None Lab Hours: 1.5 Repeatable:No Grading:K
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NC
CSU GE: None District GE: None IGETC: None

CA-308 - Getting Starting with PC Hardware
This is a basic computer skills course designed to teach how to install hardware devices, identify problems, and configure peripheral devices. The course includes a discussion of motherboards, I/O Interfaces, processors, memory, floppy and hard disk drives, CD-ROM drives, keyboards, mice, video cards, monitors, printers, and communications devices.
Lecture Hours: None Lab Hours: 1.5 Repeatable:No Grading:K
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NC
CSU GE: None District GE: None IGETC: None

CIS-014 - Networking TCP/IP on NT 4.0 #688
This course provides individuals who possess knowledge of the function and uses of local area network hardware, including network cards, cabling, bridges, and routers, as well as knowledge of the functions of the seven layers in the open system interconnect (OSI) reference model, with the knowledge and skills required to set up, configure, use and support Transmission Control Protocol/Internet Protocol (TCP/IP) on Microsoft Windows NT operating system version 4.0. This course will help the student prepare the Microsoft Certified Professional exam #70-059.
Lecture Hours:1-3 Lab Hours: None Repeatable:2 Grading:L
Corequisite: Concurrent enrollment in CIS 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CIS-016C - Microsoft Windows 2000 Professional: Exam 70-210
This course provides a foundation for students who want to learn how to support Microsoft Windows 2000 Professional including the skills required to configure, customize, optimize, integrate, and troubleshoot a networked system. Windows 2000 is a network and desktop operating system that uses the New Technology File System (NTFS) and takes advantage of new hardware and Internet applications to produce enhanced performance, enforce file level security, and encryption for desktop and networked computers within medium to large computing environments. This course prepares students to take the Microsoft Windows 2000 professional exam.
Lecture Hours:2 Lab Hours: 3 Repeatable: No Grading:L
Prerequisite: CIS 063
Corequisite: Concurrent enrollment in CIS 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

This course provides a foundation for supporting networks using Microsoft® Windows® 2000 Server Operating System including the skills to configure, customize, optimize, integrate networks, and troubleshoot a networked system. They will gain knowledge in implementing and administering network operating systems in environments that have (1) an extensive number of users and (2) inter-connected networks from different physical locations. This course prepares students to take the Microsoft Windows 2000 Server exam.
Lecture Hours:2 Lab Hours: 3 Repeatable: No Grading:L
Prerequisite: CIS 016C
Corequisite: Concurrent enrollment in CIS 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None
CIS-016E - Microsoft® Windows® 2000 Units: 3.0
Directory Services Infrastructure: Exam 70-217
This course provides a foundation for installing, configuring, and troubleshooting Windows 2000 Active Directory® modeled on the X.500 Directory Structure. Students will learn the different components of the Windows 2000 Active Directory (AD) components and set up AD elements such as organizational units, domains, forests, and sites. This course prepares students to take the Microsoft Windows 2000 Directory Services Infrastructure exam.
Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: CIS 016D
Corequisite: Concurrent enrollment in CIS 200
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CIS-016F - Microsoft® Windows® 2000 Units: 3.0
Network Infrastructure Administration: Exam 70-216
This course provides a foundation for students who want to learn how to design, plan Microsoft® Windows® 2000 on enterprise networks including the skills required to implement, support a networked system. Planning of network infrastructure around the features of Windows 2000 is emphasized. Topics such as network protocol and services are introduced and compared based on the requirements of the industries. This course includes using the network protocols such as IPX/SPX and TCP/IP. Students learn to utilize, manage and configure the TCP/IP protocol and use features such as NetBIOS, WINS, DHCP, and DNS. Students will learn to configure, manage, and troubleshoot RRAS, and setting up VPN’s.
Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: CIS 016D with a grade of C or better
Corequisite: Concurrent enrollment in CIS 200
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

This course prepares the students to analyze an organization’s business and technical requirements and design security for a Windows 2000 network. This course includes all the aspects to design Windows 2000 network security, from authentication strategies to Demilitarized Zones (DMZ) to protecting Internet-accessible resources. This course meets the requirement of industry standards in developing strategies to provide security measures against cyber and Internet related attacks from malicious hackers. This course helps the students to prepare for the MCSE exam 70-220.
Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: CIS 016D with a grade of C or better
Corequisite: Concurrent enrollment in CIS 200
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CIS-018A - Cisco Network Essentials Units: 3.0
This course introduces students to the fundamentals of local area networks (LANs) and emphasizes preparation for the Cisco Certified Network Associate (CCNA) certification test. It includes topics such as the OSI model and industry standards, network topologies, IP addressing, subnet masks, networking components, and basic network design.
Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: O
Prerequisite: CIS 041
Corequisite: Concurrent enrollment in CIS 200
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CIS-018B - Cisco Router and IOS Software Units: 3.0
This course covers the fundamentals of wide area networks (WANs) and prepares students for the Cisco Certified Network Associate (CCNA) certification test. It includes topics such as Cisco router configurations, the differences between routed and routing protocols, routing tables, and network packet transmission methodology. It also includes configuration of IP addresses and techniques to reduce routing problems.
Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: O
Prerequisite: CIS 018A
Corequisite: Concurrent enrollment in CIS 200
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CIS-018C - Cisco Local Area Network Design Units: 3.0
This course covers the design of a LAN and prepares students for the Cisco Certified Network Associate (CCNA) test. Students will design and configure an actual network for a typical LAN. Topics covered include IPX addresses and access lists, advantages of LAN segmentation using bridges, routers, and switches. The course also covers features and benefits of Fast Ethernet connections and VLANs.
Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: O
Prerequisite: CIS 018B
Corequisite: Concurrent enrollment in CIS 200
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CIS-018D - Cisco Wide Area Network Design Units: 3.0
This course covers the design of a wide area network (WAN) and prepares students for the Cisco Certified Network Associate (CCNA) test. Students will design and configure an actual WAN. The course covers topics such as WAN theory and design, Frame Relay terms and features, PPP operations, and ISDN networking and protocols.
Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: O
Prerequisite: CIS 018C
Corequisite: Concurrent enrollment in CIS 200
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None
CIS-023 - JavaScript Programming for the Web
This is an introductory course in the use of JavaScript, a cross-platform scripting language used for creating interactive Web pages. The course covers forms, communicating with other Web tools, and customizing Web pages.
Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: CIS 042
Corequisite: Concurrent enrollment in CIS 200
CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CIS-024 - CGI and Perl Programming for the Web
This course is intended for students who have a preliminary knowledge of programming and HTML. The course teaches students how to write CGI scripts using Perl, to work with forms, searchable databases, and email responses. Students will use CGI scripts to retrieve and manipulate data in Web pages and Web page databases. This is not a complete Perl programming class; it covers only the commands in Perl that are necessary to make Web pages interactive.
Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: O
Prerequisite: CIS 042
Corequisite: Concurrent enrollment in CIS 200
CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CIS-025 - VBX and ActiveX Controls
In this course, students build components that enable interactive content for the Web. Students design their own ActiveX controls, develop property sheets, and learn debugging techniques. They also incorporate ActiveX tools such as document containers and OLE automation objects into applications designed for the Web.
Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: CIS 042
Corequisite: Concurrent enrollment in CIS 200
CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CIS-026 - Designing Web-Based Courses
This course covers local vs. public Web site presentations, users' expectations from online courses, chat-rooms, evaluation of effective Web-based training materials and ways to promote interactivity on the Web. This course provides those who are involved in designing online courses hands-on experience with the basic requirements for creating a successful course. It covers various online tools devoted to this purpose. Students will learn the advantages and disadvantages of creating online applications and the special requirements of these courses. This course is designed for instructors, writers, editors, illustrators, and any individuals who need to create online, interactive tools.
Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Corequisite: Concurrent enrollment in CIS 200
CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CIS-027 - Web Application Solutions
This is a second level course which provides an in-depth discussion of Internet file formats such as HTML, VRML, XML, DOM, RDF, and CSS used for documents, video and sound clips. It also covers data encryption procedures and the use of Java applets.
Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: CIS 023, 024 and 025
Corequisite: Concurrent enrollment in CIS 200
CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CIS-028 - Web Site Administration I
This is a first level course that covers the basic information and tools required to establish a Web site in a business or academic environment.
Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: CIS 042, 060, 063 and 157
Corequisite: Concurrent enrollment in CIS 200
CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CIS-029 - Web Site Administration II
This course is intended for students who are already familiar with programming and HTML. The course gives students an understanding of operating systems and site administration tools as they relate to Web site programming, design, and publishing. This course is designed to help students prepare to pass the International Web Administrators (IWA) certified Web professional exams.
Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: CIS 014 and 028
Corequisite: Concurrent enrollment in CIS 200
CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None
CIS-041 - Introduction to Computer Information Systems
Students will develop an understanding of what constitutes a computer information system, acquire knowledge about hardware, software, data, computer number systems, and procedures and expand that understanding to include the impact and application of computers in business, government, and social organizations. The influence of the Internet on business is discussed, and terms relating to the Web are explained. Students will gain skills in performing the fundamental functions that an operating system provides, be given an opportunity for hands-on practice of introductory level skills in word processing, spreadsheets, presentation graphics, and use of Internet. Students will be exposed to a programming language.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Corequisite: Concurrent enrollment in CIS 200

Advisory Level: Read: 2  Write: 2  Math: None

Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: D7  District GE: D  IGETC: None

CIS-042 - Program Design and Development
This course is an introduction to modern structured and object-oriented programming. Analysis of project definitions is performed to design and implement solutions to information systems problems. Students will study systematic problem solving techniques to develop and test program specifications and detailed logic plans. Programs will be described and designed with tools such as structure charts and pseudocode. Students will use a structured programming language to code computer instructions that implement their designs. Students will learn to use a visual programming language to develop programs using objects. Testing and debugging will be treated as extensions of the coding task.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Corequisite: CIS 041 or CIT 010

Advisory Level: Read: 2  Write: 2  Math: None

Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CIS-051 - Assembly Language Programming for Micros
This course introduces the architecture of the microprocessor, its instruction set repertoire, and assembly language programming concepts and techniques. Students will learn how to use assembly language to control I/O devices, add new I/O interfaces, and perform tasks outside the scope of high level languages.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Corequisite: Concurrent enrollment in CIS 200

Advisory Level: Read: 2  Write: 2  Math: None

Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CIS-054 - C Programming
"C" is a general-purpose programming language which features economy of expression, modern control flow and data structures, and a rich set of operators. Participants will explore these features through a variety of programming assignments. This course is for students and professional programmers whose needs include applications packages and/or systems software in micro and minicomputer environments where efficiency and portability are important.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: O
Prerequisite: CIS 042 or equivalent high level language

Corequisite: Concurrent enrollment in CIS 200

Advisory Level: Read: 2  Write: 2  Math: None

Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CIS-055 - Data Structures
This course provides language independent treatment of topics including computer organization, data formats, file organization, recursion, and abstract data types. Data structures to be covered include arrays, linked lists, stacks, queues, binary trees, heaps, balanced trees and priority queues. Techniques for sorting and searching will also be presented.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: CIS 042 and CIS 054

Corequisite: Concurrent enrollment in CIS 200

Advisory Level: Read: 2  Write: 2  Math: None

Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CIS-059 - Object Oriented Programming
This course teaches the fundamentals and techniques of Object Oriented Programming (OOP). Topics covered include: the elements of OOP, classes and objects, inheritance, polymorphism, overloading, member functions, member access, virtual functions, pointers, memory management, constructors and destructors, derived classes, dynamic objects, queues and stacks. Modern programming and debugging techniques will be stressed throughout the course. Currently using C++.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: CIS 054

Corequisite: Concurrent enrollment in CIS 200

Advisory Level: Read: 2  Write: 2  Math: None

Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None
CIS-059C - Visual C++ using Microsoft Foundation Classes
This is an advanced programming course that introduces Windows Application Programming. The course builds on object oriented programming (OOP) techniques including inheritance, polymorphism and encapsulation. The Microsoft Foundation Class (MFC) Library for Microsoft Windows is the standard C++ application programming interface (API) for all versions of Microsoft Windows. This course covers how to use MFC (version 2.0 or higher) and the Visual C++ development environment to create portable programs for these operating systems. Topics include: Class Hierarchy, Class Wizard, Graphics Device Interface, Menus, Dialogs, Toolbars, Document View Architecture, Files and Archiving, Print and Print Preview.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: O

Prerequisite: CIS 059 with C or better
Corequisite: Concurrent enrollment in CIS 200
Recommended: MATH 021 or equivalent strongly recommended
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CIS-060 - Systems Analysis and Design Units: 3.0
System Analysis and Design begins with the definition of a problem followed by the design and implementation of a new system created to correct the problem. Students will apply the concepts of the systems analysis development cycle which includes: problem definition; data collection, and analysis; analysis of systems alternatives; determination of feasibility; development of the system proposal; pilot or prototype systems development; system design; program development; systems implementation; systems review and evaluation.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: O

Corequisite: Concurrent enrollment in CIS 200
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CIS-062 - PC Hardware and Diagnostics Units: 3.0
This course provides a thorough examination of PC hardware and design and allows the student to develop real world problem determination skills through hands-on labs and assignments. Students will gain the knowledge and experience necessary for success in a high-tech and highly competitive computer industry.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: O

Prerequisite: (CIS 041 or CIT 010) and (CIS 100 or BIS 100)
Corequisite: Concurrent enrollment in CIS 200
Recommended: MATH 021 or equivalent strongly recommended
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CIS-063 - Network Telecommunications Units: 3.0
This course provides a general overview regarding aspects of networking. It is designed to make the student aware of the various elements, protocols and suites within the networking environment. The course prepares the student to take the Microsoft certified Professional exam.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: O
Credit by Exam: Yes

Prerequisite: CIS 041 or CIT 010
Corequisite: Concurrent enrollment in CIS 200
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CIS-067 - Administering Microsoft Exchange Server Units: 3.0
This course teaches students how to configure and maintain an Exchange server. It covers system architecture, messaging systems, protocols used to communicate with clients, distribution lists, files, and directories. Students learn how to configure message recipients and configure server locations efficiently according to the requirements of a business environment.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: O

Corequisite: Concurrent enrollment in CIS 200
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CIS-068 - Administering Microsoft SQL Server Units: 3.0
This course teaches students how to install, maintain, repair, and support the MS SQL server. It covers the tasks of an SQL administrator and explains how to manage storage, import and export data, and troubleshooting. The course also provides guidelines on how to manage database activities for groups of users.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: O

Corequisite: Concurrent enrollment in CIS 200
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CIS-069 - Novell System Administration I Units: 3.0
This course provides basic understanding and skills necessary to manage, monitor and maintain Local Area Network (LAN) with NetWare Operating System. The students gain first-hand experience with the following kinds of management tasks they would perform routinely as network administrators: network configuration, file and directory configuration, network security, backup and recovery system, print server, printer, print queue, automation. Additionally, this course will enable the student to perform basic troubleshooting techniques. The course covers the content required by Novell for System Manager which can lead to CNA and/or CNE certification.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: O

Prerequisite: CIS 063
Corequisite: Concurrent enrollment in CIS 200
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None
CIS-073 - Visual Basic Programming  
**Units:** 3.0  
Visual Basic is a programming language that allows rapid development of Microsoft Windows- graphical user interface applications. This course covers Visual Basic concepts, tools, and programming methodology to create user friendly Microsoft Windows applications.  
**Lecture Hours:** 1  
**Lab Hours:** 3  
**Repeatable:** No  
**Grading:** L  
**Corequisite:** Concurrent enrollment in CIS 200  
**Advisory Level:** CAN: None  
**Transfer Status:** CSU  
**Degree Applicable:** A.A./A.S.  
**Transfer:** UC  
**Prerequisite:** CIS 042 or CIS 054 or CIS 059 or equivalent programming language

CIS-084 - Java Programming  
**Units:** 3.0  
This course is intended for students with some knowledge of programming who want to develop Java applets and stand-alone applications. Java interfaces, class inheritance, threads exceptions will be covered. Applications covering I/O, graphics and networking will also be addressed.  
**Lecture Hours:** 2  
**Lab Hours:** 3  
**Repeatable:** No  
**Grading:** O  
**Corequisite:** Concurrent enrollment in CIS 200  
**Advisory Level:** CAN: None  
**Transfer Status:** CSU/UC  
**Degree Applicable:** A.A./A.S.  
**Transfer:** UC  
**Prerequisite:** CIS 042

CIS-098 - Directed Study in Computer Information Systems  
**Units:** 0.5-9.0  
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.  
**Lecture Hours:** 1.87  
**Lab Hours:** 3-18  
**Repeatable:** 15  
**Grading:** O  
**Corequisite:** Concurrent enrollment in CIS 200  
**Advisory Level:** CAN: None  
**Transfer Status:** CSU  
**Degree Applicable:** A.A./A.S.  
**Transfer:** UC  
**Prerequisite:** CIS 052 or 070 or 048 or 053 or 055 OR 071 or 050 or 060 or 061 and enrollment must be coordinated with an instructor.

CIS-100 - DOS for Microcomputers  
**Units:** 2.0  
In this course students learn to use Disk Operating System (DOS). The course provides in depth coverage and understanding of the DOS commands and concepts that are necessary to use other computer applications and file handling procedures for floppy and fixed disks. Emphasis is placed on functionality rather than commands. Emphasis is placed on using the command-line, text based DOS interface to manipulate files and directories and to use troubleshooting tools to analyze and enhance system performance.  
**Lecture Hours:** 1  
**Lab Hours:** 3  
**Repeatable:** No  
**Grading:** L  
**Corequisite:** Concurrent enrollment in CIS 200  
**Advisory Level:** CAN: None  
**Transfer Status:** CSU  
**Degree Applicable:** A.A./A.S.  
**Transfer:** UC  
**Prerequisite:** None

CIS-131 - Introduction to Internet  
**Units:** 1.0  
Internet is a world wide collection of computer networks that transmit data using the Internet Protocol. This course provides the basic skills needed to use Internet services of electronic mail, file transfer, remote login, news, sharing software and accessing information.  
**Lecture Hours:** 0.5  
**Lab Hours:** 1.5  
**Repeatable:** No  
**Grading:** L  
**Corequisite:** Concurrent enrollment in CIS 200  
**Advisory Level:** CAN: None  
**Transfer Status:** CSU  
**Degree Applicable:** A.A./A.S.  
**Transfer:** UC  
**Prerequisite:** None

CIS-132 - Web Pages with HTML  
**Units:** 3.0  
This is an introductory course for students who want to be proficient using HTML commands. Students will discover what makes some World Wide Web pages stand out and why so many Web sites never get noticed. Students will design multiple web pages to attract their target audience and have them navigate through key information. Students will learn the code-writing commands needed to program their own home page to appear the way it is envisioned, to make web page easily accessible to all who visit it, and to inspect page outline and make changes whenever needed.  
**Lecture Hours:** 2  
**Lab Hours:** 3  
**Repeatable:** No  
**Grading:** O  
**Corequisite:** Concurrent enrollment in CIS 200  
**Advisory Level:** CAN: None  
**Transfer Status:** CSU  
**Degree Applicable:** A.A./A.S.  
**Transfer:** UC  
**Prerequisite:** CIS 131

CIS-136 - Computer Information Systems Occupational Work Experience - Parallel Plan  
**Units:** 1.0-4.0  
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.  
**Lecture Hours:** 1.81  
**Lab Hours:** 3-12  
**Repeatable:** 15  
**Grading:** O  
**Corequisite:** 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.  
**Advisory Level:** CAN: None  
**Transfer Status:** CSU  
**Degree Applicable:** A.A./A.S.  
**Transfer:** UC  
**Prerequisite:** None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

CIS-138 - Computer Information Systems Occupational Work Experience - Alternate Plan

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.

Lecture Hours: 1.81  Lab Hours: None  Repeatable: 15  Grading: O

Corequisite: Concurrent enrollment in CIS 200

Advisory Level: None

Transfer Status: CSU            Degree Applicable: A.A./A.S.

CSU GE: None         District GE: None         IGETC: None

CIS-151B - UNIX Shell Programming Units: 3.0

This is a beginning course in UNIX Shell Programming using different shell programs available with the UNIX operating system. The course will include use of Bourne Shell and C-Shell Programming theory and concepts. These concepts include interpretation of different quote characters, shell variables, decision making commands and looping mechanisms. Students will also learn passing arguments to shell scripts, IO redirection, terminal/file IO, subshells and using special UNIX commands. Additionally, this course will include use of restricted shell "rsh" and introduction to Korn shell commands. Students are required to register in CIS 200 in order to complete supplementary exercises.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L

Prerequisite: CIS 157

Corequisite: Concurrent enrollment in CIS 200

Advisory Level: Read: 2  Write: 2  Math: None

Transfer Status: CSU Degree Applicable: A.A./A.S.

CSU GE: None         District GE: None         IGETC: None

CIS-158 - Unix System Administration Units: 3.0

This course teaches the concepts of Unix system administration. Lab exercises reinforce lecture topics and provide practical experiences in Unix system administration. Topics include unix installation, unix file systems, managing user accounts, user shells, security, system resources, device administration, system and file backup and restore, printers and print spooling systems, network management using TCP/IP, network access using telnet and ftp, interface to Microsoft networks using SAMBA, electronic mail systems, system kernel builds, and system tuning. Shell scripts are used to demonstrate system administration.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: O

Prerequisite: CIS 157

Corequisite: Concurrent enrollment in CIS 200

Advisory Level: Read: 2  Write: 2  Math: None

Transfer Status: CSU Degree Applicable: A.A./A.S.

CSU GE: None         District GE: None         IGETC: None

CIS-200 - Supervised Skills Laboratory Units: None

Supplemental practice and/or instruction is offered students in a specific discipline on an optional but highly recommended basis. Projects are assigned in courses of concurrent enrollment. General consultation and supervision are provided by the faculty members in charge.

Lecture Hours: None  Lab Hours: None  Repeatable: 19  Grading: N

Corequisite: CIS 010 or 014 or 016C or 016D or 016E or 016F or 016G or 018A or 018B or 018C or 018D or 023 or 024 or 025 or 026 or 027 or 028 or 029 or 041 or 042 or 051 or 054 or 055 or 059 or 059C or 060 or 062 or 063 or 067 or 068 or 069 or 073 or 084 or 085 or 100 or 131 or 132 or 151B or 157 or 158, MATH 082 or MATH 083

CAN: None

Advisory Level: Read: None  Write: None  Math: None

Transfer Status: None Degree Applicable: NC

CSU GE: None         District GE: None         IGETC: None

CT-077 - Digital Circuits Units: 3.0

Computer Technology 77 is the basic digital logic and logic troubleshooting course which provides the student with a background in Boolean algebra, logic simplification, families, flip-flops, registers, counters, multiplexers, implementation of logic expressions, and construction and troubleshooting of logic circuits. Major emphasis is placed on laboratory performance in this course. Students are required to develop and demonstrate their understanding of digital circuit design and troubleshooting through the construction of numerous digital logic circuits. This course is required for all majors in Electronics, Computer and Laser Technology.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L

Prerequisite: ELECT 320 or 121 OR MATH (011A or 011R or 011S or 012), all with C or better

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None

Transfer Status: CSU Degree Applicable: A.A./A.S.

CSU GE: None         District GE: None         IGETC: None
CT-081 - Computer Electronics  Units: 2.0
Course covers programming for Electronics Technology with emphasis on applications. The course presents programming as a tool for analysis of technical problems in electronics. Topics include problem definition, problem solving, flowcharting, I/O programming, branches and loops, nested loops, subroutines, arrays, files, and file structures.

Lecture Hours:1  Lab Hours: 3  Repeatable: No  Grading:L

Prerequisite: ELECT 121 and ELECT 062 all with C or better

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CT-082 - Telecommunications  Units: 5.0
This course places emphasis on the latest trends in the telecommunications and data communications industry. Topics include serial interfaces: RS-232-C, RS-422A, RS-423-A, and RS-449; asynchronous vs. synchronous serial interfaces; Protocols: BISYNC, SDLC, HDLC (X.25), DDCMP; ISO-OSI Seven Layer Model; Protocol efficiency and system throughput; modems; modulation techniques; FSK, ASK, DPSK, 8-PSK, QAM, North American FDM and TDM Hierarchy; TI Carrier (PCM); Error detection and correction: LRC, VRC, CRC-16, CRC8BIT, ARQ Techniques (MPN).

Lecture Hours:3  Lab Hours: 6  Repeatable: No  Grading:L

Prerequisite: ELECT 063 and CT 079 all with C or better

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CT-084 - Processor Architecture and Troubleshooting  Units: 5.0
A study of PDP-11 Assembly Language Programming and debugging techniques including addressing modes; instruction set; interrupts and traps; I/O programming; diagnostic routines; and using assemblers and linkers. This course is also a study of processor hardware architecture including bus structures; bus protocols; data paths; timing and control; microcode; ALUs; I/O circuits; interpreting engineering drawings; and hardware troubleshooting techniques.

Lecture Hours:3  Lab Hours: 6  Repeatable: No  Grading:L

Prerequisite: ELECT 063 and CT 079 all with C or better

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CT-085 - CT Operating Systems  Units: 2.0
A study of multi-task computer operating systems. Emphasis is placed on system start-up, system generation and modification, and control of queues. Also included is hardware configuration, error handling and practice in establishing good customer relations.

Lecture Hours:1  Lab Hours: 2  Repeatable: No  Grading:L

Prerequisite: CT 082 and CT 084

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CT-088 - Mainframe Systems  Units: 6.0
This course presents instruction on mainframe hardware including: bus structure, processor, memory options, power supplies, interfaces, line printers, A/D and D/A converters, display terminals, disk and tape mass storage devices, and device controllers. Hands-on troubleshooting practice includes the use of diagnostic programs, block diagrams, flowcharts, and logic drawings. Lab assignments provide practice in electromechanical and troubleshooting techniques and procedures.

Lecture Hours:3  Lab Hours: 9  Repeatable: No  Grading:L

Prerequisite: CT 082 and CT 084, all with C or better

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CT-120 - Using Computers for Applied Sciences  Units: 2.0
Students will be introduced to a variety of computer applications used in the Applied Sciences, such as: electronics, CAD drafting, air conditioning, construction technology, laser technology, machine technology, SMT, engineering and manufacturing. A general overview of what a computer is and how a computer system operates will be explored. No prior computer skills are required. The hands-on computer lab sessions of this course will introduce applications using operating systems, file management, word processing, spreadsheets, presentations and illustrations as they relate to the Applied Sciences. Discussions will include specific Applied Science applications and multiple use consideration.

Lecture Hours:1  Lab Hours: 3  Repeatable: No  Grading:L
Credit by Exam: Yes

CAN: None

Advisory Level: Read: 2  Write: 2  Math: 2
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CT-136 - Computer Technology  Units: 1.0-4.0
OCCUPATIONAL WORK EXPERIENCE - PARALLEL PLAN

OCCUPATIONAL WORK EXPERIENCE is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A Maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours:1.81  Lab Hours: None  Repeatable: 15  Grading:O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

CONSTRUCTION TECHNOLOGY

CNSTR-101A - Construction Tools, Materials and Processes
This course introduces the student to the residential construction industry. Hand/power tools and machines common to the building construction trades will be used. Construction materials, fasteners, and construction techniques will be utilized.
Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Credit by Exam: Yes
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CNSTR-101B - Residential Construction Framing
Practical and theoretical study of foundations, floor frame systems, subflooring, and wall and ceiling framing methods.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L
Credit by Exam: Yes
Prerequisite: CNSTR 101A OR CNSTR 101 with C or better
Corequisite: Or concurrent enrollment in CNSTR 101A
Credit by Exam: Yes
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CNSTR-102A - Residential Construction Plumbing
Theoretical and practical instruction and hands-on experiences in construction plumbing. Sanitary waste and water systems will be designed, installed and tested.
Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Credit by Exam: Yes
Prerequisite: CNSTR 101A OR CNSTR 101 with C or better
Corequisite: Or concurrent enrollment in CNSTR 101A
Credit by Exam: Yes
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CNSTR-102B - Residential Construction Commercial Wiring
The fundamentals of residential and commercial electrical wiring. The student will learn a working knowledge of sizing an electrical service and distribution panel; sizing of breakers and conductors; various residential and commercial circuits; GFCI protection and grounding requirements. The course also stresses the importance of print reading. The commercial wiring portion informs the student of the systems peculiar to commercial applications. Both parts of the course stress NEC ensuring the student's familiarity with the code.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L
Credit by Exam: Yes
Prerequisite: CNSTR 101A OR CNSTR 101 with C or better
Corequisite: Or concurrent enrollment in CNSTR 101A
Credit by Exam: Yes
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CNSTR-103 - Roof Framing Systems
The theory and practice of roof framing for residential dwellings. Hands-on cutting is provided. Topics included are techniques for cutting, installing, bracing and sheathing of rafters and application roof coverings.
Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: CNSTR 101A OR CNSTR 101 with C or better
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CNSTR-104 - Interior/Exterior Finish
The related theory and the practical hands-on experience with the finishing of residential housing floor, wall, and ceiling frames. The installation of both exterior and interior finishing materials will be covered.
Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Credit by Exam: Yes
Prerequisite: CNSTR 101A OR CNSTR 101 with C or better
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CNSTR-105 - Concrete Construction
Concrete Construction is required for the AS Degree in Construction Technology. This beginning course introduces students to the many applications of concrete in the world of construction. Students will become familiar with industrial practices of forming, reinforcing, placing and finishing concrete. Each student is required to construct concrete forms, bend reinforcing steel, and correctly mix, place, and finish concrete. Students will also learn to read blueprints and complete concrete material estimates.
Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: CNSTR 101A OR CNSTR 101 with C or better
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CNSTR-106 - Construction Blueprint Reading, Estimating, Codes and Specifications
Construction Technology 106 is a beginning course that introduces students to the world of construction estimating. Students will apply blueprints, codes, and specifications to estimating problems. Students will estimate the quantity of materials necessary to construct a small home. This course is required for the AS degree in Construction Technology.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: CNSTR 101A OR CNSTR 101 with C or better
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None
CNSTR-107 - Seminar in Principles of Contracting
Units: 3.0
Theoretical and practical instruction about the experiences and principles of contracting.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: CNSTR 101A OR CNSTR 101 with C or better
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CNSTR-109A - Basic Cabinet/Furniture Making
Units: 3.0
This beginning course in cabinet and furniture making is designed for anyone who is interested in learning the basics of woodworking. Hand and power tool safety and use, project planning, and the materials and processes of furniture and cabinet making are included.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.S.
CSU GE: None  District GE: None  IGETC: None

CNSTR-110 - Architectural Drawing and Home Planning
Units: 3.0
Architectural Drawing and Home Planning is a required introductory course for the AS Degree or Certificate in the Construction Technology program. The student, through lecture, example, and practice becomes familiar with the problems involved in planning a home, choosing the site, area, and the most important factors involved in regional planning. Two preliminary home plans are developed, and from one of these, the student will prepare working drawings from which a home could be built. The working drawings consist of a plot, floor, and foundation plans - structural section, interior and exterior elevations. Lectures in planning, design, codes, building methods, conventions, drawing, and illustration techniques are delivered.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Prerequisite: CADD 010 or DRAFT 010
Recommended: Complete Construction Tech courses 101A, 101B, 102A, 102B, 103, 106, 107 and 109B prior to this course
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CNSTR-136 - Construction Technology Units:1.0-4.0
Occupational Work Experience-Parallel Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.
Lecture Hours:1.81  Lab Hours: 3-12  Repeatable: 15  Grading: O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.
CAN: None
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CNSTR-138 - Construction Technology Units:1.0-8.0
Occupational Work Experience-Alternate Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students to attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.
Lecture Hours:1.81  Lab Hours: None  Repeatable: 15  Grading: O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in no more than one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CORCT-103 - Juvenile Counselor Core Course
Units: 4.0
Course
The Juvenile Counselor Core Course is designed to meet the California Board of Corrections requirements, entry level.
Lecture Hours: 6.8  Lab Hours: 2.3  Repeatable: No  Grading: L
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None
**CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS**

**CORCT-109 - Laws of Arrest, Search and Seizure**

This 40 hour course curriculum covers professional orientation, laws or arrest, search, seizure, evidence, preliminary investigations, communications and arrest techniques. This course satisfies PC 832 requirements for entry level but does NOT include firearms and does NOT satisfy LE 165B prerequisite. This course may be offered as a component of Corrections 101, Correctional Officer Core Course.

Lecture Hours: 0.6 Lab Hours: 1.7 Repeatable: No Grading:L CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: NAA CSU GE: None District GE: None IGETC: None

**CORCT-111 - Probation Officer Core Course**

This course provides the trainee with the basic concepts, tools, skills, etc. necessary to perform the job of probation officer within the state of California and prepare the graduate for the job. Certified by the State Board of Corrections, Training, and Standards for corrections (STC). Testing on various topics covered will be both written and practical in nature. This course includes 208 hours of training.

Lecture Hours: 8.2 Lab Hours: 3.1 Repeatable: No Grading:L CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None

**COSMETOLOGY**

**COS-010A - Cosmetology Freshman**

Cosmetology 10A is the first course in sequence required of majors in cosmetology. This class gives a general introduction to cosmetology, including mixing, applying and managing chemical compounds commonly found in soaps, shampoos, bleaches, tints, coldwaving and chemical straightening. Bacteriology and sterilization processes are stressed as well as the political, social and economic aspects of the role of cosmetology in today’s society. Laboratory assignments are performed with an emphasis on safety and sanitation. All students are required to keep a notebook and create a project demonstrating deductive reasoning and critical thinking.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading:L CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: COS 105A with C or better Degree Applicable: A.A./A.S. CSU GE: None District GE: BL IGETC: None

**COS-105A - Cosmetology Freshman**

Cosmetology 10B is the second course in the sequence required of majors in cosmetology. This class gives more in depth information of cosmetology including chemistry, electricity, light therapy, anatomy, physiology, state board rules and regulations, and business management. Political, social and economic aspects of the role of technology in today’s society are stressed. Laboratory assignments are performed with an emphasis on safety and critical thinking. Students are required to keep a notebook and to write reports which include deductive reasoning and critical thinking.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading:L CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: COS 105A with C or better Degree Applicable: A.A./A.S. CSU GE: None District GE: BL IGETC: None

**COS-098 - Directed Study in Cosmetology**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.

Lecture Hours: 1.81 Lab Hours: 3-18 Repeatable: 17 Grading:O CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: COS 105A with C or better Degree Applicable: A.A./A.S. CSU GE: None District GE: BL IGETC: None

**COS-105B - Cosmetology Senior**

**Theory**

Cosmetology 10B is the second course in the sequence required of majors in cosmetology. This class gives more in depth information of cosmetology including chemistry, electricity, light therapy, anatomy, physiology, state board rules and regulations, and business management. Political, social and economic aspects of the role of technology in today’s society are stressed. Laboratory assignments are performed with an emphasis on safety and critical thinking. Students are required to keep a notebook and to write reports which include deductive reasoning and critical thinking.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading:L CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: COS 105A with C or better Degree Applicable: A.A./A.S. CSU GE: None District GE: BL IGETC: None

**Corequisite:** COS 105A

**Laboratory**

The lab section for first semester cosmetology students includes beginning instruction in the following subject areas: hairstyling, hairshaping, permanent waving, chemical relaxing, haircoloring, hairlightening, scalp and hair treatments, manicures, pedicures, facials, make-up, eyebrow arching, sanitation and safety precautions for each practical area. This lab session will provide students with in-depth skill building as well as broadening their knowledge of chemistry in the following areas: chemical hair relaxing, chemical waving, haircoloring, hair lightening, shampoos/rinse and understanding of pH. Students must be concurrently enrolled in 10A. Repeatable to a maximum of 22 units.

Lecture Hours: None Lab Hours: 35 Repeatable: 2 Grading:L CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: COS 105A with C or better Degree Applicable: A.A./A.S. CSU GE: None District GE: BL IGETC: None

**Corequisite:** COS 105A

**Advisory Level:**
- Read: 2
- Write: 2
- Math: None

**Transfer Status:**
- CSU
- Degree Applicable: A.A./A.S.
- CSU GE: None
district GE: BL
- IGETC: None

**Grading:**
- L = Letter Grade Only
- K = Mandatory Credit/No Credit
- O = Optional Credit/No Credit
COS-105B - Cosmetology Senior Laboratory
This course presents concepts and develops the manipulative skills in hairstyling, hairshaping, haircoloring, permanent waving, manicuring, makeup, facials, scalp massage, eyebrow arching, shampooing, chemical relaxing, thermal styling, pedicures and other California State Program requirements. This lab session will provide students with in-depth skill building as well as broadening their knowledge of chemistry in the following areas: chemical waving, haircoloring, lightening, shampoo/rinse potential of hydrogen (pH), social, cultural, psychological, political and economical aspects of cosmetological vocation and entrepreneurship are discussed. Student must be concurrently enrolled in 010B. Repeatable to a maximum of 11 units.

Lecture Hours: None  Lab Hours: 35  Repeatable: 1  Grading: L
Prerequisite: COS 010A and COS 105A with C or better
Corequisite: COS 010B
Advisory Level: CAN: None
CSU GE: None  District GE: None  IGETC: None

COS-115A - Cosmetology Instructor Preparation
This course provides a general introduction to the principles and practices of the various aspects of teaching and behavior management techniques. This course is designed for licensed cosmetologists with at least two years of salon experience. Course includes expectations for examination for the California Cosmetology Instructor License Exam and a review including the changes of the Board rules and regulations and the Cosmetology Act.

Lecture Hours: 5  Lab Hours: 27  Repeatable: No  Grading: L
Prerequisite: 2 yrs field experience and holder of current California Cosmetologist license
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: BL  IGETC: None

COS-115B - Cosmetology Instructor Preparation
This is a continuation of Cosmetology 115A. This course is designed to provide students with additional teaching and behavior management experiences, both theoretical and practical. Course includes update information of current rules and regulations of the State Board of Cosmetology.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: COS 115A with C grade and holder of current California Cosmetologist license
Corequisite: COS 105B
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

COS-120 - Manicuring Theory
This course provided instruction in the following areas: introduction to manicuring, career opportunities, professional ethics, salon conduct, bacteriology, sterilization and sanitation, structure of the nail, diseases and disorders of the nail, theory of massage, anatomy and physiology, diseases and disorders of the skin, chemistry, electricity, first aid, and salon management.

Lecture Hours: 4  Lab Hours: None  Repeatable: No  Grading: O
Prerequisite: File application with Cosmetology Department
Corequisite: COS 121
Advisory Level: Read: 1  Write: None  Math: None
Transfer Status: None  Degree Applicable: A.S.
CSU GE: None  District GE: None  IGETC: None

COS-121 - Manicuring Laboratory
This course presents the concepts and develops the manipulative skills involved in manicuring, pedicuring, applying nail wraps using tips, acrylic, fiberglass; the application of nail extensions using tips, acrylic, fiberglass, linen, gels, and nail art techniques.

Lecture Hours: 4.29  Lab Hours: 12.9  Repeatable: No  Grading: L
Prerequisite: File application with Cosmetology Department
Corequisite: COS 120
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

COS-130A - Esthetician I
This course in a sequence of two, will begin to provide students with the skills required to render professional services and to pass State Board Examinations. It gives students a thorough understanding of the theory of all pertinent subjects dealing with skin care and provides emphasis on the application of cosmetics.

Lecture Hours: 4.29  Lab Hours: 12.9  Repeatable: No  Grading: L
Prerequisite: COS 130A with C or better
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: A.S.
CSU GE: None  District GE: None  IGETC: None

COS-130B - Esthetician II
This second course is designed for continuing students who must meet the State Board requirements of 600 hours. It will provide students with the skills required to render professional services and to pass State Board Examinations and it gives students a thorough understanding of the theory of all pertinent subjects dealing with skin care and provides emphasis on the application of products including chemical peels, waxing, and essential oils.

Lecture Hours: 4.29  Lab Hours: 12.9  Repeatable: No  Grading: L
Prerequisite: COS 130A with C or better
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: A.S.
CSU GE: None  District GE: None  IGETC: None
COS-136 - Cosmetology Occupational Units: 1.0-4.0
Work Experience - Parallel Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges for internship/job placement is not guaranteed.
Lecture Hours:1.81 Lab Hours: 3-12 Repeatable: 15 Grading:O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

COS-X109 - Senior Laboratory Units: 0.5-13.0
Special Problems
This course is designed for continuing students who must meet the California Cosmetology State Program requirements of 1600 hours. The following topics are covered: hairstyling, haircutting, haircoloring, permanent waving, manicuring, makeup, facials, scalp massage, eyebrow arching, shampooing, chemical straightening, thermal styling, and pedicures. Both concepts and manipulative skills related to each area are emphasized. Repeatable to a maximum of 13 units.
Lecture Hours:5 Lab Hours: 35 Repeatable: 19 Grading:L
Prerequisite: COS 010B and 105B with C or better
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

DANCE

DANCE-010 - Ballet, Beginning Units: 1.0
This course introduces the student to elementary ballet theory and technique including barre and centre work. The student will learn basic positions, poses, steps, jumps and turns, utilizing traditional French terminology. The student will gain an understanding and appreciation of his/her own unique body in relation to ballet as a classical art form. Repeatable to a maximum of 4 units.
Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: E2 District GE: E2 IGETC: None

DANCE-011 - Ballet, Intermediate Units: 0.5-1.0
This course furthers the student's artistry and skill in classical ballet. The student will apply fundamentals of theory and technique with attention to musicality and style in the execution of intermediate level barre and center combinations. The student will gain fluency in the use of traditional French terminology. Repeatable to a maximum of 4 units.
Lecture Hours:None Lab Hours: 2-3 Repeatable: 7 Grading:L
Prerequisite: DANCE 010
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

DANCE-014 - Dancers' Workshop Units: 0.5-2.0
This is a course in dance rehearsal process which culminates in public performance. Students participate as dancers, rehearsing and performing repertory reconstructions, folkloric arrangements and original student and faculty choreography. Repeatable to a maximum of 8 units.
Lecture Hours: None Lab Hours: 1.5-6 Repeatable:15 Grading:L
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

DANCE-020 - Jazz Dance, Beginning Units: 0.5-1.0
This course introduces the student to the elementary skills of jazz dance technique. The class begins with a warm-up that addresses strength, flexibility, alignment and coordination. The student will learn basic positions, isolations, locomotor movements, and full body actions. Exploration of movement qualities will be included as well as basic rhythms and phrasing in listening and moving to music. The student will gain an understanding and appreciation of his/her own unique body in relation to jazz dance as a dynamic art form. Repeatable to a maximum of 4 units.
Lecture Hours: None Lab Hours: 1.5-3 Repeatable:7 Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: E2 District GE: E2 IGETC: None

DANCE-021 - Jazz Dance, Intermediate Units:0.5-1.0
This course is a continuation of all the elements introduced in Jazz Dance, Beginning. All activities increase in difficulty based on solid technical foundation of strength, flexibility, alignment, and coordination. The pace of the class becomes faster, and combinations increase in complexity and artistry. Repeatable to a maximum of 4 units.
Lecture Hours: None Lab Hours: 1.5-3 Repeatable: 7 Grading:O
Prerequisite: DANCE 020
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: E District GE: E2 IGETC: None

L = Letter Grade Only K = Mandatory Credit/No Credit O=Optional Credit/No Credit
DANCE-024 - Dance Production Workshop Units: 0.5 - 1.5
This is a course in dance production culminating in the public presentation of a dance performance. Students gain an overview of the scope and relationship of the technical and peripheral elements necessary to dance production, and participate in the application of one or more of these elements in the process of producing performance. Repeatable to a maximum of 2 units.
Lecture Hours: 2  Lab Hours: None  Repeatable: 11  Grading: L
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

DANCE-040 - Tap Dance Units: 0.5-1.0
This course introduces the student to elementary tap dance technique and application. The student will learn basic steps and rhythms. The student will gain understanding and appreciation of his/her own physical coordination and rhythmic sense in relation to tap dance as a traditional and contemporary performing art. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 1.5-3  Repeatable: 7  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: E2  District GE: E2  IGETC: None

DANCE-050 - Modern Dance, Beginning Units: 1.0
This course introduces the student to the elementary skills of modern dance technique. The student will learn basic positions, gestures, traveling and jumping steps, turns and level changes. The student will learn the fundamentals of spatial orientation and will gain an understanding and appreciation of his/her own unique body in relation to dance as an expressive art form. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 2-3  Repeatable: 3  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: E2  District GE: E2  IGETC: None

DANCE-051 - Modern Dance, Intermediate Units: 0.5-1.0
This course furthers the student’s artistry and skill in modern dance. The student will apply fundamentals of motion and space through technical exercises and dance combinations of varying dynamic and expressive content. Repeatable to maximum of 4 units.
Lecture Hours: None  Lab Hours: 2-3  Repeatable: 7  Grading: L
Prerequisite: DANCE 050 or (DANCE 025A AND 025B)
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: E2  District GE: E2  IGETC: None

DANCE-055 - Movement Fundamentals Units: 0.5-1.0
This is a mat class based on the methods and principles originated by Joseph H. Pilates and Irmgard Bartenieff and developed by his succeeding master teachers. Using mats, exercise balls and other simple props, students will build neutral spinal alignment, core-to-distal strength and integrated breathing to support mobility, stability ease and endurance for performance activities. The student will gain anatomical awareness of major joints and muscles and apply kinesiological principles to performance tasks. The class is geared toward dancers, musicians and actors. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 1.5-3  Repeatable: 7  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: E2  District GE: E2  IGETC: None

DANCE-062 - Mexican Folkloric Dance Units: 0.5
This class introduces the student to dances of various Mexican Folkloric origin within their cultural contexts. Students will learn dances from at least three different regions, along with basic steps, formations and rhythms, as well as cultural traditions including musical and costume style and origins of the dances.
Lecture Hours: None  Lab Hours: 1.5  Repeatable: 3  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: E2  District GE: E2  IGETC: None

DANCE-063 - Mexican Folkloric Dance, Intermediate Units: 0.5
This class provides in depth instruction in steps, rhythms, formations and patterns of indigenous dances from particular selected Mexican areas in relation to their cultural and historical contexts. Various sections will emphasize two to three of the following geographical regions: Yucatan, Oaxaca, Vera Cruz, Huasteca, Michoacan, Jalisco and Northern Mexico. Repeatable to a maximum of 2 units.
Lecture Hours: None  Lab Hours: 1.5  Repeatable: 3  Grading: O
Prerequisite: DANCE 062
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

DANCE-064 - Ballroom Dance Units: 0.5
This class introduces the student to ballroom dances of European and Latin American origins. Students will learn basic steps, rhythms and partner techniques for Waltz, Fox Trot, Tango, Rumba, Cha-cha and Swing Dances as well as their stylistic origins and modern transformations in social and historical contexts.
Lecture Hours: None  Lab Hours: 1.5  Repeatable: 3  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: E2  District GE: E2  IGETC: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

DANCE-065 - Ballroom Dance, Intermediate  Units:0.5
This class provides in-depth instruction in steps, rhythms and partnering techniques of particular selected forms of Ballroom Dance sharing common dynamics of improvisation, sequencing and style. Various sections will emphasize different forms: A. Smooth (Tango and Viennese Waltz) B. Latin (Mambo, Merengue, Rumba, Salsa and Samba) or C. Swing (Cajun, East Coast, Jitterbug/Lindy and West Coast). Stylistic origins and modern transformations will be studied in their social and historical contexts. Repeatable to a maximum of 2 units.

Lecture Hours: 2  Lab Hours: None  Repeatable: 3  Grading:L

Prerequisite: DANCE 064

Advisory Level: Read: 2  Write: 2  Math: None

Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

DENTAL ASSISTING

DENT-098 - Directed Study in Dental Assisting  Units: 0.5-9.0
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.

Lecture Hours: 1.81  Lab Hours: 3-12  Repeatable: 17  Grading:O

Advisory Level: Read: 2  Write: 2  Math: None

Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

DENT-151 - Beginning Dental Assisting 1  Units: 3.0
This introductory course covers the general principles and basic concepts of anatomy and physiology of the human body, head, neck, face and especially the oral cavity and dentition. The interrelationship of body systems, vital signs general health and dental health are emphasized. Students will perform a general assessment, take vital signs and perform a preliminary oral exam noting deviations from normal and charting existing conditions of teeth. The cultural, psychological, political and socio-economic aspects of health and providing health care are integrated into this course for non-science majors.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading:L

Credit by Exam: Yes

Prerequisite: DENT 152 and DENT 153 both with C or better

DENT-152 - Beginning Dental Assisting 2  Units: 3.0
This introductory course covers the basic principles and concepts of disease transmission and control in dental environments, with emphasis on safety and preventive measures. An introduction to microbiology and concepts of the scientific process are presented. Principles and techniques of sterilization and disinfection of instruments and equipment are covered in depth. Use and basic maintenance of major operatory equipment is covered and practiced with emphasis on positioning, instrument transfer, and intraoral techniques of maintaining a clear operating field. Properties of gypsum dental materials are presented and models of human dentition constructed using gypsum materials.

Lecture Hours: 2  Lab Hours: None  Repeatable: No  Grading:L

Prerequisite: DENT 151 and DENT 153 both with C or better

Corequisite: or (DENT 151 with C or better and conc in DENT 153) or (DENT 153 with C or better and conc in DENT 151) or (conc in DENT 151 and 153)

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None

Transfer Status: None  Degree Applicable: A.S.
CSU GE: None  District GE: None  IGETC: None

DENT-153 - Beginning Dental Assisting 3  Units: 1.5
This introductory course covers policies of the Dental Assisting Program with safe work practices emphasized. Major events in the history of dentistry and current concepts of dental care are presented. The functions, educational and licensure requirements of members of the dental health team are explored with legal and ethical aspects introduced. Communication skills and concepts of psychology are presented and practiced. Students become active participants in collaborative learning groups and assertive partners in their learning experiences. Fundamental concepts of preventive dentistry are covered, culminating with students presenting oral hygiene instruction to outside patients.

Lecture Hours: 1  Lab Hours: 1.5  Repeatable: No  Grading:L

Credit by Exam: Yes

Prerequisite: DENT 151 and DENT 152 both with C or better

Corequisite: or (DENT 151 with C or better and conc in DENT 152) or (DENT 152 with C or better and conc in DENT 151) or (conc in DENT 151 and 152)

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None

Transfer Status: None  Degree Applicable: A.S.
CSU GE: None  District GE: None  IGETC: None
DENT-154 - Fundamental Dental Assisting 1
This highly technical course prepares the student Registered Dental Assistant to take diagnostically effective dental x-rays without exceeding a safe number of re-exposures. Principles of radiographic techniques and X-radiation hygiene are covered, as well as technique performance and application of the fundamentals of radiation safety and infection control, students are responsible for appointment scheduling, patient management and record keeping for their x-ray patients. Two field trips are required. Successful completion of this course and Dental Assisting 161 fulfills the requirements for the California Radiation Safety Certificate.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading:L  Credit by Exam: Yes
Prerequisite: DENT 151, DENT 152, and DENT 153, all with C or better

DENT-155 - Fundamental Dental Assisting 2
This course builds on dental anatomy and chairside assisting skills learned in previous courses. Content focuses on: principles and procedures of local anesthesia, rubber dam application, hand and rotary cutting instrumentation for cavity preparation, cavity liners, varnish and base materials, and amalgam and cosmetic restorations. Emphasis is on delivery and retrieval of instruments, materials and associated armamentarium according to concepts of four handed dentistry. Students will take alginate impressions and construct temporary crowns and materials and practicing the chairside assisting skills associated with operative dentistry and delegated to the Registered Dental Assistant in the California Dental Practice Act are taught to a level of proficiency. Pediatric dentistry, including developmental disturbances, use of fluoride and child management techniques are covered in depth. The use of nitrous oxide inhalation sedation is presented to a level of competence. Completion of this course fulfills the State Board requirement for certification in Coronal Polishing. The importance of patient management and legal/ethical issues are incorporated throughout the course.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading:L  Credit by Exam: Yes
Prerequisite: DENT 151, DENT 152, and DENT 153, all with C or better

DENT-156 - Fundamental Dental Assisting 3
This course builds on chairside assisting and manipulation of materials skills learned in previous courses. Content focuses on the prosthodontic area of dentistry which includes fixed and removable dental appliances such as dentures, partial dentures and crowns and bridges. Emphasis is on properties, uses and manipulation of dental materials and practicing the chairside assisting skills associated with prosthodontic procedures. Students will pour alginate impressions and construct temporary crowns and bridges and practice patient management techniques.

Lecture Hours: 1.5  Lab Hours: 3  Repeatable: No  Grading:L  Credit by Exam: Yes
Prerequisite: DENT 151, DENT 152, and DENT 153, all with C or better

DENT-161 - Intermediate Dental Assisting 1
This highly technical course builds on the knowledge and skills of Radiography acquired in Dental Assisting 154. More advanced techniques are presented including: Modifications of Paralleling Technique, the Edentulous Patient, Occlusal, Panoramic Radiography and Radiography for children. The student produces full mouth surveys of dental x-ray film with a minimum of errors. Successful completion of this course and Dental Assisting 154 fulfills requirements for the California Radiation Safety Certificate. Additionally, Concepts of Oral Pathology, Pharmacology and Nutrition are presented and an in-depth coverage of Medical Emergencies in the Dental Office.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading:L  Credit by Exam: Yes
Prerequisite: DENT 154, DENT 155, and DENT 156, all with C or better and current CPR certification (Adult/Infant/Child)

CSU = Meets baccalaureate criteria
UC = Course is accepted by UC system
DENT-164 - Expanded Dental Assisting 2  Units: 1.5
This course provides the student with instruction in and application of the skills necessary to manage a business office of a dental practice. Dental oriented bookkeeping, billing and insurance procedures are covered in depth as is appointment control. Both manual and computerized office systems are presented. Records management is covered as it related to patient records, filing and recall systems and writing a business letter. Additionally, the basic concepts of marketing dental practices are covered.
Lecture Hours: 1  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: DENT 161, DENT 162, and DENT 171, all with C or better
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: A.S.
CSU GE: None  District GE: None  IGETC: None

DENT-171 - Clinical Dental Assisting 1  Units: 2.5
In this course the student practices Registered Dental Assistant skills in a dental office with a team of Dental Health Professionals under the guidance of Supervising Instructor. The outcome of this internship is to transform laboratory level skills to clinical level skills. The theory portion provides in-depth coverage of legal and ethical responsibilities associated with RDA licensure, dentistry and malpractice prevention. Communication techniques are expanded to include communicating in a professional environment, intercultural communication and concepts of conflict management.
Lecture Hours: 0.5  Lab Hours: 6  Repeatable: No  Grading: L
Prerequisite: DENT 154, DENT 155, and DENT 156, all with C or better
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: A.S.
CSU GE: None  District GE: None  IGETC: None

DENT-172 - Clinical Dental Assisting 2  Units: 2.5
In this course the student practices Registered Dental Assistant skills in a dental office with a team of Dental Health Professionals under the guidance of a supervising instructor. The outcome of this internship is to transform laboratory level skills to clinical level skills. The theory portion provides in-depth coverage of OSHA hazards Management Requirements for employee safety.
Lecture Hours: 0.5  Lab Hours: 6  Repeatable: No  Grading: L
Prerequisite: DENT 154, DENT 155, and DENT 171, all with C or better
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: A.S.
CSU GE: None  District GE: None  IGETC: None

DENT-173 - Clinical Dental Assisting 3  Units: 2.5
In this course the student practices Registered Dental Assistant skills in a dental office with a team of Dental Health Professionals under the guidance of a Supervising Instructor. The outcome of this internship is to transform laboratory level skills to clinical level skills. The theory portion includes creating a career action plan, concepts of lifetime learning and degree options. The problem of chemical dependency is presented with recognition and intervention for dental office personnel emphasized. Additionally, issues and aspects of intolerance and violence are covered with emphasis on recognizing and reporting child abuse.
Lecture Hours: 0.5  Lab Hours: 6  Repeatable: No  Grading: L
Prerequisite: DENT 161, DENT 162, and DENT 172, all with C or better
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: A.S.
CSU GE: None  District GE: None  IGETC: None

Drama

DRAMA-011 - Voice and Diction  Units: 3.0
Voice production and articulation for the performer are examined in this course. This course is designed as an elementary class introducing the students to the physiological, social and psychological bases of voice and the various elements of the theatre speech: quality, strength, time and pitch. Guided exercises (based on the Linklater method) in posture, relaxation, breathing, making sounds, resonances, and articulation are used to free, develop and strengthen the natural voice. Required for the Drama Major.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: E1  District GE: E1  IGETC: None

DRAMA-013A - Acting  Units: 3.0
This is an introductory level course designed to provide the beginning acting student (majors and non-majors alike) with experiences in the physical, vocal, spatial, analytical and communicative aspects of acting culminating in scene work. Emphasis is placed upon “live” performance, upon acting as an art form which illuminates the human experience, and upon the skills and responsibilities of acting as a craft.
Lecture Hours: 2  Lab Hours: 3  Repeatable: 3  Grading: O
CAN: DRAM 8
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: C1  District GE: C1  IGETC: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

DRAMA-013B - Acting  Units: 3.0
This is an intermediate level course designed to provide the acting student an opportunity to increase the number and efficiency of acting skills, and to develop and intensify dramatic ability by advancing understanding of the skills presented in Drama 13A through scenework performed in class. The student will be introduced to the process of analyzing a character through lecture, demonstration, exercises and the rehearsal and presentation of scenes from published texts.

Lecture Hours: 2  Lab Hours: 3  Repeatable: 3  Grading:O
Prerequisite: DRAMA 013A and SP 011 or DRAMA 011
Corequisite: or DRAMA 013A and concurrent enrollment in (SP 011 or DRAMA 011)
CAN: DRAM 22
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

DRAMA-023 - Introduction to the Theater Units: 3.0 and the Performing Arts
A study of drama and dance as they are performed in the theatre, film, and television today. This course is a general survey of contemporary theatre and performing arts, focusing on the dramatic aspects of each of the four major areas: drama, film, television, and dance.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: C1  District GE: None  IGETC: 3A

DRAMA-024 - Technical Theater Workshop  Units: 0.5-2.0
The student acts as an apprentice in technical preparations for theatrical productions including one or more of the following activities: construction and decoration of sets and properties, rigging and focus of lighting, recording and production of music and sound effects, production of special effects, adaptation of stage and house, construction of costumes and costume properties, construction of wigs and execution of make-up, and design of the above technical and artistic elements of a production.

Lecture Hours: None  Lab Hours: 6  Repeatable:15  Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

DRAMA-027 - Script Analysis  Units: 3.0
Students learn the techniques and theory of detailed analysis of dramatic scripts related to performance and production. Students will study both contemporary and historical examples of plays as models of dramatic structure, form, and style. The function of the playscript as a blueprint for the work of the actor, the designer, and the director will be emphasized. Student assignments will reflect the production values of a script as well as its social, ethical, and historical contexts. This course is a lower division Core Requirement for Theatre Arts.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: C1  IGETC: 3A

DRAMA-040 - Introduction to Film  Units: 3.0
This is an introductory course in film studies in which students view classic and recent feature films and learn to understand the technical and artistic disciplines of film making. Film content is examined in relationship to cinematography, editing, visual design, special effects, sound, acting and directing, social and cultural contexts.

Lecture Hours: 3  Lab Hours: 1  Repeatable: 3  Grading:O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: C1  District GE: C1  IGETC: 3A

DRAMA-050 - Technical Production for Performing Arts  Units: 4.0
The major areas of theatre production are surveyed, including setting design and stagecraft, lighting and sound design and installation, and costume design and construction. Students become familiar with tools, terminology, and procedures used in technical theatre. Standard procedures for safe operation of equipment are presented. Students must work on a crew for a current production in either stagecraft, lighting and sound, or costume. This course is required in the following Theatre Arts majors: Broadcast, Dance, Drama, Film.

Lecture Hours: 3  Lab Hours: 3  Repeatable: 3  Grading:O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

DRAMA-098 - Directed Study in Drama  Units: 0.5-9.0
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the division dean determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the division office. Repeatable to a maximum of 9 units across disciplines.

Lecture Hours: 1.81  Lab Hours: 3  Repeatable: 17  Grading:O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

DRAMA-S014 - Theater Workshop: Rehearsal and Performance  Units: 0.5-2.0
A studio production emphasizing audience intimacy and adaptation of available resources is produced. Theory and practice in the production of the play provide the basis of course content. Participation as an actor, or dancer, etc., in the rehearsal of a theater piece for public performance is required. Repeatable three times.

Lecture Hours: None  Lab Hours: 1.5-6  Repeatable: 15  Grading:O
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CSU = Meets baccalaureate criteria
UC = Course is accepted by UC system

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EARLY CHILDHOOD EDUCATION

ECE-016 - Storytelling for Children Units: 2.0
Students will be introduced to storytelling as an art form and to its benefits for children at the preschool through elementary levels. The techniques of effective storytelling will be studied and practiced. A knowledge of children and their development will be used in the selection, creation, delivery, and evaluation of storytelling and related activities. This course is an elective in the Early Childhood Education Certificate program or A.S. degree in this area.

Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

ECE-098 - Directed Studies in Early Childhood Education
Directed Studies is an independent study course that allows students to earn college credit by working on projects that they design and complete. Projects selected should improve vocational skill and/or increase knowledge of the theory and practice of Early Childhood Education. Specific objectives must be written in conjunction with the college instructor, and the student's progress is assessed in terms of meeting the stated objectives. This course is an elective in Early Childhood Education and applies to the A.S. degree. Repeatable to a maximum of 9 units across disciplines.

Lecture Hours: 1.81 Lab Hours: 3 Repeatable: 17 Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

ECE-101 - Practicum in Curriculum Units: 3.0
This course introduces students to the principles and practices of teaching pre-school through school age children. Students apply teaching strategies in laboratory exercises concentrating on professional techniques in early childhood settings, extended day, infant-toddler centers, campus care, and planning, presentations, and child evaluations. This course is required for both the certificate and A.S. Degree.

Lecture Hours: 1 Lab Hours: 6 Repeatable: No Grading: L
Prerequisite: ECE 102 or Instructor approval
Corequisite: or concurrent enrollment in ECE 102
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

ECE-102 - Introduction to Early Childhood Programs Units: 3.0
A general introduction and survey of the field of early childhood education. Demonstrations and lesson presentations are used to give students curriculum background and teaching skills. This is a good course to take if you're deciding whether working with young children is the field for you. A grade of "C" is required in order to continue in the Early Childhood Program. This course is required for both the certificate and A.S. Degree.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: FCS 070
Corequisite: or concurrent enrollment in FCS 070
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

ECE-103 - Child Studies Student Teaching Units: 6.0
This final course in the Child Studies program consists of field teaching experience with children. Students plan and conduct activities in the on campus Child Development Centers and at their job sites. College instructors critique, video tape, and help students apply mastery teaching techniques. The theory hours on campus in the evening are designed to help students diagnose, prescribe for individual learner needs, and develop teaching skills. Additional topics include job responsibilities and interaction among parents, public, child, and the total school staff. This course is required for both the certificate and AS degree.

Lecture Hours: 3 Lab Hours: 9 Repeatable: No Grading: O
Prerequisite: ECE 104 and 105
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

ECE-104 - Art, Crafts, Creative Activities Units: 2.0
This course introduces students to working with children in arts, crafts and creative activities. The value of play and creative expression will be discussed. The developmental levels of children will be examined in selecting appropriate creative outlets. Students will explore a wide variety of media as they gain skills in planning and presenting activities to children. The course is required for a certificate or AS degree in Early Childhood Education. This course introduces students to working with children in arts, crafts and creative activities. The value of play and creative expression will be discussed. The developmental levels of children will be examined in selecting appropriate creative outlets. Students will explore a wide variety of media as they gain skills in planning and presenting activities to children. The course is required for a certificate or AS degree in Early Childhood Education.

Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

CAN: None

L = Letter Grade Only  K = Mandatory Credit/No Credit
O = Optional Credit/No Credit
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

ECE-105 - Language Experiences for Children  
This course introduces students to language related activities in the early childhood curriculum. Stages of language development, theories of language acquisition and the role of educators in promoting language related skills will be explored. Students will learn to plan, prepare and present a variety of stimulating activities. Children's books, poetry, films, puppets, charts, flannel boards and computer use will be introduced. This course is required for the certificate and A.S degree in Early Childhood Education.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading:O

Prerequisite:  ECE 102

Corequisite: or concurrent enrollment in ECE 102

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ECE-106 - Administration and Supervision of Children  
The course introduces the principles and practices of administration and supervision of children’s programs. Topics covered include the roles and responsibilities of a program director, regulations and licensing requirements, program organization and planning, staff management, working with parents and the community, and budget preparation. This course fulfills the State of California licensing requirement for directors in administration and supervision.

Lecture Hours: 3  Lab Hours: 1  Repeatable: No  Grading:O

Prerequisite:  ECE 103 and 12 units with C in ECE Department

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ECE-107 - Child, Family and Community  
This class will focus on the interrelationship among children, families and the community. Variations in family structure, cultural patterns and the significance of family interactions on the child’s development will be examined. The influence of school, peers and the media will also be explored. A variety of community agencies and resources which offer services and provide support to families will be introduced. This course is required for the certificate and A.S degrees in Early Childhood Education.

Lecture Hours: 3  Lab Hours: 1  Repeatable: No  Grading:O

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ECE-108 - Health and Safety in Child Care  
This Health and Safety course is intended for students working in an education setting, for child care providers, and for adults and parents who desire information about current concepts in the field of health and safety and their relationship to the young child. Students will learn how to improve the health and safety procedures at their site. The course includes a background on germs and illness, daily inspection skills, health procedures, and first aid and emergency techniques. The student will earn a first aid certificate specifically designed for those working with children. This course is required for a certificate and an A.S degree in Early Childhood Education.

Lecture Hours: 2  Lab Hours: None  Repeatable: No  Grading:L

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ECE-109 - Rhythm, Music, Movement Activities for Children  
This course provides a comprehensive introduction to working with children in rhythm, music, and movement activities. The predominant theories of movement education, rhythm and music will be discussed and experienced. The developmental levels of children will be examined in selecting appropriate student lessons. Students will examine and critique a wide variety of rhythm, music and movement lessons as they gain skills in planning and presenting these activities to children. This course satisfies one of the course requirements for the Certificate or A.S degree in Early Childhood Education.

Lecture Hours: 1  Lab Hours: 3  Repeatable: No  Grading:O

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ECE-110 - Management and Supervision of Programs for School Age Children  
This course is an in-depth study of effective applications of management and supervision procedures in school age programs. Topics covered include the unique roles and responsibilities of school age program directors, regulations and licensing requirements, program assessment, design and implementation, effective parent, staff, and community communication, and budget preparation. This course fulfills the State of California licensing requirement for directors in administration and supervision.

Lecture Hours: 3  Lab Hours: 1  Repeatable: No  Grading:O

Prerequisite: Completion of 12 units in ECE

Corequisite: Concurrent enrollment as a program director

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None
ECE-120 - Family Day Care As A Business Units: 1.0
This course will provide ideas and information to family day care providers to assist them in the successful operation of a family day care home. Information on licensing regulations, developing policies and contracts, maintaining financial and other records, marketing strategies and community resources will be provided. The integration of family day care and home life will also be explored.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: A.A.
CSU GE: None  District GE: None  IGETC: None

ECE-121 - Family Day Care Activities Units: 1.0
This course will provide an introduction to curriculum/activity ideas appropriate for use in family day care— in home programs for children. The significance of daily schedules and routines in activity planning will be discussed. A curriculum framework including language and literature based activities, music and movement, nature studies, and art and creative activities will be utilized as students learn a variety of appropriate activities for the children in their care. Various community resources and field trip sites will also be explored.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: A.A.
CSU GE: None  District GE: None  IGETC: None

ECE-136 - Early Childhood Education Units: 1.0-4.0
Occupational Work Experience-Parallel Plan
This course offers occupational oriented work experience and further develops and extends occupational skills in the area of early childhood education. Employers and students identify relevant work site objectives. This course is an elective in Early Childhood Education and enables those students who are employed to earn additional college credits. Repeatable to a maximum of 16 units.

Lecture Hours: 1.81  Lab Hours: 3-12  Repeatable: 15  Grading: O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ECE-138 - Early Childhood Education Units: 1.0-8.0
Occupational Work Experience-Alternate Plan Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.

Lecture Hours: 1.81  Lab Hours: None  Repeatable: 15  Grading: O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in no more than one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ECE-140 - Child Advocacy Units: 1.0
This course introduces students to the role of the child advocate in American society today. Students will participate in a child advocacy institute with member of the community. Course sessions will focus on the purpose of advocacy, important issues for families and children, the legislative process at the state and national level, gathering information about issues and tracking legislation, and the ways for citizens to participate in shaping policy at the local, state and national level. Students will attend the legislative symposium in Sacramento and develop an individual plan for continued participation in government.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ECE-141 - Careers In Teaching I Units: 2.0
This course will provide a broad overview of our community educational system. The historical and psychological foundations of the American educational system will be briefly explored. Educational methods, curriculum and current issues and educational innovations will be discussed. Students will focus on their own career choices and explore options available in the field of education. Students will have opportunities to observe in educational settings.

Lecture Hours: 2  Lab Hours: None  Repeatable: No  Grading: O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None
ECE-142 - Supervision Of Adults - The Units: 2.0
Mentor Teacher
This course is a study of the methods and principles of supervising student teachers in early childhood classrooms. Emphasis is on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents and other staff.
Lecture Hours: 2  Lab Hours: None  Repeatable: No  Grading: O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ECE-143 - Introduction to the High/Scope Units: 1.0
Curriculum
The student will experience key features of the High/Scope Curriculum used as a framework for developmentally appropriate practice. The introductory course includes: how developmental theory explains children's learning and the crucial role of active learning. Also included are the basic steps in implementing key experience into the daily routine and the role of the teacher in a child-centered approach. Videos and hands-on activities will enable teachers and directors to practice plan-doreview skills and answer questions about implementing the High/Scope Curriculum.
Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ECE-144 - Careers In Teaching II Units: 2.0
This course will provide students an opportunity to explore teaching as a career choice. Students will actively participate in a public school and meet in a weekly seminar format to hear speakers, review course content and participate in class discussions. Educational standards, classroom curriculum, methods of instruction, classroom management techniques and educational innovations will be discussed. As students experience the day-to-day operation of elementary and middle school classrooms, students will focus on their own career choices and explore options available in the field of education.
Lecture Hours: 2  Lab Hours: None  Repeatable: No  Grading: O
Prerequisite: ECE 141
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ECE-145 - Integrating Children With Special Needs Units: 1.0
This course will provide an introduction to factors that promote the successful integration of children with special needs into child care settings. Students will be exposed to new ways of thinking about disabilities. Changes in the physical environment and adaptation of health practices, schedules, routines and activities that might be necessary will be discussed. Various community agencies and resources serving children and families with special needs will be introduced.
Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ECE-146 - Child Guidance and Discipline Units: 2.0
This course prepares students to understand and manage the behavior of children using a variety of communication, guidance and discipline strategies. Students will learn to distinguish between normal, developmentally appropriate and testing behaviors and those behaviors that jeopardize the health, safety, and welfare of self others. Students will learn strategies to help children manage stress, anger and aggression in constructive ways.
Lecture Hours: 2  Lab Hours: None  Repeatable: No  Grading: O
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None

ECE-147 - Multicultural/Anti-bias Curriculum for Children Units: 2.0
This course will provide students with an understanding of principles and practices of implementing a curriculum for children that addresses cultural diversity. Expectations for caregiving/child-rearing practices, teacher-child interaction guidelines, conflicts and issues in multicultural education and, setting culturally responsive environments and experiences for all children will be examined.
Lecture Hours: 2  Lab Hours: None  Repeatable: No  Grading: O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ECE-148 - Ready to Learn/Literacy Units: 1.0
The Ready to Learn Service is designed for early childhood care and education professionals who work with preschool children ages two to five and school age children through third grade. The initiative uses educational television programs, reading and related hands-on activities to help promote effective learning in childcare and early education settings. This course will focus on the stages of language acquisition, the process of learning to read, language activities that promote literacy, children's literature and the importance of family involvement in the learning process. A variety of educational television programs will be viewed and critiqued.
Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

ECE-155 - Learning Games Units: 1.0
This course introduces student to a game approach to learning and instruction. Students will plan, prepare, present, and evaluate teacher-made games and materials in a variety of curricular areas. This course is an elective in the Early Childhood Education Certificate program or A.S. degree in Early Childhood Education.
Lecture Hours: 0.5  Lab Hours:1.5  Repeatable: No  Grading: L
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CSU = Meets baccalaureate criteria
UC = Course is accepted by UC system
ECE-175 - Studying Children  Units: 1.5
This course is designed to increase the student's understanding and appreciation of children and their development. Time will be spent observing, recording, and analyzing the behavior of children in the Child Development Center as they interact with teachers, and peers.
Lecture Hours: 1  Lab Hours: 2  Repeatable: No  Grading:O
CAN: None
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ECE-176 - Student-Parent Issues in Guidance and Discipline Techniques  Units: 1.5
This course is designed to help the student understand, explore, and apply various theories of child management, positive discipline strategies, and guidance techniques in the home and/or school settings.
Lecture Hours: 1  Lab Hours: 2  Repeatable: No  Grading:O
CAN: None
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ECE-177 - Student-Parent Topics, Goals Units: 1.5
This course introduces students to the principles and practices of responsive child rearing which produce responsible children. Emphasis is placed on the strategies for building a child's positive self concept and ways to foster family cohesiveness.
Lecture Hours: 1  Lab Hours: 2  Repeatable: No  Grading:O
CAN: None
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ECE-178 - Parent Involvement Issues for Student Parent  Units: 1.5
This course focuses on the critical issues facing the contemporary family, society, and life in the 21st century. Participants explore the effects of divorce, single parenting, remarriage, step-parenting, birth order, working mothers, family violence, and stress upon the developing family. Strategies to enhance home-school relations are identified.
Lecture Hours: 1  Lab Hours: 2  Repeatable: No  Grading:O
CAN: None
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ECE-191 - Infant Toddler Development  Units: 3.0
Developmentally-appropriate programs for children from birth to age 3 require special knowledge, skill, and program design. This course provides an overview of the child's development during the first three years and examines the components of quality care of infants and toddlers. Family/caregiver interactions, the physical environment, health and safety policies and staff concerns are addressed.
Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading:O
Prerequisite: FCS 070
CAN: None
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ECE-195 - The School Age Child: Development, Behavior, Curriculum Activities  Units: 3.0
A comprehensive study of children five through twelve years of age. Emphasis is placed on the physical, social, intellectual and self needs of school-age children and how they relate to curriculum development for extended care programs. Behavior characteristics and related techniques to modify conflicts are reviewed. Community resources are identified for program use and parent referral.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:O
CAN: None
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ECON-010A - Principles of Macroeconomic Theory  Units: 3.0
The economy is always in fluctuation. Changes in output and employment are among the most regular and persistent facts of economies. In addition, changes in inflation, interest rates, and the international value of the dollar all accompany the variations in economy. This course seeks to explain the forces affecting the national economy, money and credit, income, employment, prices, and monetary and fiscal theories and policies.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:L
CAN: ECON 2
Advisory Level:  Read: 2  Write: 2  Math: 2
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: D2  District GE: D  IGETC: 4B

ECON-010B - Introduction to Microeconomic Theory  Units: 3.0
Microeconomic focuses on economic behavior of individual economic units such as consumers, firms, and resource owners. It examines the market system as a means of solving the problems in the production and distribution of goods and services in a society. An analysis of the effectiveness of the price system in providing the society with an equitable distribution of goods, services and income is featured. It explores some of the more regulations and consumer protection, energy crisis, taxes and welfare.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:L
CAN: ECON 4
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: D2  District GE: D  IGETC: 4B

ECON-011 - Ecological Economics  Units: 3.0
Ecological Economics is a new interdisciplinary approach to understanding and managing our world for sustainability, at the local, regional, and global scale. Topics include: Ecological and environmental principles. Cross-cultural approaches, sustainability models and case studies.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:L
CAN: None
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: D2  District GE: D  IGETC: None
ECON-098 - Directed Study Units: 0.5-9.0
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.

Lecture Hours: 1.81 Lab Hours: 3-18 Repeatable: 17 Grading: O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

EDUC-010 - Education in a Multicultural Society
This course introduces the role and function of the educational system in American society. The promise and problems associated with education in the United States will be explored. The experience of different cultural, socioeconomic and linguistic groups, and the implications of the changing American population for the future of the American educational system will be explored. Contemporary issues, historical perspectives and the challenges today’s teachers face will be examined.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

EDUC-012 - Field Experience in Reading Units: 3.0
The course is designed to provide students interested in pursuing a career in elementary school teaching with theory and hands-on experience working with children in early literacy at a local elementary school. The course includes work with reading and writing materials, assessment, methodology, and the school environment. A current TB test is required. The course includes 50 hours of on-site field experience in a local elementary school.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

EDUC-136 - Education Occupational Work Experience - Parallel Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours: 1.81 Lab Hours: 3-12 Repeatable: 15 Grading: O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

EDUC-138 - Education Occupational Work Experience - Alternate Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.

Lecture Hours: 1.81 Lab Hours: None Repeatable: 15 Grading: O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in no more than one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None
EDTEC-001 - Introduction to Online Teaching Units: 3.0
This course will be an elective for our new student-teaching program, "Teach for Tomorrow," in conjunction with San Jose State University. It will require students to analyze the pedagogical issues of online teaching for a variety of audiences. They will apply their new theoretical knowledge in their capstone assignment—the beginning of an online classroom that will include at least a welcome to their chosen audience, a syllabus or mission statement, the policies of the course, and a first assignment.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading:L

EDTEC-002 - Developing Curriculum for Online Teaching Units: 3.0
This course is designed to assist future instructors in adapting, transforming, and/or creating new curricula for online delivery. The course includes identifying the requirements of developing effective curriculum for online teaching and exploring the technical environment that would best deliver a course online. The focus is on determining the elements of a successful online course. This course will allow participants the opportunity to explore current issues and theories in online teaching and learning, the role of the instructor and the learner in an online environment, how to facilitate discussions and how to select the appropriate type of online assessments.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:O

EDTEC-010 - Integrating Technology into Curriculum Units: 3.0
This course assumes no prior experience with computers and is designed to meet the needs of students who desire to become teachers or instructional aides in a classroom. The course will provide an up-to-date, practical introduction to computers.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading:L

ELECT-011 - Telecommunications: Switched Telephone Network Units: 4.0
This course places emphasis on the technical aspects of the telecommunications industry. The student is introduced to the telephone system, the hierarchy of switching, and the methods used in routing calls throughout the Public Switched Telephone Network (PSTN). A touchtone telephone is constructed as a student project and is used to perform measurements on the telephone system. Other topics include Serial interfaces: RS232, RS422, RS423, RS449; Modems and the various modulation techniques employed to achieve low and high speed communications; T1 Carrier Transmission; Modulation techniques: PAM, PCM, PWM, PDM, and PPM; North American FDM and TDM Hierarch; Synchronous vs. Asynchronous transmission.

Lecture Hours: 2  Lab Hours: 6  Repeatable: No  Grading:L

ELECT-012 - Telecommunications: Data Acquisition Systems Units: 4.0
This course is designed to introduce the student to data acquisition techniques commonly employed in today's communication systems. This includes sample-and-hold amplifiers, analog-to-digital converters, digital-to-analog converters, phase locked loop technology, and an introduction to operational amplifier design. Various methods used to implement these operations will be defined, studied, and constructed in laboratory experiments. The advantages and disadvantages of each method will be weighed against each other. The subject of noise and its effects upon the analog and digital signal will also be covered. Frequency spectral content, signal-to-noise ratio, noise factor, and noise figure will be analyzed in the laboratory.

Lecture Hours: 2  Lab Hours: 6  Repeatable: No  Grading:L

Can: None

Prerequisite: (CT 079 and ELECT 063) and (ELECT 12 or MATH 013 or intermediate algebra skills based on Assessment) all with C or better

Recommended: Concurrent enrollment in ELECT 12 and/or ELECT 168

Can: None

Prerequisite: (CT 079 and ELECT 063) and (ELECT 12 or MATH 013 or intermediate algebra skills based on Assessment) all with C or better

Can: None

Prerequisite: (CT 079 and ELECT 063) and (ELECT 12 or MATH 013 or intermediate algebra skills based on Assessment) all with C or better

Can: None

Prerequisite: (CT 079 and ELECT 063) and (ELECT 12 or MATH 013 or intermediate algebra skills based on Assessment) all with C or better

Can: None

Prerequisite: (CT 079 and ELECT 063) and (ELECT 12 or MATH 013 or intermediate algebra skills based on Assessment) all with C or better

Can: None

Prerequisite: (CT 079 and ELECT 063) and (ELECT 12 or MATH 013 or intermediate algebra skills based on Assessment) all with C or better

Can: None

Prerequisite: (CT 079 and ELECT 063) and (ELECT 12 or MATH 013 or intermediate algebra skills based on Assessment) all with C or better

Can: None

Prerequisite: (CT 079 and ELECT 063) and (ELECT 12 or MATH 013 or intermediate algebra skills based on Assessment) all with C or better

Can: None

Prerequisite: (CT 079 and ELECT 063) and (ELECT 12 or MATH 013 or intermediate algebra skills based on Assessment) all with C or better

Can: None

Prerequisite: (CT 079 and ELECT 063) and (ELECT 12 or MATH 013 or intermediate algebra skills based on Assessment) all with C or better

Can: None

Prerequisite: (CT 079 and ELECT 063) and (ELECT 12 or MATH 013 or intermediate algebra skills based on Assessment) all with C or better
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

**ELECT-013 - Advanced Telecommunications Technology**
Units: 4.0

This advanced course in telecommunications offers a continuation of subject matter supporting the latest trends in the communications industry. Various standards organizations are studied, including the ISO/OSI 7-Layer Model. Primary subjects include LAN systems with emphasis on the IEEE 802.3 Ethernet standard; LAN topology with access control techniques; synchronous protocols: BSYNC, HDLC, SDLC, DDCMP; Error detection and correction; Hamming codes; Cyclic codes; the UART interface; Programming the UART for serial communications; Fiber optic theory and technology; Time domain reflectometry; and Data compression.

Lecture Hours: 2 Lab Hours: 6 Repeatable: No Grading:L

**Prerequisite:** ELECT 011 and (ELECT 122 or MATH 013 or intermediate algebra skills based on Assessment), all with C or better

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

**ELECT-050 - Introduction to Electronics**
Units: 2.0

This course provides an orientation to the field of electronics. An overview of the basic principles of electronics is presented. Introductory topics covered include solid state devices, integrated circuits, microprocessors, microwave communication system and lasers. In the laboratory, students will learn to measure various electrical quantities using electronic measuring equipment such as the volt-ohm-meter (vom) and the oscilloscope. Each student will build and troubleshoot an electronics project.

Lecture Hours: 2 Lab Hours: 2 Repeatable: No Grading:L

CAN: None

Advisory Level: Read: 1 Write: None Math: None
Transfer Status: CSU Degree Applicable: A.S.
CSU GE: None District GE: None IGETC: None

**ELECT-052 - Electricity-Electronics**
Units: 3.0

This course, designed for Industrial Arts, Industrial Technology and Drafting Technology majors, presents instruction in the following areas: concepts of electrical fundamentals—Ohm’s and Kirchoff’s laws, principles of energy, power, resistance and conductance, capacitance and inductance; Students are introduced to circuits and instruments, series, parallel and series-parallel circuits, and the use and care of electrical instruments. Network analysis is covered using Thevenin’s, Norton’s and Millman’s theorems. Control devices and their applications are introduced including semiconductor diodes, transistors, and integrated circuits. An introduction to computers and computer circuits is presented. Alternating current concepts and principles are presented. Both steady state and transient analysis are used. Laboratory reports are required to assess the students’ ability to analyze and interpret measured data from laboratory experiments. This class is designed for Air Conditioning, Automotive and CADD Technology majors.

Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading:L

**Prerequisite:** (ELECT 320 or 121) or (MATH 011A or 011R or 012 or 011S or 101), all with C or better

**Corequisite:** or concurrent enrollment in (ELECT 320 or 121)

CAN: None

Advisory Level: Read: 1 Write: None Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

**ELECT-062 - General Electronics I**
Units: 5.0

Electronics 62 is the first course in sequence required of majors in Electronics, Computer and Laser Technologies, and gives a general introduction to electronics, including application of laws of physics to electronic components and circuits, DC and AC concepts of power, work, energy, capacitance, inductance, magnetism. Political, social and economic aspects of the role of technology in today’s society are stressed. Laboratory experiments are performed with emphasis on the use of measurement and analytical instrumentation. All students are required to keep lab notebooks and to write reports which include deductive and inductive reasoning and critical thinking.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading:L

Credit by Exam: Yes

**Prerequisite:** ELECT 121 or MATH 013, both with C or better

**Corequisite:** or concurrent enrollment in ELECT 121

Recommended: Concurrent enrollment in CT 077 or ELECT 113

CAN: None

Advisory Level: Read: None Write: None Math: 1
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: BL IGETC: None

**ELECT-063 - General Electronics II**
Units: 5.0

Electronics 63 is the second in a sequence of analog core classes required for majors in Electronics, Computer, Laser, and Microwave Technologies. This five unit class presents instruction in the concepts and principles of alternating current (AC) circuits. Topics include timevarying voltages and currents, frequency, phase, reactance and susceptance, and impedance and admittance. Series and parallel circuits are covered using the UART for serial communications; Fiber optic theory and technology; Time domain reflectometry; and Data compression.

Lecture Hours: 2 Lab Hours: 2 Repeatable: No Grading:L

**Prerequisite:** ELECT 062 and ELECT 122 and (ELECT 122 or MATH 022 or MATH 025), with C or better

**Corequisite:** or concurrent enrollment in ELECT 062 and ELECT 121, with C or better, and concurrent enrollment in ELECT 122 or MATH 022 or MATH 025

Recommended: Concurrent enrollment in CT 079

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

**UC** = Course is accepted by UC system

**CSU** = Meets baccalaureate criteria
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

ELECT-064 - Analog Circuits  Units: 5.0
Analog circuits is a third semester course in the sequence of courses designed for the Electronics Technology (ET) degree or certificate program, and is a required course for ELECT and Microwave majors. This five unit course provides a review of semiconductor theory, transistor biasing and fundamental amplifier concepts. This is followed by feedback concepts which are then applied to the analysis and design of small signal amplifiers, oscillators, power supplies and regulators, power amplifiers, and active filters. Test procedures and troubleshooting are emphasized. A survey of electronic devices is also provided.

Lecture Hours: 3  Lab Hours: 6  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: ELECT 063 and (ELECT 122 or MATH 022 or MATH 025), all with C or better

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ELECT-065 - Analog Systems  Units: 5.0
Electronics 65 is the fourth in the sequence of basic electronics courses required for majors in Electronics Technology. This course emphasizes the analysis, application and basic design of analog LF (low-frequency), HF (high-frequency), and VHF (very-highfrequency) circuits and systems, both discrete and integrated. Advanced topics in amplifiers, oscillators, filters, radio-frequency (RF) circuits and analog-digital techniques are presented. The student is prepared for employment by means of field trips, preparation of resumes, and interviews.

Lecture Hours: 3  Lab Hours: 6  Repeatable: No  Grading: L
Prerequisite: ELECT 064 with C or better

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ELECT-071 - Personal Computer Repair  Units: 3.0
This course emphasizes how to troubleshoot and repair personal computers to board level and is designed for IBM platforms. Topics include: PC operation and the interrelationship of each block of a PC system, the basic rules of maintenance, starting and testing the PC, system processor and memory, data storage (disk drives), keyboard operation, monitor, interfaces and cabling, software, operating systems, and documentation of diagnosis and repairs completed.

Lecture Hours: 1  Lab Hours: 6  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: ELECT 050 or ELECT 062 or CT 077, all with C or better

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ELECT-080 - Basic Semiconductor Manufacturing Technology  Units: 4.0
Students study processes used in Wafer Manufacturing: Structures and Facilities, materials and Equipment, and Operating Conditions. The areas of study include semiconductor materials, chemicals, microcontaminants, process areas (diffusion, implant, lithography, etch and thin films), process flow, and tool/wafer excursions. Lab experiments will introduce students to working in a cleanroom environment, fabrication process and wafer handling.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L
Recommended: Concurrent enrollment in (ELECT 052 or 062 OR 142) and (ELECT 121 or MATH 013)

CAN: None
Advisory Level: Read: 2  Write: 2  Math: 2
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ELECT-081 - Intermediate Semiconductor Manufacturing  Units: 4.0
Intermediate study of processes, materials and equipment used in semiconductor manufacturing. A more focused study on Implant, Diffusion, Photolithography, Etch, and Thin Films. Students will resolve excursions in the process of wafer production through detailed analysis and application of statistical process control/monitoring.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: ELECT 080 and (ELECT 052 or 062 or 142) and (ELECT 121 or MATH 013), all with C or better

Corequisite: or (ELECT 080 with C or better and conc in [ELECT 052 OR 062 OR 142 OR 121 OR MATH 013]) or (ELECT 080 and [052 OR 062 or 142] with C or better and conc in [ELECT 121 OR MATH 013]) or (ELECT 080 and [ELECT 121 OR MATH 013] with C or better and conc in [ELECT 052 or 062 OR 142])
Recommended: Concurrent enrollment in CHEM 030A and ELECT 113 and (ELECT 122 or MATH 022 or MATH 025) and (ELECT 063 OR 143)

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ELECT-082 - Semiconductor Manufacturing Tool Sets  Units: 4.0
Manufacturing processes, theory, and constraints. An in-depth study of tool and equipment used across the semiconductor industry. A detailed study of tool operations, periodic, preventative and predictive maintenance. Troubleshooting and maintenance management skills.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: ELECT 081 and CHEM 030A and (ELECT 122 or MATH 025 or MATH 022), all with C or better

Corequisite: or ELECT 081 with C or better and conc in CHEM 030A and conc in ELECT 122 or MATH 025 or MATH 022 or ELECT 081 and CHEM 030A, both with C or better, and conc in ELECT 122 or MATH 025 or ELECT 081 and ELECT 122 or MATH 022 or MATH 025, all with C or better and conc in CHEM 030A
Recommended: Concurrent enrollment in ELECT 44 or CT 077

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None
ELECT-098 - Directed Study        Units: 0.5-9.0
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.

Lecture Hours: 1.81  Lab Hours: 3-18  Repeatable: 17  Grading: O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.  CSU GE: None  District GE: None  IGETC: None

ELECT-105 - CMOS Mask Design I        Units: 4.0
This course is entry level integrated circuit (IC) layout and design in CMOS (Complimentary Metal Oxide Silicon) technology. Course includes practical experience in drawing logic diagrams, transistor level schematics, cross sectional views, STIK diagrams, and in converting STIKS to actual layout of the layers that will be used to manufacture the IC. The course stresses application of design rules, area estimation, and pin and bus placements.

Lecture Hours: 1  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: ELECT 142 or 062, both with C or better
Corequisite: or concurrent enrollment in ELECT 142 or ELECT 062
CAN: None
Advisory Level: Read: 2  Write: 2  Math: 2
Transfer Status: None  Degree Applicable: A.S.
CSU GE: None  District GE: None  IGETC: None

ELECT-107 - CMOS Mask Design II        Units: 2.0
CMOS Mask Design II is a continuation of CMOS Mask Design I. Students will be introduced to more complex logic and design rules for integrated circuit layout. Practical experience in a lab setting in the use of a PC-based integrated circuit design tool is provided with L-EDIT from TANNER RESEARCH and with other equivalent software.

Lecture Hours: 1  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: ELECT 105 with C or better
Recommended: (ELECT 143 OR ELECT 063) AND (ELECT 144 or CT 077) and CHEM 030A and PHYS 021 and CIS 157
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: A.S.
CSU GE: None  District GE: None  IGETC: None

ELECT-111 - Electronics Troubleshooting        Units: 2.0
Electronics Troubleshooting, a third semester course in the sequence of courses for the ELECT degree or certificate program, is a required course for majors in Electronics, Microwave, and Laser Technologies. This two unit course couples block diagram analysis and schematic diagram interpretation, signal tracing, signal substitution and bias measurement techniques to develop the skills of troubleshooting and repair of systems such as Power Supplies - AM/FM Receivers - TV Receivers - Tape Recorders - VCR's - and Transceivers. Key circuits of these systems are studied in detail. Adjustment and calibration procedures are demonstrated. Instrumentation techniques and safe laboratory procedures are emphasized.

Lecture Hours: 1  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: ELECT 063 with C or better
Recommended: (ELECT 143 OR ELECT 063) AND (ELECT 144 or CT 077) and CHEM 030A and PHYS 021 and CIS 157
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.S.
CSU GE: None  District GE: None  IGETC: None

ELECT-112 - Troubleshooting        Units: 2.0
Electronics Troubleshooting, a third semester course in the sequence of courses for the ELECT degree or certificate program, is a required course for majors in Electronics, Microwave, and Laser Technologies. This two unit course couples block diagram analysis and schematic diagram interpretation, signal tracing, signal substitution and bias measurement techniques to develop the skills of troubleshooting and repair of systems such as Power Supplies - AM/FM Receivers - TV Receivers - Tape Recorders - VCR's - and Transceivers. Key circuits of these systems are studied in detail. Adjustment and calibration procedures are demonstrated. Instrumentation techniques and safe laboratory procedures are emphasized.

Lecture Hours: 1  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: ELECT 063 with C or better
Recommended: (ELECT 143 OR ELECT 063) AND (ELECT 144 or CT 077) and CHEM 030A and PHYS 021 and CIS 157
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.S.
CSU GE: None  District GE: None  IGETC: None

ELECT-113 - Fabrication and Assembly I        Units: 2.0
This course, required for majors in Electronics, Laser, and Microwave Technology, is designed to be taken concurrently with Electronics 62 or 50. It provides instruction in the various fabrication and assembly techniques used in the electronics industry. Topics covered include soldering, wire handling and cabling, drafting and measuring techniques, machine tool operations, printed circuit artwork and layout. Sheetmetal layout and fabrication techniques are presented.

Lecture Hours: 1  Lab Hours: 3  Repeatable: No  Grading: L
Credit by Exam: Yes
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.S.
CSU GE: None  District GE: None  IGETC: None

ELECT-114 - Fabrication and Assembly II        Units: 2.0
This second year course, required for majors in Electronics and Laser, provides instruction in advanced fabrication and assembly operations. Students will build an electronic instrument in its entirety and are responsible for design of the PC Board, chassis fabrication and assembly, wire harnessing, and debugging. Students are introduced to advanced hand and machine tool operations used in the electronics industry, project development, and report writing.

Lecture Hours: 1  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: ELECT 113 and ELECT 063, both with C or better
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.S.
CSU GE: None  District GE: None  IGETC: None

ELECT-115 - Surface Mount Technology        Units: 2.0
Soldering, Assembly, and Rework Techniques
This course is designed to teach surface mount soldering, assembly, and rework. It may be taken concurrently with other electronics classes.

Lecture Hours: 1  Lab Hours: 3  Repeatable: No  Grading: L
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: A.S.
CSU GE: None  District GE: None  IGETC: None
ELECT-119 - Schematic and Printed Circuit Design for Fabrication

Students will experience hands on use of CADD software, by Protel Technology, to solve schematic and analog Printed Circuit design projects. Students will apply the principles of schematic drafting to P.C. designs utilizing analog symbolic representations. Step-by-step design techniques employing analog schematics are practiced in designing analog P.C. layouts utilizing design guidelines, commercial catalog and electronic industry standards. A varied set of projects will illustrate how schematics, layout, materials, fabrication and assembly affect the final product. Emphasis is placed on component selection, packaging design, checking techniques, project documentation and the use of CADD to complete all projects.

Lecture Hours: 2.5   Lab Hours: 1.5   Repeatable: No   Grading: L

Prerequisite: ELECT 062 or ELECT 142

Corequisite: None

ELECT-121 - Electronics Math I

Many math skills are required of a technician. Electronics Math I and II are designed to give a solid foundation in the basic algebraic and trigonometric skills needed by a technician with practical examples used throughout. Topics include number line, signed numbers, powers of ten, unit, prefixes, scientific notation, arithmetic and algebraic operations with polynomials, algebraic fractions, linear and second degree equations, factoring, fractional equations, systems of equations, graphing linear equations, beginning complex numbers, basic trigonometric functions, RLC circuits, binary and octal and hex number systems, and use of a full function scientific calculator.

Lecture Hours: 2.5   Lab Hours: 1.5   Repeatable: No   Grading: L

Prerequisite: Pre-algebra skills based on Assessment or ELECT 320 or MATH 310 or higher math class, all with C or better

Recommended: Concurrent enrollment in ELECT 062 or 142

ELECT-122 - Electronics Math II

Electronics Math II continues the development of the math concepts needed by technicians with immediate applications in the electronic circuits courses taken by the student. Emphasis is placed on the analytic skills needed to anticipate what is expected in the hardware equipment encountered by the student in hands-on experience in the lab and in industry. Practical examples are used throughout both Electronics Math I and II. Topics include a continuation of those of Electronics Math I and also analysis of RCL and GLC circuits using j numbers and polar numbers, basic trigonometric functions, beginning phasor algebra, logarithms and their applications to electronics, Bode plots, network theorems, transient circuit analysis, numerical approximations, Boolean algebra, and basic statistical concepts.

Lecture Hours: 2.5   Lab Hours: 1.5   Repeatable: No   Grading: L

Prerequisite: ELECT 062 or ELECT 142 and (ELECT 121 or MATH 013 or HIGHER MATH CLASS), all with C or better

Recommended: Concurrent enrollment in ELECT 063

ELECT-131 - Personal Computer Hardware: Introduction to Computer Repair

This course introduces the basic concepts of the personal computer, its components and its history. The focus of this course is on the IBM compatible personal computer. Students will learn how to accurately recognize the different parts of a computer, its installation, and connection of the different expansion cards and cables. Students will acquire the skills and lab experience needed to assemble, upgrade and repair a custom computer system. Students will be provided with lab experience in preparing and installing software.

Lecture Hours: 2   Lab Hours: 4   Repeatable: No   Grading: L

Prerequisite: ELECT 142 with C or better or equivalent

Corequisite: CIS 041 and ELECT 121 (previous or concurrent)

ELECT-133 - Advanced Personal Computer Troubleshooting

This course introduces the concept of computer troubleshooting. Both hardware and software troubleshooting are addressed. The student will learn how to use diagnostics software to find hardware problems. Software troubleshooting is addressed for the most common software in the market. The student will learn how to resolve hardware conflicts and determine solutions for software problems.

Lecture Hours: 2   Lab Hours: 4   Repeatable: No   Grading: L

Prerequisite: ELECT 131 with C or better

Corequisite: ELECT 144, concurrent or equivalent

ELECT-136 - Electronics Technology Units: 1.0-4.0

Occupational Work Experience--Parallel Plan

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours: 1.81   Lab Hours: 3-12   Repeatable: 15   Grading: O

Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None
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ELECT-152 - TV Circuits  Units: 4.0
Electronics 152 is a third semester course for Electronic Technology or Laser Technology majors. This course offers instruction in analog circuit analysis and troubleshooting techniques. All circuits of television receivers are studied. The laboratory portion utilizes a television receiver as a vehicle to develop those analytical and diagnostic troubleshooting skills required of technicians in industry. Various lab instruments are demonstrated and used in troubleshooting systems. Additional topics include communication principles, AM (amplitude modulation) and FM (frequency modulation) theory and documentation.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: ELECT 063 with C or better
Recommended: Concurrent enrollment in ELECT 064
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ELECT-163 - Microwave Measurements  Units: 4.0
Microwave Measurements provides an introduction to the measurement and application of high-frequency electromagnetic waves. The course includes measurement fundamental microwave circuit analysis, and microwave applications. This is a required course for all students seeking Technical Associate Certificates or AS Degrees in Electronics Technology or Microwave Technology.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: ELECT 063 with C or better
Recommended: Concurrent enrollment in ELECT 064
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ELECT-168 - Microwave and Satellite Communications  Units: 4.0
Microwave and Satellite Communication Systems prepares microwave technicians for electronics careers in space and telecommunication research, explorations, and commercialization. Microwave communications and satellite systems are stressed both in theory and in the laboratory. Lectures, films, and field trips survey aerospace and telecommunications applications of microwave technology. Laboratory projects include satellite tracking and communication experiments which apply to the telecommunications, telecommand, and telemetry industry.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: ELECT 063 with C or better
CAN: None
Advisory Level: Read: 2  Write: 2  Math: 2
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ELECT-210 - Supervised Tutoring  Units: None
Students will receive tutoring assistance in areas of identifiable academic need. With the assistance of appropriate faculty, tutors will be assigned who have demonstrated competency in a particular subject, skill and/or discipline and who have successfully completed a tutor training course.

Lecture Hours: None  Lab Hours: 1  Repeatable: 19  Grading: N
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NC
CSU GE: None  District GE: None  IGETC: None

ELECT-320 - Introduction to Electronics Math  Units: 2.0
Introduction to Electronics Math is designed for students who need review and a slower pace before enrolling in Electronics Math I, Electronics 121. Emphasis is placed on basic math understanding with many hands on exercises, and students are provided with sufficient practice to reinforce basic skills. Topics include signed numbers, the number line, order of operations, units and vocabulary used in electronics, review of fractions and decimals, metrics, graphing, area and volume, and calculator usage.

Lecture Hours: 1  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: 3 units of MATH 310 with CR or placement based on Math Assessment
CAN: None
Advisory Level: Read: None  Write: None  Math: 1
Transfer Status: None  Degree Applicable: A.S.
CSU GE: None  District GE: None  IGETC: None

ENGLISH

ENGL-001A - English Composition  Units: 3.0
English 1A is the first course in a two-semester sequence (English 1A, 1B) designed to equip the students with the skills necessary for writing college level compositions. The course emphasizes expository writing, critical reading, and research techniques. Students are required to produce a series of academic essays including a documented research paper in conventional format. Analysis of readings and the practice of writing processes create the bases for student essays. The board graded final will count at least 35% of the final grade for the course.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: Continuing students must complete (ENGL 104 or 091A) and (ENGL 102 or 091B or READ 101) or ESL 091 or ESL 093 all with grade of C or better; new students will be placed based on the results of Assessment
CAN: ENGL 2; ENGL SEQ A = ENGL 1A+1B
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: A2  District GE: A2  IGETC: 1A

ENGL-001B - English Composition  Units: 3.0
Introduction to literature: the short story, poetry, drama and the novel; continuation of expository writing supplemented by critical reading and analysis of literature.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: ENGL 001A with C or better
CAN: ENGL 4; ENGL SEQ A = ENGL 1B+1A
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: C2  District GE: C2  IGETC: 3B
ENGL-001C - Critical Thinking/Composition Units: 3.0
This course presents the techniques of critical reasoning and advanced composition. Students will learn to identify the basic structures of arguments and the ways people use language to fortify or to falsify arguments. Students will analyze and demonstrate these techniques by writing and critiquing essays and using research strategies. This course is specifically designed to meet the IGETC critical thinking requirement.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: ENGL 001A with C or better
CAN: None

Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: C2 District GE: A3 IGETC: 3B

ENGL-028 - Introduction to World Mythology Units: 3.0
The course investigates cross-cultural patterns of myths: gods and goddesses of earth and sky, hunt and harvest; the cycle of the hero; the trickster; the creation, destruction, and renewal of the world; myths as potent forces today in literature and the arts as well as in everyday life.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: ENGL (092 or 104) and ENGL 102 or READ 101, all with C or better
CAN: None

Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: C2 District GE: C2 IGETC: 3B

ENGL-033 - Women in Literature Units: 3.0
This introductory survey of literature focuses on the stereotyped and individualized characterizations of women as depicted in drama, short stories, poetry, essays and novels.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Prerequisite: ENGL (092 or 104) and ENGL 102 or READ 101, all with C or better
CAN: None

Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: C2 District GE: C4 IGETC: 3B

ENGL-065 - The Short Story Units: 3.0
This course is an analysis and interpretation of the short story encompassing short fiction writing. Elements of fiction, critical literary approaches, historical context, author-biographical information, and techniques for writing about literature will be covered.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: ENGL (092 or 104) and ENGL 102 or READ 101, all with C or better
CAN: None

Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: C2 District GE: C2 IGETC: 3B

ENGL-072A - Fundamentals of Creative Writing/Poetry Units: 3.0
This course introduces students to the principles and practice of creative writing/poetry.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Prerequisite: ENGL (092 or 104) and ENGL 102 or READ 101, all with C or better
CAN: None

Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

ENGL-072B - Fundamentals of Creative Writing/Fiction Units: 3.0
This course introduces students to the principles and practice of creative writing/fiction.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Prerequisite: ENGL (092 or 104) and ENGL 102 or READ 101, all with C or better
CAN: None

Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

ENGL-072C - Fundamentals of Creative Writing/Drama Units: 3.0
This course introduces students to the principles and practice of creative writing/drama.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Prerequisite: ENGL (092 or 104) and ENGL 102 or READ 101, all with C or better
CAN: None

Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

ENGL-073 - Introduction to Shakespeare Units: 3.0
Shakespeare as a major figure in our literary heritage; reading of selected works; contributions of the Elizabethan era to Western culture.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Prerequisite: ENGL (092 or 104) and ENGL 102 or READ 101, all with C or better
CAN: None

Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: C2 District GE: C2 IGETC: 3B

ENGL-076A - Great Books Units: 3.0
Significant literary works from a variety of cultures and periods which mark important steps in the development of Western Civilization, chosen for their literary, historical, philosophical, or psychological importance to today’s world. Different from works read and discussed in English 76B.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Prerequisite: ENGL 001A with C or better
CAN: None

Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: C2 District GE: C2 IGETC: 3B
ENGL-076B - Great Books Units: 3.0
Significant literary works from a variety of cultures and periods which mark important steps in the development of Western Civilization, chosen for their literary, historical, philosophical, or psychological importance to today's world. Different from works read and discussed in English 76A. English 76A is not a prerequisite to English 76B.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Prerequisite: ENGL 001A with C or better

Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: C2 District GE: C2 IGETC: 3B

ENGL-078 - Introduction to Biblical Literature Units: 3.0
A study of the Bible as an anthology of literary masterpieces; its history, development, and cultural influences.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Prerequisite: ENGL (092 or 104) and ENGL 102 or READ 101, all with C or better
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: C2 District GE: C2 IGETC: 3B

ENGL-079 - Writing Life Stories Units: 3.0
This course in autobiographical literature is intended for students to analyze the choices and styles made by authors in conveying their diverse histories in diverse autobiographical works, and for students to implement this knowledge in their own written autobiographical exercises.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Prerequisite: ENGL (091A or ENGL 091B or ENGL 092 or ENGL 104) and ENGL 091A or ENGL 091B or ESL 103 or ENGL 091B or ESL 103; with C or better
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

ENGL-080 - Mexican American Literature Units: 3.0
A comprehensive survey of literary contributions from both Mexican and Mexican American writers. The purpose is to reveal the Mexican American as depicted in all literature. The student is to use this literature class as a form of self-examination, awareness, and identification.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Prerequisite: ENGL (092 or 104) and ENGL 102 or READ 101, all with C or better
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: C2, D3 District GE: C2, ES IGETC: None

ENGL-082A - African American Literature Units: 3.0
A survey of works by modern black writers, with an emphasis on authors not usually included in present course offerings in literature. The materials will be examined in critical and aesthetic perspectives rather than in social or historical backgrounds.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Prerequisite: ENGL (092 or 104) and ENGL 102 or READ 101, all with C or better
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: C2, D3 District GE: C2, ES IGETC: 3B

ENGL-082B - African American Literature Units: 3.0
A survey of works by modern black writers, with an emphasis on authors not usually included in present course offerings in literature. The materials will be examined in critical and aesthetic perspectives rather than in social or historical backgrounds. English 82A is not a prerequisite for 82B.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Prerequisite: ENGL (092 or 104) and ENGL 102 or READ 101, all with C or better
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: C2, D3 District GE: C2, ES IGETC: None

ENGL-083 - Literature and Film Units: 4.0
Students will explore literary classics of all times and places on screen and study the film as an art form, comparing the narrative dynamics of various genres of cinema and literature, by seeing the movie, by reading the text (original and/or screenplay), by comparing the text with the film, and by analyzing both in writing. The comparative study of cinematic and literary practices will lead students to an understanding of the specific expressive powers of each and will illustrate each medium's unique potentialities and deficiencies. The course is designed to heighten critical awareness of film and literature as two dynamically interwoven art forms.
Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: L
Prerequisite: ENGL (092 or 104) and ENGL 102 or READ 101, all with C or better
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: C2 District GE: C2 IGETC: None

ENGL-084A - Survey of American Literature Units: 3.0
Representative American literature from its beginning to the present with some emphasis on social and cultural backgrounds. Includes works of writers of the Colonial, Revolutionary, and Romantic periods.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Prerequisite: ENGL (092 or 104) and ENGL 102 or READ 101, all with C or better
CAN: ENGL 14; ENGL SEQ C = ENGL 84A+84B
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: C2 District GE: C2 IGETC: 3B
**CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS**

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<td>Survey of American Literature</td>
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<td>English 092 or 104 and ENGL 102 or READ 101, all with C or better</td>
<td>CAN: ENGL 16; ENGL SEQ C = ENGL 84B+84A</td>
<td>CSU GE: None</td>
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<tr>
<td>ENGL-086A</td>
<td>Survey of English Literature</td>
<td>3.0</td>
<td>English 092 and ENGL 102 or READ 101, all with C or better</td>
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<td>CSU GE: None</td>
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<tr>
<td>ENGL-086B</td>
<td>Survey of English Literature</td>
<td>3.0</td>
<td>English 092 and ENGL 102 or READ 101, all with C or better</td>
<td>CAN: ENGL 10</td>
<td>CSU GE: None</td>
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<tr>
<td>ENGL-091A</td>
<td>Fundamentals of College Reading and Writing</td>
<td>3.0</td>
<td>English 091B continues students’ development of reading and study skills</td>
<td>ENGL-091B</td>
<td>CSU GE: None</td>
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<td>ENGL-092</td>
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<td>3.0</td>
<td>English 092 focuses on the writing of short compositions and prepares</td>
<td>ENGL-092</td>
<td>CSU GE: None</td>
<td>Degree Applicable</td>
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<td>ENGL-092S</td>
<td>Fundamentals of Composition Self-Paced</td>
<td>0.5-3.0</td>
<td>Recommended: Concurrent enrollment in READ 101 and 200 highly recommended.</td>
<td>ENGL-092S</td>
<td>CSU GE: None</td>
<td>Degree Applicable</td>
</tr>
</tbody>
</table>

**Notes:***
- **Prerequisite:** ENGL (092 or 104) and ENGL 102 or READ 101, all with C or better
- **Advisory Level:** CAN: None
- **Transfer Status:** None
- **Degree Applicable:** A.S.
- **Grading:** L = Letter Grade Only, K = Mandatory Credit/No Credit, O = Optional Credit/No Credit

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**Course Descriptions:***

**ENGL-084B - Survey of American Literature**
Representative American literature from its beginning to the present with some emphasis on social and cultural backgrounds. Includes works of writers from the late nineteenth century to the present. English 84A is not prerequisite to English 84B.

**ENGL-086A - Survey of English Literature**
Literary masterpieces and their social and cultural backgrounds from the beginnings of English literature through Milton.

**ENGL-086B - Survey of English Literature**
Literary masterpieces and their social and cultural backgrounds from the Restoration period to the present time. English 86A is not prerequisite to English 86B.

**ENGL-091A - Fundamentals of College Reading and Writing**
English 091A focuses on the development of reading and study skills integrated with practice in writing short compositions. English 091A is the first of a two-course sequence (English 091A and 091B) which prepares students for English 092. English 091A and 091B are alternatives to English 092 (writing) and English 102 (reading). Students preparing for English 001A may take EITHER English 091A and English 091B OR they may take English 092 and English 102.

**ENGL-091B - Fundamentals of College Reading and Writing**
English 091B continues students’ development of reading and study skills integrated with practice in writing essays. English 091B is the second in a two-course sequence (English 091A and 091B) which prepares students for English 001A. English 091A and 091B are alternatives to English 092 (writing) and English 102 (reading). Students preparing for English 001A may take EITHER English 091A and English 091B OR they may take English 092 and English 102.

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**ENGL-092 - Fundamentals of Composition**
English 092 focuses on the writing of short compositions and prepares students for English 001A, the General Education transfer English composition course. Students planning to take English 001A must complete both English 092 and READ 101 before enrolling in English 001A.

**ENGL-092S - Fundamentals of Composition Self-Paced**
Recommended: Concurrent enrollment in READ 101 and 200 highly recommended. Both ENGL 092 and READ 101 or equivalent are needed to take ENGL 001A.
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

ENGL-094S - Vocabulary Enrichment  Units: 0.5-3.0
English 094S is a self-paced course designed to help students improve their vocabulary by learning to unlock the meanings of words within the context of fiction and non-fiction passages and to use these words in their own writing. Students will use a variety of multi-media materials to complete assignments. Repeatable to a maximum of 3 units.

Lecture Hours: 1.5  Lab Hours: None  Repeatable: 5  Grading: L
Prerequisite: ENGL 322 and (330 or 335) with CR or placement based on Assessment
CAN: None
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ENGL-098 - Directed Study  Units: 0.5-9.0
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.

Lecture Hours:1.81  Lab Hours: 3-18  Repeatable: 17  Grading: O
Prerequisite: ENGL 322 and (330 or 335) with CR or placement based on Assessment
CAN: None
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

ENGL-200 - Supervised Skills Laboratory  Units: None
Supplemental practice and/or instruction is offered to students enrolled in associated English courses. Students receive feedback on their writing from peer writers and instructors other than those in their classroom and receive individualized guidance in improving specified skills.

Lecture Hours:None  Lab Hours: None  Repeatable: 19  Grading: N
Corequisite: ENGL 335
CAN: None
Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: A.A/A.S.
CSU GE: None  District GE: None  IGETC: None

ENGL-310S - Improvement of Spelling  Units: 0.5-3.0
English 310S is designed as a self-paced course to help students improve their spelling skills. The sounds and symbols of English are covered as well as spelling rules and exceptions. Spelling study techniques and memory devices are included throughout. Repeatable to a maximum of 3 units.

Lecture Hours: 0.5  Lab Hours: 1.5  Repeatable:5  Grading: K
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: A.A.
CSU GE: None  District GE: None  IGETC: None

ENGL-322S - Introduction to College Units: 0.5-3.0
Reading
English 322S is designed as a self-paced course to strength and expand reading and study skills. Concentration will be on vocabulary extension, complex comprehension skills, and study/reference skills. Students will use a variety of multi-media materials to complete assignments. Repeatable to a maximum of 3 units.

Lecture Hours: None  Lab Hours:1.5  Repeatable: 5  Grading: K
Prerequisite: ENGL 321 or 3 units of ENGL 321S or 6 units of ENGL 340S and READ 350, all with CR or placement based on Assessment
Recommended: Concurrent enrollment in ENGL 335
CAN: None
Advisory Level:  Read: 2  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

ENGL-324S - Vocabulary Improvement  Units: 0.5-3.0
English 324S is designed as a self-paced course to help students improve their reading, writing, and speaking vocabularies. Modules are arranged in three sequential levels, the highest of which leads students to performance at the college level. A pre-test is administered prior to initial placement in any half-unit segment of the course. Students will use a variety of multi-media materials to complete assignments. Repeatable to a maximum of 3 units.

Lecture Hours: None  Lab Hours: 1.5  Repeatable:5  Grading: K
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level:  Read: 2  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

ENGL-335 - Basic Writing Skills  Units: 4.5
This course is designed to develop competence in basic writing skills 2 levels below English 001A. Topics covered include the steps of the writing process, the development of paragraphs and short multi-paragraph compositions, the writing of summaries, and the basic rules of standard English usage. The lab component provides individualized writing help for each student.

Lecture Hours:4  Lab Hours:2  Repeatable: No  Grading: K
Prerequisite: ENGL 340S and/or READ 350 or placement based on Assessment
Corequisite: ENGL 304S and/or READ 350 or placement based on Assessment
Recommended: Concurrent enrollment in READ 301
CAN: None
Advisory Level:  Read: None  Write: 2  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

CSU = Meets baccalaureate criteria
UC = Course is accepted by UC system
ENGL-335S - Basic Writing Skills Units: 0.5-6.0
English 335S is designed as a self-paced course to help students improve basic writing skills, to develop competence in writing standard English using a variety of sentence structures and to develop competence in arranging the sentences into a coherent paragraph. Successful completion of English 335S prepares students for English 092. Students will use a variety of multi-media materials to complete assignments. Repeatable to a maximum of 4 units.
Lecture Hours: None Lab Hours: 1.5 Repeatable: 11 Grading: K
Prerequisite: ENGL 321 or 3 units of ENGL 321S or 6 units of ENGL 340S, all with CR or placement based on Assessment
Recommended: Concurrent enrollment in READ 301 and 200
Advisory Level: Read: 1 Write: 2 Math: None
Transfer Status: None Degree Applicable: NAA
CAN: None
ENGL-340S - Communication Skills Units: 0.5-6.0
English 340S is designed as a self-paced course to help students improve their language skills. English 340S combines word recognition and vocabulary development, basic reading comprehension, spelling, and writing skills in a whole language approach. Students will use a variety of multi-media materials to complete assignments. Repeatable to a maximum of 6 units.
Lecture Hours: 1.5 Lab Hours: None Repeatable: 11 Grading: K
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level: Read: 1 Write: 1 Math: None
Transfer Status: None Degree Applicable: NAA
CAN: None
ESL-091 - Fundamentals of College Reading and Writing Units: 6.0
This course is designed for non-native speakers of English. The reading component emphasizes patterns of essay organization, relationships of paragraphs within essays, and understanding of the author's purpose, audience, tone, and mood. Reading and research materials highlight cultural content and contemporary issues in American society and serve as models and prompts for compositions. Essays will focus on research and the development and organization of ideas using complex sentences in coherent, well-developed paragraphs. Upon successful completion of this course, students will progress to the next writing level, English 1A/ESL Focus.
Lecture Hours: 6 Lab Hours: None Repeatable: No Grading: O
Prerequisite: ESL 302 or ENGL 332 and (330 or 335) or READ 301 and (ENGL 330 or 335) or ESL 315; all with C or placement based on Assessment
Corequisite: ESL 100L .5 unit
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: A.S.
CAN: None
ENGLISH AS A SECOND LANGUAGE
ESL-001R - Critical Reading ESL Units: 3.0
Designed for non-native speakers of English to increase their understanding of American cultural assumptions and values through the reading of selected literature and prose. The course also prepares students to participate in other college courses requiring extensive reading. Areas of study include critical analysis of readings and in-depth expansion of the necessary background to acquire an increased understanding of English vocabulary and usage. Students also increase their knowledge of standard written English and the features of different types of reading materials.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: N
Corequisite: Concurrent enrollment in ENGL 001A
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CAN: None
ESL-100L - ESL Skills Development Units: 0.5-2.0
Lab
The content of this lab will facilitate skills development for the ESL 091, 103, 104, 106 and 302 courses. It is designed to supplement classroom instruction by providing learning materials via video and software that will allow students to work on an individual basis to enhance their skills in listening comprehension, oral communication, reading, writing, pronunciation, and vocabulary development, as well as their understanding of American culture. Students must be enrolled concurrently in ESL 091, 103 or 104 or 105 or 106 or 302. Twenty-four hours of lab work are required for each 1/2 unit of credit. Repeatable for a maximum of two units.
Lecture Hours: None Lab Hours: 1.5 Repeatable: 3 Grading: K
Prerequisite: ESL 091 or 103 or 104 or 105 or 106 or 302
Corequisite: or concurrent enrollment in ESL 091 or 103 or 104 or 105 or 106 or ESL 302
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CAN: None
ESL-106 - Grammar in Context 2 Units: 3.0
This course is designed to help ESL students improve their writing skills and grammar usage for success in ESL 091. The course focuses on persistent structural problems and offers in-depth analysis of English grammar and syntax for advanced ESL college students preparing to pursue academic or vocational studies.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K
Prerequisite: ESL 312 with C or better
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CAN: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

ESL-302 - Introduction to College Reading and Writing Units: 6.0
ESL 302 is a content-based writing course for non-native speakers of English two levels below English 1A. Students develop their academic reading and writing skills using academic texts. ESL 302 may be taught as a learning community with a course in another discipline. Concurrent enrollment in .5 unit of ESL 100L is required for computer-assisted grammar and writing practice with lab assistance.

Lecture Hours: 6 Lab Hours: None Repeatable: No Grading: K
Prerequisite: ESL 313 and ESL 312 with C or placement based on Assessment
Corequisite: ESL 100L .5 unit

Advisory Level: Read: None Write: None Math: None

ESL-310L - ESL Skills Development Units: 0.5-2.0 Lab
The content of this lab will facilitate skills development for the ESL 310 series. It is designed to supplement classroom instruction (in the ESL 310 series) by providing students the opportunity to work on an individual basis with materials previously assigned by the ESL instructor. Students utilize videocassette and audio cassette tapes, workbooks, and other supplementary materials to develop and improve their skills in listening comprehension, oral production, reading, writing and vocabulary development. Students must be enrolled concurrently in ESL 312, 313, or 314. Twenty-four hours of lab work are required for each 1/2 unit of credit. Repeatable to a maximum of 2 units.

Lecture Hours: None Lab Hours: 0.5 Repeatable: 3 Grading: K
Corequisite: Concurrent enrollment in ESL 312 or 313 or 314 or 316 or 317

Advisory Level: Read: None Write: None Math: None

ESL-312 - Paragraph Development Units: 5.0
ESL 312 is a high-intermediate writing course for non-native speakers of English. Students read and write paragraphs and short essays on academic topics and acquire grammar, writing, and vocabulary skills for college-level academic work. Concurrent enrollment in .5 unit of ESL 310L is required for technology-based grammar and writing practice with lab assistance.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: K
Prerequisite: ESL 322 and ESL 323 and ESL 324, with CR or placement based on Assessment
Corequisite: ESL 310L 0.5 units

Advisory Level: Read: 1 Write: 2 Math: None

ESL-313 - ESL Introduction to College Reading Units: 3.0
ESL 313 is a high-intermediate writing course for non-native speakers who are approaching advanced level proficiency in reading English. Emphasis is on further expansion of reading and study skills. Areas of study include vocabulary, word structure, main ideas, non-prose reading, critical reading, and reading strategies as appropriate to ESL students.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K
Prerequisite: (ESL 322 and ESL 323 and ESL 324) or ENGL 321 or 3 units of ENGL 321S or 6 units of ENGL 340S; all with CR or placement based on Assessment
CAN: None
Advisory Level: Read: 2 Write: None Math: None

ESL-314 - Advanced Listening and Speaking Units: 3.0
Focuses on listening comprehension and speaking skills, with respect to the linguistic and cultural aspects of social, academic, or vocational situations.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K
Prerequisite: ESL 324 or (ENGL 321 or 3 units of ENGL 321S or 6 units of ENGL 340S); all with CR or placement based on Assessment
CAN: None
Advisory Level: Read: None Write: None Math: None

ESL-316 - Grammar in Context I Units: 3.0
Designed to help students develop control of American English in written discourse. While this course is not intended as a comprehensive review of all aspects of grammar, it focuses on sentence types and sentence specifics such as verb tense, form, and agreement; voice; auxiliaries; gerunds; principles of coordination and subordination and other aspects of usage as they appear in student writing.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K
Prerequisite: ESL 322 with CR
CAN: None
Advisory Level: Read: None Write: None Math: None

ESL-317 - American Accent Acquisition Units: 4.0
This course is designed to enable adult learners of English to acquire more native-like speech. Emphasis is placed on global aspects of speech such as stress, intonation and pitch, rhythm, linking, blending, and assimilation of sounds in connected discourse as well as proper articulation of vowels, consonants, and consonant blends and pronunciation of grammatical word endings. Multimedia and online resources supplement the course.

Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: K
Prerequisite: ESL 324 with CR or placement based on Assessment into the ESL 310 series or above
Corequisite: ESL 310L 0.5 units

Advisory Level: Read: None Write: None Math: None

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CSU = Meets baccalaureate criteria
UC = Course is accepted by UC system
ESL-320L - ESL Skills Development  Units: 0.5-2.0
   The content of this lab will facilitate skills development for the ESL 320 series. It is designed to supplement classroom instruction by providing learning materials via video and software that will allow students to work on an individual basis to enhance their skills in listening comprehension, oral communication, reading, writing, pronunciation, and vocabulary development, as well as their understanding of American culture. Students must be enrolled concurrently in ESL 322, 323, 324, or 327. Twenty-four hours of lab work are required for each 1/2 unit of credit. Repeatable for a maximum of two units.

Lecture Hours: None   Lab Hours: 1.5-6   Repeatable: 3   Grading: K
Corequisite: ESL 322, 323, 324, or 327
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

ESL-322 - Paragraph Development  Units: 5.0
   ESL 322 is an intermediate writing course for non-native speakers of English. Students write, using a variety of compositional formats that require increasing organizational, grammatical, syntactical, and lexical complexity. Concurrent enrollment in .5 unit of ESL 320L is strongly recommended for technology-based grammar and writing practice with lab assistance.

Lecture Hours: 5   Lab Hours: None   Repeatable: No   Grading: K
Prerequisite: ESL 332 with C or placement based on Assessment
Recommended: Concurrent enrollment in 0.5 units of ESL 320L is strongly recommended
CAN: None
Advisory Level: Read: 1  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

ESL-323 - Reading and Vocabulary Development  Units: 3.0
   Designed for non-native speakers who have mid-level proficiency in reading English. Emphasis is on strengthening and expanding reading and study skills. Areas of study include word structure, vocabulary expansion, efficient reading and study techniques, and reading strategies appropriate to ESL students.

Lecture Hours: 3   Lab Hours: None   Repeatable: No   Grading: K
Prerequisite: ESL 333 with C or placement based on Assessment
CAN: None
Advisory Level: Read: 1  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

ESL-324 - Listening and Speaking Skills Development  Units: 4.0
   Continues the development of listening comprehension and speaking skills in a variety of social and vocational situations.

Lecture Hours: 4   Lab Hours: None   Repeatable: No   Grading: K
Prerequisite: ESL 334 with C or placement based on Assessment
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

ESL-327 - Pronunciation Improvement 2  Units: 2.0
   Designed for non-native speakers of English who require further intensive practice and instruction in the oral production and control of the English language.

Lecture Hours: 2   Lab Hours: None   Repeatable: No   Grading: K
Prerequisite: ESL 337 with CR or placement based on Assessment
Corequisite: or concurrent enrollment in ESL 322 or 323 or 324
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

ESL-330L - ESL Skills Development  Units: 0.5-2.0
   The content of this lab will facilitate skills development for the ESL 330 series. It is designed to supplement classroom instruction by providing learning materials via video and software that will allow students to work on an individual basis to enhance their skills in listening comprehension, oral communication, reading, writing, pronunciation, grammar, and vocabulary development, as well as their understanding of American culture. Students must be enrolled concurrently in ESL 332, 333, 334, or 337. Twenty-four hours of lab work are required for each 1/2 unit of credit. Repeatable for a maximum of two units.

Lecture Hours: None   Lab Hours: 1.5-6   Repeatable: 3   Grading: K
Corequisite: Concurrent enrollment in ESL 332 or 333 or 334 or 337
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

ESL-332 - Basic Writing Skills  Units: 4.0
   Designed for non-native speakers of English with beginning proficiency in writing English. It expands the students' basic writing skills.

Lecture Hours: 4   Lab Hours: None   Repeatable: No   Grading: K
Prerequisite: ESL 342 with C or placement based on Assessment
Recommended: Concurrent enrollment 0.5 units of ESL 330L is strongly recommended
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

ESL-333 - Basic Reading Skills  Units: 3.0
   Designed for non-native speakers who have limited proficiency in reading English. Emphasis is on the expansion of reading skills including word attack, vocabulary expansion, and comprehension.

Lecture Hours: 3   Lab Hours: None   Repeatable: No   Grading: K
Prerequisite: ESL 343 with C or placement based on Assessment
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None
ESL-334 - Basic Listening and Speaking 2 Units: 5.0
This course is designed for non-native speakers at a low-intermediate level of English proficiency. Class activities and multimedia materials focus on aural comprehension, oral communication and clear pronunciation in a variety of contexts. Concurrent enrollment in ESL 332, and ESL 333 are recommended.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: K
Prerequisite: ESL 344 with C or placement based on Assessment
Advisory Level: Read: None Write: None Math: None Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

ESL-337 - Pronunciation Improvement 1 Units: 2.0
Designed for non-native speakers of English who require basic, intensive practice and instruction in the oral production and control of the English language.

Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: K
Prerequisite: Placement based on Assessment
Corequisite: or concurrent enrollment in any ESL 330 series
Advisory Level: Read: None Write: None Math: None Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

ESL-340L - ESL Skills Development Units: 0.5-2.0 Lab
The content of this lab will facilitate language skills development for the ESL 340 series. It is designed to supplement classroom instruction by providing learning materials via video and software that will allow students to work on an individual basis to enhance their skills in listening comprehension, oral communication, reading, writing, pronunciation, grammar and vocabulary development, as well as their understanding of American culture. Students must be enrolled concurrently in ESL 342, 343, or 344. Twenty-four hours of lab work are required for each 1/2 unit of credit. Repeatable for a maximum of two units.

Lecture Hours: None Lab Hours: 1.5-6 Repeatable: 3 Grading: K
Corequisite: Concurrent enrollment in ESL 342 or 343 or 344
Advisory Level: Read: None Write: None Math: None Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

ESL-342 - Basic Writing Skills 1 Units: 4.0
ESL 342 is a basic grammar/writing course for non-native speakers of English. The grammar and syntax of written discourse is recognized and identified in sentences and short passages, practiced in oral and written activities, and used and edited in a variety of written formats. Concurrent enrollment in .5 unit of ESL 340L is strongly recommended for technology-based grammar and writing practice with lab assistance.

Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: K
Open Curriculum: An assessment test is required prior to first day of class
CAN: None
Advisory Level: Read: None Write: None Math: None Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

ESL-343 - Basic Reading Skills 1 Units: 3.0
This course is designed for non-native speakers at a high-beginning level of proficiency in English. Course materials develop reading and vocabulary skills by focusing on strategies for literal and critical comprehension of a variety of reading materials. Emphasis is also placed on discussion, writing, pronunciation, and spelling. Concurrent enrollment in ESL 342, ESL 344, and ESL 340L are recommended.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K
Open Curriculum: An assessment test is required prior to first day of class
CAN: None
Advisory Level: Read: None Write: None Math: None Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

ENVIRONMENTAL SCIENCE

ENVIR-010 - Environmental Science Units: 4.0
This is an interdisciplinary course that examines the future prospects of human civilization and the environment. Emphasis is placed on understanding the foundations for a sustainable future. Environmental issues facing human-kind are discussed: population, resources, and pollution. Field trips are required.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
CAN: None
Advisory Level: Read: 3 Write: 3 Math: 2 Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: B1, B2, B3 District GE: BL IGETC: 5A, 5B

ETHNIC STUDIES

ETH-026 - Vietnamese Women in the U.S. Units: 3.0
This interdisciplinary course critically explores the phenomena of gender, race and ethnicity in the history of the United States, specifically focusing upon the Vietnamese American experience. Beginning with historical origins of Vietnamese identity, the course moves forward to consider those social, political, and economic systems, processes, and key events which have yielded important consequences for gender stratification among Vietnamese American women.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
CAN: None
Advisory Level: Read: 3 Write: 3 Math: None Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: D IGETC: None
FAMILY AND CONSUMER STUDIES

FCS-019 - Nutrition Units: 3.0
This is a course in the basic principles of nutrition including recommended nutrient intake, optimum dietary health across the life span, the relationship of disease and diet and how the body uses nutrients. Food fads and diet fallacies will be examined.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: D IGTC: None

FCS-050 - Life Management Units: 3.0
This course provides individuals with skills for understanding and using internal and external resources to function effectively in our present and future society. Major topics include: effects of cultural forces and future trends on values, standards, and goals; skills for decision-making, time, energy, stress, and conflict management; and techniques for improving self-understanding and interpersonal relationships. Recommended for all majors.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
CAN: FCS 2
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: E1 District GE: E1 IGTC: None

FCS-070 - Child Development Units: 3.0
Child Development is the study of the child from prenatal life through adolescence. The physical, social, intellectual, and emotional aspects of development are explored. This course is required for ECE majors and recommended for nursing and psychology majors, and anyone wanting to understand the development of children. Transferable: Equivalent to C.D. 60 at SJSU.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
CAN: FCS 14
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: D District GE: D IGTC: None

FCS-072 - Parent Child Relationships Units: 3.0
This course examines the way in which the changing roles of males and females, changing family structures, and complexities of modern living are examined as to how these influence parenting. Parenting concerns for various stages of childhood, discipline, building self esteem, talking and listening skills, and dealing with problem situations are included in this course recommended for ECE, psychology and other students wanting to know more about parenting.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGTC: None

FCS-098 - Directed Studies in Family Units: 0.5-9.0
This course is designed for students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.

Lecture Hours: 1.81 Lab Hours: 3-18 Repeatable: 17 Grading:O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGTC: None

FCS-136 - Family Consumer Studies Units: 1.0-4.0
Occupational Work Experience-Parallel Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours: 1.81 Lab Hours: 3-12 Repeatable: 15 Grading:O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGTC: None
FREN-001A - Elementary French-First  Units: 5.0  Semester
This is an introductory course in speaking, reading, writing and comprehending French. Topics for conversation are everyday life situations and issues in the French-speaking world. Students will learn the fundamentals of French pronunciation and structure. Students will also study aspects of the diverse cultures of France and other French-speaking countries. Not recommended for native speakers of French. Concurrent enrollment in French 1L or French 200 is required. This course satisfies both foreign language requirements and GE requirements. See your counselor for limitations.

Lecture Hours: 5  Lab Hours: None  Repeatable:No  Grading:O
Prerequisite:  FREN 200 or FREN 001L

FREN-015 - Elementary French-First  Units: 3.0  Semester-First Half
Equivalent to the first half of FREN 1A. This is the first semester introductory course in speaking, reading, writing and comprehending French. Topics for conversation are everyday life situations and issues in the French-speaking world. Students will learn the fundamentals of French pronunciation and structure. Students will also study aspects of the diverse cultures of France and other French-speaking countries. Not recommended for native speakers of French. Concurrent enrollment in French 200 is required.

Lecture Hours: 3  Lab Hours: None  Repeatable:No  Grading:O
Prerequisite:  FREN 200
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FREN-016 - Elementary French-First Semester-Second Half
This is an introductory course in speaking, reading, writing and comprehending French. Topics for conversation are everyday life situations and issues in the French-speaking world. Students will learn the fundamentals of French pronunciation and structure. Students will also study aspects of the diverse cultures of France and other French-speaking countries. Not recommended for native speakers of French. Concurrent enrollment in French 200 is required.

Lecture Hours: 2  Lab Hours: None  Repeatable:No  Grading:O
Prerequisite:  French 015 with C or better
Corequisite:  FREN 200
Advisory Level:  CAN: None

CSU GE: C2  District GE: C2  IGETC: None
Transfer Status:  CSU/UC  Degree Applicable: A.A./A.S.
FREN-017 - Elementary French-Second Semester-First Half
This course is designed to develop a basic ability to understand, speak, read, write and comprehend French. Equivalent to the first half of French 1B. Second semester introductory course in speaking, reading, writing and comprehending French. Topics for conversation are everyday life situations and issues in the French-speaking world. Students will learn the fundamentals of French pronunciation and structure. Students will also study aspects of the diverse cultures of France and other French-speaking countries. Not recommended for native speakers of French. Concurrent enrollment in French 200 is required.

Lecture Hours: 3  Lab Hours: None  Repeatable:No  Grading:O
Prerequisite:  FREN 001A or 016 with C or better, or recent completion of one year high school French with C or better or consent from Instructor
Corequisite:  FREN 200
Advisory Level:  CAN: None

CSU GE: C2  District GE: C2  IGETC: None
Transfer Status:  CSU/UC  Degree Applicable: A.A./A.S.
FREN-018 - Elementary French-Second Semester-Second Half
Equivalent to the second half of French 1B. Second semester introductory course in speaking, reading, writing and comprehending French. Topics for conversation are everyday life situations and issues in the French-speaking world. Students will learn the fundamentals of French pronunciation and structure. Students will also study aspects of the diverse cultures of France and other French-speaking countries. Not recommended for native speakers of French. Concurrent enrollment in French 200 is required.

Lecture Hours: 2  Lab Hours: None  Repeatable:No  Grading:O
Prerequisite:  FREN 001A or 017 with C or better, or recent completion of one year high school French with C or better or consent from Instructor
Corequisite:  FREN 200
Advisory Level:  CAN: None

CSU GE: C2  District GE: C2  IGETC: None
Transfer Status:  CSU/UC  Degree Applicable: A.A./A.S.
FREN-030 - French Culture Through Films Units: 1.0
This course will present an historic view of French films and how they reflect the culture of France and other francophone countries. Films will be shown on campus and subtitled; discussions/lectures will be given in English.

Lecture Hours: 0.5  Lab Hours: 1.5  Repeatable: No  Grading:K
CAN:  None
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status:  CSU  Degree Applicable: A.A./A.S.
CSU GE:  None  District GE:  None  IGETC:  None

FREN-091A - Conversational French Units: 3.0
This course is concerned with essentials of French conversation, leading to development of ability to use the French language in everyday situations. It is designed for students without previous experience in the language.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:O
CAN:  None
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status:  CSU  Degree Applicable: A.A./A.S.
CSU GE:  None  District GE:  None  IGETC:  None

FREN-099B - Directed Study Units: 0.5-9.0
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.

Lecture Hours: 1.81  Lab Hours: 3-18  Repeatable: 17  Grading:O
CAN:  None
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status:  CSU  Degree Applicable: A.A./A.S.
CSU GE:  None  District GE:  None  IGETC:  None

FREN-098 - Directed Study Units: 0.5-9.0
This course is concerned with essentials of French conversation, leading to development of ability to use the French language in everyday situations.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:O
Prerequisite:  FREN 091A
CAN:  None
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status:  CSU  Degree Applicable: A.A./A.S.
CSU GE:  None  District GE:  None  IGETC:  None

GEOGRAPHY

GEOG-010 - Introduction to Physical Geography Units: 3.0
Geol 010 explores natural processes related to volcanoes, earthquakes, landslides, plate tectonics, mountain building, weathering, erosion, metal ores and energy resource. The course emphasizes the impact of these processes on civilization. The scientific method is illustrated as it relates to the discovery of geologic principles. Geologic processes are used as demonstrations of fundamental physical laws.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:L
CAN:  GEOG 2
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status:  CSU/UC  Degree Applicable: A.A./A.S.
CSU GE:  D5  District GE:  D  IGETC:  4E
GEOG-011 - Introduction to Cultural Geography
This is an inquiry into the relationships between human culture and the natural environment. It emphasizes the varieties of human, social, economic, and political development in different geographical settings.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
CAN: GEOG 4
Advisory Level:  Read: 2     Write: 2     Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: D5  District GE: C2, D  IGETC: 5A

GEOLOGY

GEOL-010 - Physical Geology
This course explores natural processes related to volcanoes, earthquakes, landslides, plate tectonics, mountain building, weathering, erosion, metal ores, and energy resources. The course emphasizes the impact of these processes on civilization. The scientific method is illustrated as it related to the discovery of geologic principles. Geologic processes are used as demonstrations of fundamental physical laws. Geology 010 is a general education elective in Natural Science. Students are encouraged to enroll in the companion course, Geology 011L in order to satisfy the laboratory requirement for general education.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
CAN: GEOL 2=GEOL 10+10L
Advisory Level:  Read: 2     Write: 2     Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: B1  District GE: B  IGETC: 5A

GEOL-010L - Physical Geology Laboratory
This course is a laboratory course in natural science for general education. The course includes the study of minerals, rocks, ores, and fossil fuels as well as the interpretation of topographic maps, geologic maps, and aerial photographs in terms of geologic principles and processes. It is the physical geology lab for the lecture course GEOL 010. Together they meet a lec/lab GE requirement.

Lecture Hours: None  Lab Hours: 3-12  Repeatable: 15  Grading: O
CAN: GEOL 2=GEOL 10+10L
Advisory Level:  Read: 2     Write: 2     Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: B1, B3  District GE: BL  IGETC: 5A

GEOL-011L - Earth History Laboratory
This is a laboratory course in Natural Science for general education. The course includes the study of the earth and life through geologic time. Modern and ancient plants and animals are compared. Students will learn to identify fossil organisms and see how life on earth has changed. Student will study stratified rocks, maps, and diagrams and learn to interpret them in terms of past events and conditions on earth. Emphasis is placed upon how we unravel the history of the earth. Students are encouraged to enroll in the companion course, Geology 011. Geology 011 and Geology 011L together meet the requirement for an introduction to historical geology for geology majors and paleontology majors.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: GEOL 011
Corequisite: or concurrent enrollment in GEOL 011
CAN: None
Advisory Level:  Read: 2     Write: 2     Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: B1, B3  District GE: BL  IGETC: 5A

GLAZING

GLAZ-136 - Glazing Occupational Work Experience - Parallel Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours: None  Lab Hours: 3-12  Repeatable: 15  Grading: O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.
CAN: None
Advisory Level:  Read: 3     Write: 3     Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

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GLAZ-138 - Glazing Occupational Work Experience - Alternate Plan

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are employed in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.

Lecture Hours: 1.81  Lab Hours: None  Repeatable: 15  Grading: 0

Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in no more than one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

GLAZ-141 - Glazing IA
Semester one of the course includes labor studies, safe working practices, beginning glass cutting and fabrication, tool handling, power tools, electrical safety for power tools, shop machinery, and glass replacements. Students will work with a variety of tools, power tools, and shop machinery common to the glazing industry. Students will receive instruction in glass handling, cutting, and fabrication techniques.

Lecture Hours: 2.5  Lab Hours: 3  Repeatable: No  Grading: L

Open Curriculum: No prerequisite, corequisite or levels

CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

GLAZ-142 - Glazing IB
Semester two of the course includes topics on labor studies, solvents and hazardous glazing materials, manual lifting devices, rigging hoistings, ladder use and safety, scaffolding, swing staging, transits and leveling devices, mirror layout and measurements, mirror mounting methods, the architectural scale and sketching.

Lecture Hours: 2.5  Lab Hours: 3  Repeatable: No  Grading: L

Open Curriculum: No prerequisite, corequisite or levels

CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

GLAZ-143 - Glazing IIA
Semester three of the course includes topics on labor studies, introduction to storefronts, storefront one, storefront two, sketching and introduction to architectural blueprints.

Lecture Hours: 2.5  Lab Hours: 3  Repeatable: No  Grading: L

Open Curriculum: No prerequisite, corequisite or levels

CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

GLAZ-144 - Glazing IIB
Semester four of the course covers basic blueprint reading of architectural drawings, specifications, and shop drawings, and labor studies.

Lecture Hours: 2.5  Lab Hours: 3  Repeatable: No  Grading: L

Open Curriculum: No prerequisite, corequisite or levels

CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

GLAZ-145 - Glazing IIIA
Semester five of the course includes an introduction to curtainwalls and curtainwall layout.

Lecture Hours: 2.5  Lab Hours: 3  Repeatable: No  Grading: L

Open Curriculum: No prerequisite, corequisite or levels

CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

GLAZ-146 - Glazing IIIB
Semester six includes an introduction to sealants, sealant joint design and substrate preparation, sealant application testing and failure, structural glazing, open/closed cell tapes, gaskets, spacers and setting blocks.

Lecture Hours: 2.5  Lab Hours: 3  Repeatable: No  Grading: L

Open Curriculum: No prerequisite, corequisite or levels

CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

GUIDANCE

GUIDE-070 - Self Assessment

Students will complete an assessment of themselves through the taking of tests and surveys. A battery of tests will be administered, interpreted, and analyzed for the purpose of helping students to assess values, abilities, personalities and interests toward the setting of realistic personal and life goals and objectives.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: A.S.
CSU GE: None  District GE: None  IGETC: None

GUIDE-071 - Employment Preparation

This course is an introduction to required employment skills. Time, money, and personnel management skills will be studied. Teamwork, leadership and interpersonal communication skills along with problem solving and decision making skills will also be studied and practiced. The expected level of technological knowledge in different workplaces will be addressed.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: A.S.
CSU GE: None  District GE: None  IGETC: None
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GUIDE-072 - Marketing Your Job Skills

This sixteen-hour intensive course focuses on the resources, skills, and tools to successfully enter today's job market. Students will prepare a job search portfolio, sharpen interview skills, and learn to use a wide range of resources in their job search.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: A.S.
CSU GE: None  District GE: None  IGETC: None

GUIDE-077 - Introduction to the World of Work

This course provides a general orientation to SJCC with an emphasis on various occupational programs. Tours of each occupational area will be offered, to view classes and students in action.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O
Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

GUIDE-078 - World of Work Group Seminar

The Group Seminar class is intended to give continuous support to those enrolled in an occupational area. Areas of success will include small group discussion and problem solving along with in class discussion regarding the various occupational areas which students have chosen to participate in. Guest speakers will share information on campus resources and student support services.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O
Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

GUIDE-085 - Blueprint for Success

This course is designed to assist students in enhancing their selfawareness, self-acceptance and self-confidence, through the exploration and clarification of their belief system, values, purpose, personality type, and their strengths and weaknesses. Increase personal effectiveness in school, business and life by examining and dismantling psychological, and societal barriers, and obstacles to success. Develop mental strategies and techniques such as time and stress management, goal setting, and visualization to enhance performance.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: L

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: A.S.
CSU GE: None  District GE: None  IGETC: None

GUIDE-090 - Student Leadership

Guidance 90 provides instruction in student leadership and prepares students for participation in college activities. Fall semester course work especially emphasizes ASC mission, teamwork, and conducting effective meetings while spring course work focuses upon budget preparation and planning and conducting activities. Mandatory for elected and appointed Associated Student Council members. Recommended for club representatives.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

GUIDE-092 - Career Seminar

A presentation of career opportunities related to designated majors. A coordinated effort of counseling, academic departments on careers, expanding work areas and employment opportunities. The major related career areas for each semester will be announced in the schedule of classes. Open to all students. Repeatable to a maximum of 1 unit.

Lecture Hours: 0.5-1.0  Lab Hours: None  Repeatable: 1  Grading: O
Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

GUIDE-095 - College Study Techniques

One hour a week per unit plus individualized instruction by arrangement. Upon completion of this course, students will be able to apply study skills to college level coursework. Included are the following: goal setting, time scheduling, surveying textbooks, taking notes from reading assignments and from lectures, vocabulary building, increasing memory skills, preparing for and taking tests, using the library and increasing motivation and concentration.

Lecture Hours: 2  Lab Hours: None  Repeatable: 2  Grading: O

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

GUIDE-096 - Career and Life Planning

This class will help students understand career development theory; identify personal characteristics, interest, abilities, goals, values, and lifestyle preferences; and relate those personal characteristics to the world of work. The student will be made aware of career trends, employment outlook, and career opportunities. The student will also learn about career and life planning as a process and how to explore and investigate occupations, as well as to learn techniques to assist in making realistic choices. Repeatable to a maximum of 3 units.

Lecture Hours: 0.5  Lab Hours: 1.5  Repeatable: 5  Grading: O

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None
GUIDE-097 - Orientation to College Units: 0.5-1.0
The focus of this course is to ease students’ transition to college by developing their skills and providing them information necessary for college success. The course includes goal setting and information about college facilities, policies, programs, course offerings, and services. In addition, an overview of general education requirements for transfer and graduation as well as an introduction to the registration process and basic education planning are presented. Repeatable to a maximum of 1 unit.
Lecture Hours: 0.5 Lab Hours: None Repeatable: No Grading: O
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

GUIDE-098 - Directed Study Units: 0.5-9.0
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.
Lecture Hours: 1.81 Lab Hours: 3-18 Repeatable: 17 Grading: O
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level: None
Transfer Status: None Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

GUIDE-100 - Diagnostic Learning Units: 0.5
The course is designed for the student whose learning style has impeded academic performance in traditional academic settings. Primary objectives of the course are to assess cognitive and academic strengths and weaknesses of the student, to determine if a specific learning disability exists, and to enable the student to better understand his/her learning style for improved academic performance. Repeatable to a maximum of 1 unit.
Lecture Hours: 0.5 Lab Hours: None Repeatable: No Grading: K
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

GUIDE-102 - Diagnostic Learning Units: 0.5-4.0
- Reading Strategies
An intensive individualized course for students who have difficulty reading due to a weakness in one or more of the learning modalities involved in the reading process. Individual objectives as determined in Diagnostic Learning will involve skill areas such as left-right visual tracking, decoding, sight vocabulary, reading rate, and comprehension skills. Curriculum materials appropriate to the student’s needs will be used in achieving course objectives. Class size is limited and enrollment restricted to those students who qualify under Title V. Repeatable to a maximum of 4 units.
Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: 7 Grading: K
Prerequisite: GUIDE 100
Corequisite: or concurrent enrollment in GUIDE 100
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

GUIDE-104 - Diagnostic Learning Units: 0.5-4.0
- Writing Strategies
An intensive individualized course for students whose learning problems have impeded their ability to master basic writing skills such as handwriting, spelling, punctuation, grammar, structure, and organization. The class is limited in size and enrollment is restricted to those students who qualify under Title V. Repeatable to a maximum of 4 units.
Lecture Hours: None Lab Hours: 1.5 Repeatable: 7 Grading: K
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

GUIDE-106 - Diagnostic Learning Units: 0.5-4.0
- Spelling Strategies
An intensive individualized course offering learning strategies and instructional intervention for students who have difficulty spelling despite traditional methods of instruction. This difficulty is usually due to a weakness in one or more of the learning processes which affect the ability to spell. Class size is limited and enrollment restricted to those students who qualify under Title V. Repeatable to a maximum of 4 units.
Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: 7 Grading: K
Prerequisite: GUIDE 100
Corequisite: or concurrent enrollment in GUIDE 100
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None
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GUIDE-108 - Diagnostic Learning - Mathematical Strategies Units: 0.5-4.0
This is an intensive individualized course offering learning strategies and instructional intervention for students who have difficulty mastering arithmetic and algebra skills due to weakness in one or more of the learning processes involved in the acquisition of math skills. Class size is limited and enrollment restricted to those students who qualify. Repeatable to a maximum of 4 units.
Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: 7 Grading: K
Prerequisite: GUIDE 100
Corequisite: or concurrent enrollment in GUIDE 100
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

GUIDE-112 - Group Experience Units: 0.5-3.0
This class will assist students in increasing their awareness of others as well as themselves - their potentials, strengths and weaknesses. It is designed to help them function more effectively and better deal with problems and decisions confronting them. Both encounter and discussion techniques will be used. May be repeated for credit 3 times.
Lecture Hours: None Lab Hours: 1.5 Repeatable: 5 Grading: K
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

GUIDE-115 - Computer Assisted Instruction for Disabled Students Units: 0.5-4.0
This course will be self-paced and adjusted so students with disabilities will be encouraged to maximize their learning potential. The course will include the use of specialized computer software to improve basic skills and cognitive deficits. The type or equipment and/or programs and the extent of the training will depend on the student’s disability and major or vocational goal. This course may be repeated for a maximum of 4 units as long as the student demonstrates progress and uses different subject materials.
Lecture Hours: None Lab Hours: 1.5 Repeatable: 7 Grading: K
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

GUIDE-117 - College Study Techniques Units: 1.0
Upon completion of this course, students will be able to apply study skills to college level coursework. Included are the following: goal setting, time scheduling, taking notes from lectures and reading assignments, increasing memory skills, preparing for taking tests, using the library and increasing motivation and concentration.
Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: O
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

GUIDE-118 - Career and Life Planning for Disabled Students Units: 2.0
This class is designed to assist students with disabilities in identifying personal interests, skills, values, and goals, relating these personal characteristics to the world of work. Students will learn interviewing techniques, how to write a resume, and will also be provided with an overview of the Americans with Disabilities Act. The student will also learn about career and life planning as a process and how to explore and investigate occupations, as well as to learn techniques to assist in making realistic career choices.
Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: K
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

GUIDE-119 - Orientation to College Units: 1.0
This course will focus on the Disabled Student’s transition to college by developing skills and providing information necessary for college success. The course includes information about college facilities, policies, programs, course offerings and services including special needs, accommodations, technological assistive devices, and academic adjustments. In addition, an overview of general education requirements for graduation, vocational and transfer majors as well as an introduction to the registration process and basic education planning are presented. Each student will develop an Individualized Education Plan and establish personal goals for college education.
Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: O
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

GUIDE-130 - College Success Units: 3.0
This course will introduce students to the academic skills necessary for becoming a successful college student. Students will develop a sense of belonging to the college through a structured sequence of experiences which will orient them to college, develop academic skills and help to identify future career options. Time and stress management, goal setting, learning styles and study techniques will be taught to improve student performance in majors, increase their transfer of knowledge and skills between disciplines while also improving student retention.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

GUIDE-150 - Adaptive Word Processing Units: 2.0
This is an introductory word processing class that addresses the needs of students with various disabilities who may require extensive training and/or the use of adaptive computer hardware and/or software in order to successfully use computers.
Lecture Hours: 1.5 Lab Hours: 1.5 Repeatable: 2 Grading: O
Advisory Level: Read: 1 Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

CSU = Meets baccalaureate criteria
UC = Course is accepted by UC system
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

GUIDE-190 - Student Leadership Lab Units: 1.0–3.0
This course provides guidance for student participation in college activities. Nontransferable college credit up to three units per semester is based upon completion of projects and/or participation in activities determined by individual contract. This course may be taken in conjunction with or independent of Guidance 090. (For open curriculum students, it replaces Guidance 090.) Repeatable to a maximum of 9 units.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: O
Open Curriculum: No prerequisite, corequisite or levels

Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: A.S.
CSU GE: None District GE: None IGETC: None

HEALTH EDUCATION

HED-011 - Dynamic Health Concepts Units: 3.0
This course surveys current health issues. Topics include the latest information on drug abuse, nutrition, communicable diseases, human sexuality, chronic and genetic diseases. Primary emphasis is directed to the individual's total emotional, intellectual, and social health from birth to death. Students are empowered to make intelligent, analytical decisions and progress towards positive social, emotional, and physical well-being. This course meets the Health Education requirement for California Teaching Credentials.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: E1 District GE: E1 IGETC: None

HSCI-113 - Prehospital Emergency Care Units: 5.0
This comprehensive course covers the theory and skills necessary to earn a certificate of completion in EMT-1. The course meets state regulations for EMT training and is approved by Santa Clara County Emergency Medical Services as preparation for EMT-1 certification.

Lecture Hours: 4 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: H SCI 121, Intro to Prehospital Emergency Care, within 9 months of EMT class start
Corequisite: H SCI 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

HSCI-114 - Wilderness Medical Care Technician Units: 5.0
The Wilderness Medical Care Technician Certification course prepares rescue personnel to anticipate, prevent, assess and treat victims in remote or isolated areas. Rescuers might include: Physicians, Nurses, Paramedics, EMTs, River Guides, Park Rangers, Loggers, Construction Workers, and Maintenance personnel. Improvised treatment and extrication will be stressed. This course requires mandatory field trips.

Lecture Hours: 4 Lab Hours: 3 Repeatable: No Grading: L
Recommended: EMT certification, CPR, first aid courses, college level anatomy and physiology classes

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

HSCI-115 - EMT-1 Refresher Units: 1.0–2.0
Only paramedics or EMT-1's certified in California may attend this course. The course is mandated to update paramedics and EMT-1's who are seeking rectification in the state of California as EMT-1's.

Lecture Hours: 1 Lab Hours: 0.5 Repeatable: 1 Grading: L
Prerequisite: Registered Nurse, Vocational Nurse, Physician's Assistant, Paramedic, EMT 1, EMT 2. Nurses must be currently licensed in the state of California. Paramedics must be licensed in the state of California.

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

HSCI-121 - Introduction to Prehospital Emergency Care
This basic introductory course is required for entry into Health Science 113, Prehospital Emergency Care. A CPR certification card will be issued upon successful completion of course requirements.

Lecture Hours: 0.25 Lab Hours: 0.75 Repeatable: No Grading: K Credit by Exam: Yes

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

HSCI-122 - Medical Terminology Units: 1.0
This course covers medical terminology, basic word structure, suffixes and prefixes as well as boy systems, organization of the body and diagnostic test and procedures. Case reports, medical specialists, will be introduced.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: L Credit by Exam: Yes
Prerequisite: HSCI 113 or DENT 162, both with C or better, or proof of 2 years health related employment

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None
HSCI-123 - Fundamental Clinical Procedures  Units: 3.0
This course introduces the EMT/medical student to fundamental clinic and hospital procedures. Topics include: legal and safety issues of clinic and hospital employment, asepsis, legal documentation, procedures, physical agents to promote healing.
Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading:L
Prerequisite: HSCI 113 or DENT 162, both with C or better, or proof of 2 years health related employment CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None

HSCI-124 - Venipuncture and Clinical Lab Procedures  Units: 3.0
This course introduces students to venipuncture theory and lab skills. Topics include: the clinical lab setting, asepsis in the lab, patient preparation for lab tests, specimen collection including finger sticks, urinalysis, completion of lab slips, and specimen tracking. Universal precautions will be stressed. Students will be obligated to both receive and administer the procedures.
Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading:L
Prerequisite: HSCI 113 or DENT 162, both with C or better, or proof of 2 years health related employment CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None

HSCI-125 - Minor Surgery and Surgical Asepsis  Units: 3.0
Students will study all aspects of surgical asepsis. The surgical team member’s roles will be presented. Instrument identification, cleaning, autoclaving, and sterile pack preparation will be practiced in the lab. Principles of microbiology and infection control will be stressed throughout the course. Final skills testing will include: surgical hand scrub, gowning and gloving, surgical skin preparation, setting up and adding to a sterile field, and terminal cleaning of the surgical area.
Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading:L
Prerequisite: HSCI 113 or DENT 162, both with C or better, or proof of 2 years health related employment CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None

HSCI-126 - Pharmacology, Injections, and ECG Theory  Units: 3.0
This course introduces the EMT/medical student to pharmacology theory and injection techniques for intramuscular, subcutaneous, and intradermal medications. Topics include: drug classifications, metric system, reading a prescription, parenteral routes, syringe safety and calibrations, oral medications, identification of ECG components, identifying artifacts, identifying arrhythmia’s.
Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading:L
Prerequisite: HSCI 113 or DENT 162, both with C or better, or proof of 2 years health related employment CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None

HSCI-136 - Health Science Occupational Work Experience-Parallel Plan  Units: 1.0-4.0
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.
Lecture Hours:1.81 Lab Hours: 3-12 Repeatable: 15 Grading:O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None

HSCI-138 - Health Science Occupational Work Experience-Alternate Plan  Units: 1.0-8.0
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.
Lecture Hours:1.81 Lab Hours: None Repeatable: 15 Grading:O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None
HISTORY

HIST-001 - Survey of American History Units: 3.0
This course surveys the development of U.S. History which, along with Political Science 1, satisfies the District requirement in U.S. History and Constitution, and in state and local government. History 1 is a broad approach to the social, economic and political history of the U.S. with emphasis upon key events, issues and their backgrounds. Students may fulfill the General Education requirements in Social Science either by completing History 1 and Political Science 1, or by completing History 17A and 17B.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L
CAN: None
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: D6,F1 District GE: D IGETC: 4F,7B

HIST-009 - Women in American History Units: 3.0
This is a historical survey course on women in the United States from pre-Columbian to present times. The course will analyze the social, political, and economic aspects of women’s lives. Also, the course will examine the interaction of race, class, and gender. The course will be taught in the form of lectures, reading and discussion of primary and secondary sources, essays, quizzes, exams and through visual aids.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L
CAN: None
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: D4,D6 District GE: D IGETC: 4D,4F

HIST-010A - Development of Western Culture Units: 3.0
This course covers the political, cultural, and philosophical development of Western culture and society through the study of the institutions, thought, literary and artistic expression of the ancient world and medieval society of Europe to the Reformation. Emphasis is placed on understanding the facets of modern civilization by tracing the social, cultural, and political thought of the past. This course is intended to be a thematic approach which introduces the students to the ideas/accomplishments of significant men and women in each period.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L
CAN: HIST 2; HIST SEQ A = HIST 10A+10B
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: D6 District GE: D IGETC: 3B

HIST-010B - Development of Western Culture Units: 3.0
This course covers the development of Western culture and society through the study of the institutions, thought, literary and artistic expression of Europe from 1715 to the present.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L
CAN: HIST 4; HIST SEQ A = HIST 10B+10A
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: D6 District GE: D IGETC: 3B

HIST-017B - History of the United States Units: 3.0
This course is a survey of the history of the United States which, with 17A, satisfies the District requirement in United States history and constitution and in state and local government. Content examines the United States from Reconstruction through the present. Students who have completed History 1 may not receive credit for History 17B.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L
CAN: HIST 10; HIST SEQ B = HIST 17A+17B
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: D6,F1,F2 District GE: D IGETC: 4F,7B

HIST-021 - African American History Units: 3.0
This course is designed to present the student with the cultural, political, economic and social history of African people in the United States from their origin in Africa to the present day. Also, the course is intended to encourage students to think in an organized and rational manner with the purpose of comprehending how the past functioned in the shaping of the present.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: D3,D6 District GE: D,ES IGETC: 4C,4F

HIST-024 - History and Culture of the American Indian Units: 3.0
This course presents an overview of the many Indian cultures in North America and the history of the interaction between these cultures and the dominant white culture from 1492 to the present. The course begins with a review of the theories behind the settlement of the Americas and then surveys the Pre-Columbian civilizations and their achievements. Following this there is a review of representative tribes from each of the major geo-cultural regions along with the history of these tribes’ interactions with the Europeans and (later) Americans.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: D3,D6 District GE: D,ES IGETC: 4C
HUMNT-001 - Introduction to Visual and Performing Arts

This is an interdisciplinary introduction to the basic conceptual vocabulary used in the perception and descriptive analysis of Dance, Music, Theater and Visual Art. Emphasis is placed on the written and verbal application of these concepts to the interpretation of art objects in context, and to practical application in life situations. Examples presented are chosen for their artistic integrity and cultural diversity.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Credit by Exam: Yes

HUMNT-002 - Introduction to World Literature

This course introduces students to a variety of literary works from around the world which are significant in illuminating both the universality and diversity of human experience. Readings in the course are chosen for their literary, historical, cultural, philosophical, and psychological importance.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

HIST-098 - Directed Study in History

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.

Lecture Hours: 1.81 Lab Hours: 3 Repeatable: 17 Grading: O

JAPAN-001A - Elementary Japanese

This course introduces students to elementary skills of the Japanese language. Reading, writing, and speaking are equally emphasized. The writing system of Hiragana as well as 30 Chinese characters will be introduced.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: O

HUMANITIES

JAPAN-001B - Elementary Japanese

This course is an extension of Japanese 001A. It provides continuing practice in the basic communication skills of speaking, reading, and writing. The writing system of Katakana and 50 Chinese characters will be taught. Customs and cultural aspects will be discussed.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: O

Prerequisite: JAPAN 001A or equivalent

CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: C2 District GE: C2 IGETC: None

JAPAN-002A - Intermediate Japanese

This course is a continuation of Japanese 001B. The course is designed to review and expand the knowledge of the structure of the language. It includes practice in speaking, reading, and writing. Students are introduced to social and cultural aspects of Japan. Students are introduced to expressions and sentence structures, through which students will judge and analyze the non-assertiveness and harmonious thinking of the Japanese people.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: O

Prerequisite: JAPAN 001B

CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: C2 District GE: C2 IGETC: 3B

JAPAN-002B - Intermediate Japanese

This course is a continuation of Japanese 002A. The course is designed to review and expand the knowledge of the structure of the language. It includes practice in speaking, reading, and writing. Students are introduced to different levels of speech through which they will synthesize and analyze the impact of human relationships among different strata of society.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: O

Prerequisite: JAPAN 002A

CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: C2 District GE: C2 IGETC: 3B

JAPAN-091A - Conversational Japanese

This course is designed for the development of the ability to comprehend and speak the Japanese language in everyday situations. Designed for students without previous experience in the language.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

JAPAN-091B - Conversational Japanese

This course is designed for the development of the ability to comprehend and speak the Japanese language in everyday situations.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Prerequisite: JAPAN 091A

CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None
JAPAN-091C - Conversational Japanese Units: 3.0
This is an advanced course designed to give students the opportunity to speak Japanese based on modern Japanese written materials.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
Prerequisite: JAPAN 091B
Advisory Level: Read: 2 Write: 2 Math: None
CAN: None
JAPAN-098 - Directed Study-Japanese Units: 0.5-9.0
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.
Lecture Hours: 1.81 Lab Hours: 3 Repeatable: 17 Grading:O
Advisory Level: Read: 2 Write: 2 Math: None
JOURNALISM
JOURN-010 - Mass Media and Society Units: 3.0
Mass Media and Society provides a non-technical introduction to the electronic, print, and visual media, together with their role in American society. The course assesses the growth, development, and impact of television, newspapers, magazines, film, radio, advertising, and public relations on consumers in an information-oriented age.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
Advisory Level: Read: 2 Write: 2 Math: None
JOURN-014 - Newswriting and Reporting Units: 3.0
Critical analysis of and practice in the fundamentals of recognizing, gathering, organizing, and writing selected types of news and feature stories for newspapers; relationship of reporters and the public, thought and language, objective and nonobjective communication; news values, ethical and legal considerations, and electronic writing and editing.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
JOURN-024 - Newspaper Staff: Writing and Editing Units: 1.0-3.0
Introduction to newspaper reporting, writing and editing. Students use modern computerized desktop publishing techniques to produce The Times, City College’s campus newspaper. Repeatable to a maximum of 12 units.
Lecture Hours: 1 Lab Hours: 1.5 Repeatable: 2 Grading:O
Advisory Level: Read: 2 Write: 2 Math: None
JOURN-025 - Newspaper Staff: Photojournalism and Advertising Units: 1.0-3.0
Introduction to newspaper photojournalism and advertising. Students take news and feature photo or design and produce advertising for the campus newspaper, The Times, using Macintosh computers and desktop publishing technology. Repeatable to a maximum of 12 units.
Lecture Hours: 1 Lab Hours: 1.5 Repeatable: 2 Grading:O
Advisory Level: Read: 2 Write: 2 Math: None
JOURN-030 - Newspaper Staff: Graphics and Production Units: 1.0-3.0
Introduction to line illustration or computer graphics created for publication in the campus newspaper. Production students use desktop publishing technology to design and produce the campus newspaper in camera-ready form. Repeatable to a maximum of 12 units.
Lecture Hours: 1 Lab Hours: 1.5 Repeatable: 2 Grading:O
Advisory Level: Read: 2 Write: 2 Math: None
JOURN-035 - Editorial Management Units: 1.0
Introduction to newspaper planning and staff management for senior editors of The Times, City College’s campus newspaper.
Lecture Hours: None Lab Hours: None Repeatable: No Grading:O
Advisory Level: Read: 2 Write: 2 Math: None
JOURN-098 - Directed Study Units: 0.5-9.0
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.
Lecture Hours: 1.81 Lab Hours: 3-18 Repeatable: 17 Grading:O
Advisory Level: Read: 2 Write: 2 Math: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

LABOR STUDIES

LABOR-015 - Local Union and Community Leadership
Units: 3.0
Leadership development involving a study of interpersonal relationships in union and community groups. Techniques to handle problems in social and group conflict. Designed for persons employed in occupations covered by an organized labor contract.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: D7 District GE: D IGETC: None

LABOR-020 - Workers’ Rights
Units: 1.0
The basic rights of employees under the state and federal labor laws form the content of this class. The scope of this class includes the legal rights and obligations of employees, unions and employers. Emphasis is placed on employee’s rights to organize, picket and strike in the context of the laws covering collective bargaining in both private and public collective sectors. The structure and procedures of governmental regulatory agencies charged with the enforcement of employment law are examined.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

LABOR-021 - Labor Contracts and Grievances
Units: 1.0
The aim of this class is to provide a practical guide to understanding the labor contract as a primary tool for advancing workers’ interests in the workplace. Attention will be given to the purpose, structure and function of the contract with particular emphasis on the grievance procedure.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

LABOR-022 - Labor Negotiations and Dispute Resolution
Units: 1.0
The aim of this class is to provide an overview of the collective bargaining process in modern labor relations. Emphasis will be on ways labor and management both compete and collaborate in the process of determining wages and conditions of employment. Alternative dispute resolution systems will be examined and evaluated as possible tools for solving workplace problems. Examples of actual disputes will be analyzed utilizing both the role play and the case study approaches.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None
LABOR-023 - Labor in American Society  Units: 1.0
The aim of this class is to provide an understanding of the principles and beliefs that have served as the foundation of American trade unionism. The history of American unionism will be examined with emphasis on understanding the varieties of ways unions have advanced the interests of their members and workers in general. Current examples of union innovation based on the traditions of labor will be explored.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

LABOR-024 - Leadership and Communication  Units: 1.0
This course introduces interpersonal leadership skills in the context of union and community organizations. Primary attention is given to active listening, confrontation and problem solving techniques in work and community settings. Volunteer motivation and accountability methods and coalition building strategies are developed. The effective management of small group meetings is also emphasized.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

LABOR-025 - Labor Organizing and Political Action  Units: 1.0
This course introduces the techniques utilized in the formation of labor unions in the public and private sectors. It further studies the ways modern unions function in the political arena.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

LABOR-031 - Survey of Contemporary Labor/Social Issues for Activists  Units: 1.0
This course will provide students knowledge about key contemporary issues and enhance their analytical and problem-solving skills needed to manage the complex processes of negotiation, bargaining, compromise, and political action. The course will focus on how to use the political process, organize and educate on issues such as education, a living wage, crime and substance abuse and health care for workers and their families. The course is intended for all students who wish to increase their leadership skills and engage in more effective social action.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

Recommended: This is an introductory course. Students should have had coursework relating to any discipline in the social sciences, either in high school, unior college, or from work experience.

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

LABOR-032 - Organizing Immigrant Workers  Units: 1.0
This course will review and analyze the history of immigrant legislation and the ability of labor laws to adequately protect immigrant workers. In addition, the course will explore the various legal rights and remedies immigrant workers have in the workplace. The course will emphasize the rights of immigrant workers during union organizing campaigns.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

LABOR-033 - Solving Worksite Problems  Units: 1.0
This course will present a supplement/alternative to the grievance procedure for addressing problems in the unionized workplace. Subjects covered will include: Identifying issues that build the union, recruiting a committee and developing new leaders, planning and carrying out creative actions that involve the workers, and one-on-one communication as a way of turning workers out to events.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

LABOR-098 - Directed Study - Labor Studies  Units: 0.5-9.0
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.

Lecture Hours: 1.81  Lab Hours: 3  Repeatable: 17  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

CAN: None
LABOR-136 - Labor Studies Units: 1.0-4.0
Occupational Work Experience - Parallel Plan

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours:1.81   Lab Hours: 3-12   Repeatable: 15   Grading:O

Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None
Advisory Level: Read: 2   Write: 2   Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None   District GE: None   IGETC: None

LABOR-138 - Labor Studies Units: 1.0-8.0
Occupational Work Experience - Alternate Plan

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.

Lecture Hours:1.81   Lab Hours: None   Repeatable: 15   Grading:O

Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in no more than one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None
Advisory Level: Read: 2   Write: 2   Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None   District GE: None   IGETC: None

LASER TECHNOLOGY

LASER-098 - Directed Study - Laser Technology Units: 0.5-9.0

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.

Lecture Hours: 1.81   Lab Hours: 3   Repeatable: 17   Grading:O

CAN: None
Advisory Level: Read: 2   Write: 2   Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None   District GE: None   IGETC: None

LASER-100 - Introduction to Laser Units: 3.0

Laser 100 is the basic introductory laser course prerequisite to the other courses which lead to an AS Degree in Laser Technology. Presented in this course is a survey of frequently used laser and their most common applications. Also included are the physics of light, the structure of various types of lasers, laser beam diagnostics, stimulated - random - spontaneous emission of light, optical coatings, optical resonators and nuclear fusion. Emphasis is placed on safe behavior in a laser environment and the parameters associated with biological tissue damage.

Lecture Hours: 2   Lab Hours: 3   Repeatable: No   Grading:L

Prerequisite: 3 units of MATH 310 with CR

Recommended: Concurrent enrollment in ELECT 062

CAN: None
Advisory Level: Read: 1   Write: None   Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None   District GE: None   IGETC: None

LASER-101 - Laser Optics Units: 4.0

Laser Optics is the second course in a series leading to an AS degree in Laser Technology. This course is an applied optics course with emphasis on modern applications of optical components. The theory of the particle and wave nature of light is considered in the presentation of optical devices. Rayleigh scattering, polarization and optical rotation are stressed. Laboratory is required and must be successfully completed to pass the course.

Lecture Hours: 3   Lab Hours: 3   Repeatable: No   Grading:L

Prerequisite: LASER 100 and ELECT 121 with a C or better or equivalent

Recommended: Concurrent enrollment in ELECT 063 and 122

CAN: None
Advisory Level: Read: 2   Write: 2   Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None   District GE: None   IGETC: None
LASER-102 - Laser Technology  Units: 4.0
This course is a second year course in the series leading to an AS degree in Laser Technology. The topics presented include in-depth treatment of energy transfer, resonator considerations, electro-optic and acousto-optic devices, materials selection and systems construction of ion, solid-state (with emphasis on Neodymium:YAG), laser pumped rhodium 6G dye and carbon-dioxide lasers. Methods of beam diagnostics, infra-red optics and second harmonic generation are included in the presentation. Laboratory is required which includes the use of monochrometers, spectrometers, scanning spectrophotometers, spectrum analyzers and power and energy meters. Construction of a carbon-dioxide laser from components will be performed by all students.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: LASER 101 with C and ELECT 122 (ELECT 122ABC or 120B or MATH 022) and ELECT 063 (ELECT 063ABC or 060B or 123C)
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CAN: None

LASER-103 - Advanced Laser Technology  Units: 4.0
Advanced Laser Technology is a second year course in the series leading to an AS degree in Laser Technology. The topics presented include in-depth treatment of pulsed, solid state and semiconductor lasers, and electro and acousto-optic modulating devices and materials. Methods of beam diagnostics, and second harmonic generation are also included in the presentation. Laboratory is required and includes the use monochrometers, beam/spectrum analyzers and power and energy meters.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: LASER 102, ELECT 063 and ELECT 122 each with C or better
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CAN: None

LASER-112 - Vacuum Techniques  Units: 4.0
This course is a second year course leading to an AS degree in Laser Technology. The course is presented in three parts: physics of gases and the vacuum environment; vacuum environment measurement equipment and techniques; and vacuum production equipment and techniques. Laboratory is required and must be successfully completed in order to pass the course.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: LASER 101 and ELECT 122 (122C or 120B or MATH 022) and ELECT 063 (063C or 60B), each with C or better
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CAN: None

LASER-120 - Basic Vacuum Technology  Units: 2.5
for Manufacturing
Physics principles are presented to enable understanding of the operation of vacuum devices. The theory of operation of low and high vacuum pumps, gauges, and residual gas analyzers is offered. Employment requiring the use of high vacuum sputtering equipment is recommended.

Lecture Hours: 2.5  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: A.S.
CAN: None

LASER-122 - Intermediate Vacuum Technology for Manufacturing  Units: 2.5
This course is the second in a sequence of three courses designed for Disk Drive and Microelectronics Manufacturing. Vacuum system characteristics for batch and in-line processes are studied for sputter deposition, ion-etch, ion-milling, and evaporation.

Lecture Hours: 2.5  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: LASER 120 and ELECT 143, both with C or better
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: A.S.
CAN: None

LASER-124 - Sputtering Theory and Physics  Units: 2.5
This is the third course in the series of vacuum for manufacturing processes. The course presents theory and applications of plasma used in DC and RF sputtering.

Lecture Hours: 2.5  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: LASER 122 and ELECT 144, both with C or better
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: A.S.
CAN: None

LASER-138 - Laser Technology  Units: 1.0-8.0
Occupational Work Experience-Alternate Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.

Lecture Hours: 1.81  Lab Hours: None  Repeatable: 15  Grading: O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in no more than one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: A.A./A.S.
CAN: None
LE-156 - Police Supervisor  
Units: 2.0  
This course emphasizes the basic elements of supervision and how they may be applied to police work. Essentials of good leadership and understanding of the basic needs of human beings as well as ways to stimulate subordinates to better performance are the contents of the course.

Lecture Hours: 4.3  Lab Hours: 0.2  Repeatable: No  Grading: L

Advisory Level:  Read: 2  Write: 2  Math: None

Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

LE-158 - PC 832 - Firearms  
Units: 0.5-1.5  
This course is designed for public safety personnel attending annual updates, recertification, or remediation mandated by the Commission on Peace Officer Standards and Training. The course covers the legal requirements for carrying and using a firearm within the scope of their job duties. Participants are instructed in the safe handling of firearms and techniques of shooting.

Lecture Hours: 0.46  Lab Hours: 0.92  Repeatable: 2  Grading: K

Prerequisite:  Criminal history clearance by the Dept. of Justice as stated by the California Penal Code

CAN: None

Advisory Level:  Read: 2  Write: 2  Math: None

Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

LE-160 - Basic Police Academy-Modular  
Format, Level III, Part II  
Units: 3.0  
A 132 hour course of training that is certified by the Commission on Peace Officer Standards and Training and meets the content and hour requirements established by POST. This course, combined with current PC 832 certificates, meets the requirements for a Level III Reserve Police Officer.

Lecture Hours: 6.63  Lab Hours: 0.92  Repeatable: 2  Grading: L

Prerequisite:  Current valid PC 832 Arrest Methods and PC 832 Firearms Certificates; POST approved pre-entry English skills Assessment provided by the Academy; criminal history clearance as provided by the Penal Code; POST approved physical agility test provided by the Academy.

CAN: None

Advisory Level:  Read: 2  Write: 2  Math: None

Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

LE-161 - Basic Police Academy-Modular  
Format, Level II  
Units: 7.0  
A 280 hour course of training that is certified by the Commission on Peace Officer Standards and Training and meets the content and hour requirements established by POST. This course, combined with current PC 832 certificates, meets the requirement of a Level II Reserve Police Officer. The Level II certificate is a prerequisite for the Level I Reserve Police Officer.

Lecture Hours: 11.7  Lab Hours: 4.2  Repeatable: No  Grading: L

Prerequisite:  Completion of Level III, parts I & II with current PC 832 certificates

CAN: None

Advisory Level:  Read: 2  Write: 2  Math: None

Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

LE-162 - Basic Police Academy-Modular  
Format, Level I  
Units: 12.5  
A 500 hour course of training that is certified by the Commission on Peace Officer Standards and Training and meets the content and hour requirements established by POST. This course, combined with current PC 832 certificates, meets the requirement of a Level I Reserve Police Officer.

Lecture Hours: 14.2  Lab Hours: 14.2  Repeatable: No  Grading: L

Prerequisite:  LE-161

CAN: None

Advisory Level:  Read: 2  Write: 2  Math: None

Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

LE-166 - Non-Lethal Chemical  
Units: 0.5  
Agent Training  
This course of instruction includes types of non-lethal chemical agents, methods of dispersal and delivery, safety, first aid, tactics, use of the gas mask and applicable penal code sections. This course meets the requirements of PC 13514.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: K

Prerequisite:  LE 154 or verification of referral by SBRPSTC staff

CAN: None

Advisory Level:  Read: 1  Write: None  Math: None

Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

LE-172 - Advanced Officer Training  
Units: 0.5-1.0  
This course is designed to provide a mechanism whereby agencies may insure that the necessary new skills required of police officers have been provided and that previously learned skills are maintained and reinforced. It will enable the agency to provide a means of correcting deficiencies while satisfying State teaching requirements. New information and changes in the Criminal Justice System affecting police officers and, when necessary, a review of previously provided materials will be material. This course satisfies Advanced Officer Training requirements. It is repeatable for credit once every two years.

Lecture Hours: 1.1-2.3  Lab Hours: None  Repeatable: 2  Grading: K

Prerequisite:  LE-154 or verification of referral by SBRPSTC staff

CAN: None

Advisory Level:  Read: 2  Write: 2  Math: None

Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

LE-173 - Field Evidence Technician  
Units: 2.0  
This is an 80-hour in-service course which provides training for investigators at a crime scene where evidence needs to be identified, processed, collected, and/or safeguarded. The student will be trained in evidence photography, crime scene sketching, and appropriate reporting.

Lecture Hours: 2.7  Lab Hours: 1.8  Repeatable: No  Grading: L

CAN: None

Advisory Level:  Read: 2  Write: 2  Math: None

Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None
LE-175 - Drug Investigation-11550 Units: 0.5
This is an 11550 Health & Safety course covering restricted dangerous drugs: Opiates, cocaine, PCP, etc. This course is designed for law enforcement officers desiring to upgrade, refine, or develop an expertise in the field of recognition, identification and apprehension of individuals under the influence of narcotics and dangerous drugs. Included is informed development and District Attorney legal update.
Lecture Hours: 1.4 Lab Hours: None Repeatable: No Grading:L CAN: None
Advisory Level: Read: 2 Write: 2 Math: None Transfer Status: CSU Degree Applicable: A.S. CSU GE: None District GE: None IGETC: None

LE-176 - Background Investigation Units: 1.0
A POST certified course designed to develop law enforcement officers with the skills to be an accomplished Background Investigator. This course includes the fundamentals of background investigation, interviewing, the use of psychological screening, Polygraphs, legal aspects of background investigation, and verbal/ non-verbal communica-
Lecture Hours: 2.3 Lab Hours: None Repeatable: No Grading:L CAN: None
Advisory Level: Read: 2 Write: 2 Math: None Transfer Status: CSU Degree Applicable: A.S. CSU GE: None District GE: None IGETC: None

LE-178 - Field Training Officer Units: 1.0
This course is primarily designed for police officers that have been or will be accepted into field officer programs in their respective law enforcement agencies. This course has certification from the California Commission on Peace Officer Standards and Training and follows the guidelines and standards under 832.3 of the Penal Code.
Lecture Hours: 16-7 Lab Hours: None Repeatable: No Grading:K CAN: None
Advisory Level: Read: 2 Write: 2 Math: None Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None

LS-090 - Directed Tutoring Experience Units: 1.0
A continuation of LS 090, this course provides students with further experience and more advanced tools to tutor students in writing. Throughout the semester, tutors will provide one-on-one tutoring in writing to SJCC students throughout the disciplines. For weekly class sessions, tutors will be assigned advanced reading materials pertaining to principles, procedures and techniques for tutoring peers in writing skills. Veteran tutors will act as mentors to incoming tutors by giving presentations and providing support and feedback based on their tutoring experience.
Lecture Hours: 1 Lab Hours: None Repeatable: No Grading:O Prerequisite: LS 090 with CR CAN: None
Advisory Level: Read: None Write: None Math: None Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None

LS-091 - Supervised Tutoring Experience II

LS-095 - College Study Techniques Units: 1.0
Upon completion of this self-paced course, students will be able to apply study skills to college level coursework. Included are the following: goal setting, time scheduling, surveying textbooks, taking notes from reading assignments and from lectures, vocabulary building, increasing memory skills, preparing for and taking tests, using the library and increasing motivation and concentration. This course has been designed to be classroom offered or to be offered in the Learning Center. The same objectives and content are treated in both modes.
Lecture Hours: 1 Lab Hours: None Repeatable: No Grading:O CAN: None
Advisory Level: Read: 2 Write: 2 Math: None Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None

LS-210 - Supervised Tutoring Units: None
Students will receive tutoring assistance in areas of identified academic need. With the assistance of appropriate faculty, tutors will be assigned who have demonstrated competency in a particular subject, skill and/or discipline and who have successfully completed a tutor training course.
Lecture Hours: None Lab Hours: None Repeatable: 19 Grading:N Open Curriculum: No prerequisite, corequisite or levels CAN: None
Advisory Level: Read: None Write: None Math: None Transfer Status: None Degree Applicable: NONC CSU GE: None District GE: None IGETC: None

LEARNING SKILLS

LS-090 - Directed Tutoring Experience Units: 1.0
Learning Skills 090 is a one-unit, transferable course that provides training for tutors. In this course, students will learn to employ active learning differences among the students they will tutor. By successfully completing LS 090 and 20 hours of tutoring, students meet the district requirement for Tier II pay eligibility.
Lecture Hours: 1 Lab Hours: None Repeatable: No Grading:O CAN: None
Advisory Level: Read: 2 Write: 2 Math: None Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None

LS-325 - Individualized Study Skills Units: 0.5-3.0
This self-paced program is designed to help students integrate the application of basic study skills in major academic and vocational areas. Study Skills treated include surveying textbooks and chapters, reading and marking textbooks, using maps, diagrams, graphs and tables, taking notes from reading assignments and lectures, preparing for and taking tests, and using the library. Based on their interests and/or majors, students may select a specified number of modules from the twelve available. Repeatable to a maximum of 3 units.
Lecture Hours: 0.5 Lab Hours: None Repeatable: 5 Grading:K CAN: None
Advisory Level: Read: 1 Write: None Math: None Transfer Status: None Degree Applicable: NAA CSU GE: None District GE: None IGETC: None
Chapter 8 — Academic Standards and Course Descriptions

Legal Assistant

LA-138 - Legal Assistant Units: 1.0-8.0
Occupational Work Experience - Alternate Plan

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students to attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to Work Experience units or, during a summer session; 2) Be in at least 4 units in a class other than Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

Lecture Hours: 1.81 Lab Hours: None Repeatable: 15 Grading: O

Legal Assistant

MACH-098 - Directed Study in Machine Technology Units: 0.5-9.0

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.

Lecture Hours: 1.81 Lab Hours: 3 Repeatable: 17 Grading: O

Library Studies

LIB-011 - Introduction to Library Resources Units: 1.0

This course covers organization of materials in the library and use of basic library resources, including the public catalog, CD-ROM databases, periodical indexes, dictionaries, general encyclopedias, non-book materials, and the Internet. Emphasis is placed on learning to identify, locate, and use basic library resources.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

LIB-015 - Electronic Research and the Internet Units: 3.0

This course provides hands-on training for students doing course-related or personal research using the Internet and other electronic resources. Students will learn criteria for evaluating and comparing print and electronic resources. They will learn how to document and cite sources. The World Wide Web and e-mail will be discussed and used.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

CAN: None

Advisory Level: Read: 2 Write: 2 Math: 1
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

LIB-022 - Internet Research Strategies Units: 1.0

This course focuses on using the World Wide Web to access information useful for completing class assignments in academic subject areas. In addition to learning how to formulate searches and locate appropriate information, students will learn how to evaluate information and how to document information found via Web searches.

Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: No Grading: O

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

Mach-010 - Introduction to Machine Technology Units: 3.0

The practical and theoretical aspects of machine tool processes. Students are instructed in the proper and safe use of tools and equipment, hand tools, measuring instruments, layout and inspection, metal identification, drill press work, band machining, and gauges. Students are introduced to simple lathe, milling machine setups and types and uses of abrasives.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L Credit by Exam: Yes

Recommended: 3 units of MATH 310 with CR or placement based on Math Assessment

CAN: None

Advisory Level: Read: 2 Write: 2 Math: 1
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

MACH-100 - Principles of Technical Trades Units: 4.0

Problem solving techniques through the combined application of industrial reference materials, blueprint reading, and shop mathematics. Students are oriented to the mechanical occupations.

Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: L

Recommended: 3 units of MATH 310 with CR or placement based on Math Assessment

CAN: None

Advisory Level: Read: 1 Write: None Math: 1
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None
MACH-110 - Precision Measurement Units: 3.0
The methodology of practical measurements and instrument selection. Also covered are the procedures and rationale in measurement setup, reliability in the performance of measurement, and appraisal of results utilizing the decimal, inch and metric system.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L
Credit by Exam: Yes

Prerequisite: MACH 100 and MACH 102, with C or better
Corequisite: or MACH 100 with C and concurrent enrollment in MACH 102

MACH-121 - Machine Tool Fundamentals 1, Units: 4.5
This course is an introduction to the fundamental and practical application of measuring tools, blueprint reading, shop math and practices of the machine trade. Students are instructed in the principles and safe practice of basic machine processes including: layout, saws, tool grinding, hole and threading operations, de-burring and inspection techniques. Instruction will include the set-up and operation of drill press, bandsaw and grinding machines.

Lecture Hours: 3 Lab Hours: 5 Repeatable: No Grading: L

Open Curriculum: No prerequisite, corequisite or levels
CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: A.S.
CSU GE: None District GE: None IGETC: None

MACH-126 - Principles of Machine Tool practices 3, Milling Machine Emphasis
This course covers advanced blueprint and mathematical problem solving. Students are instructed in the principles and safe operation of the milling machine, including: location and work hold devices, indexing and rotary devices, various machine operations, speed and feed calculations, and basic set-up procedures.

Lecture Hours: 3 Lab Hours: 5 Repeatable: No Grading: L

Prerequisite: MACH 123 with C or better
Corequisite: or concurrent enrollment in MACH 120 and 123 and 129

MACH-129 - CNC Operator Fundamentals Units: 4.5
This course is an introduction to Computer Numerically Controlled machines. Students are instructed in the principles and safe operation of the CNC milling machine including: machine construction, controller functions, tooling, set-up and dry-run procedures, program input and editing.

Lecture Hours: 3 Lab Hours: 5 Repeatable: No Grading: L

Prerequisite: MACH 123 with C or better
Corequisite: or concurrent enrollment in MACH 120 and 123 and 129

MACH-136 - Machine Technology Units: 1.0-4.0
Occupational Work Experience - Parallel Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Enrollment in an accredited secondary program Internship/job placement is not guaranteed.

Lecture Hours: 1.81 Lab Hours: 3-12 Repeatable: 15 Grading: O

Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

Advisory Level: Read: 2 Write: 2 Math: 1
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

MACH-138 - Machine Technology
Occupational Work Experience - Alternate Plan

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.

Lecture Hours: 1.81 Lab Hours: None Repeatable: 15 Grading: O

Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in no more than one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

MACH-151A - Basic Machine Shop
Practices

The fundamental and practical applications of measuring tools. Students are instructed in the principles and safe operation of various types of lathes, including speeds and feeds, work holding devices, thread cutting and tapers. Students are also introduced to milling machine construction and to the safe operation and basic set-up of milling machines.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: O

Prerequisite: MACH 101 with C or better

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.S.
CSU GE: None District GE: None IGETC: None

MACH-151B - Advanced Machine Shop
Practices

The theory and application of advanced machine tool processes, with focus on milling and abrasive machining. Students are instructed in the proper and safe operation of equipment and tools, advanced machine setups, indexing heads and complex tool and cutter grinding. Special emphasis is placed on related mathematical calculations and typical industrial applications.

Lecture Hours: None Lab Hours: None Repeatable: No Grading: O

Prerequisite: MACH 151A or MACH 102 with C or better

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

MACH-151C - Applied Problems in Shop
Practices

Advanced machine processes related to heat treatment of metals, tool and cutter grinding, job boring, non-traditional machining processes such as Electro-Discharge Machining (EDM), Electro-Chemical Milling (ECM), Ultrasonic Machining. Students are introduced to the basic principles and applications of Laser, Plasma Beam and Numerical Control (CNC) machining concepts. Special emphasis on job training skills, current industry needs.

Lecture Hours: None Lab Hours: None Repeatable: No Grading: O

Prerequisite: MACH 151B with C or better

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

MACH-153A - Operator/Programmer I
Units: 5.0

This is an introduction to Computerized Numerical Control (CNC) milling machines and machining techniques with emphasis on terminology, preplanning skills, and basic program writing for Manual Data Input applications. Laboratory exercises will focus on CNC controls.

Lecture Hours: 3 Lab Hours: 6 Repeatable: 1 Grading: L Credit by Exam: Yes

Prerequisite: MATH 11 or 11R or 11S and MACH 101 with C or better

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

MACH-153B - Operator/Programmer II
Units: 5.0

This course is designed to develop the skills necessary to perform as a CNC Programmer/Operator. Pre-planning, program generation, machine set-up, machine operation, and editing requirements are performed with emphasis on milling. The laboratory applications will primarily focus on the use of the Bridgeport Boss 9 and the Bandit control systems.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L Credit by Exam: Yes

Prerequisite: MACH 153A with C or better

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

MACH-154 - Introductory CAD/CAM
Operations for Machinists and Operators
Units: 2.0

Using PCs with various operating systems, students will utilize SurfCAM, MasterCAM, and other CAMs to prepare CNC Milling program files from supplied drawings and models. There will be an emphasis on terminology, planning techniques, and job documentation.

Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: O

Prerequisite: MACH 153B with C or better

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.S.
CSU GE: None District GE: None IGETC: None

153
MFG-111 - Statistical Process Control Units: 2.0
Students will learn how to use statistical tools and techniques to improve product quality and reduce production costs during rather than after production. The student will learn statistical control charts, evaluate process capability, design and evaluate sampling plans to improve manufacturing methods.

Lecture Hours: 2  Lab Hours: None  Repeatable: No  Grading: L
Credit by Exam: Yes

Prerequisite: MACH 153A with C or better
CAN: None
Advisory Level: Read: 2  Write: 2  Math: 1
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

MFG-138 - Manufacturing Units: 1.0-8.0
Occupational Work Experience
-Alternate Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.

Lecture Hours: 1.81  Lab Hours: None  Repeatable: 15  Grading: O

Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in no more than one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

MKTG-098 - Directed Study in Marketing Units: 0.5-9.0
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.

Lecture Hours: 1.81  Lab Hours: 3  Repeatable: 17  Grading: O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

MKTG-110 - Introduction to Personal Selling Units: 3.0
This course provides the fundamentals of selling skills, qualifications for effective selling as well as techniques for organizing, staffing, motivating and evaluating the sales force. Topics covered in this course will include principles in selling, sales presentations, the salesperson as a merchandiser, customer service, sales organizations and functions, forecasting, sales force selection and training. Case studies will be used.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

MKTG-112 - Marketing Communications Units: 3.0
This course introduces the students to the fast-changing field of advertising and promotion. Emphasis is placed on integrated marketing communications (IMC) we call the “big picture” approach to planning marketing and promotional programs and coordinating the various communication functions: advertising, public relations, direct marketing, sales promotion, and personal selling. To understand the role of advertising and promotion in today's business world, one must recognize how a firm can use all the promotional tools to communicate with its customers.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Recommended: MKTG 120
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

MKTG-120 - Marketing Principles Units: 3.0
Principles of marketing provides an overall picture of the scope and structure of marketing institutions. The course includes: marketing planning and information, buyer behavior and market segmentation, product and service strategy, pricing strategy, distribution strategy, promotional strategy, and marketing in special settings. Case studies are utilized to emphasize specific topics and allow students to do some marketing analysis.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

MKTG-121 - Marketing Strategies Units: 2.0
This course allows small groups of students to serve as the management team of a company which competes in a simulated market environment with companies managed by other student groups. Through the simulation of marketing activities, students manage an artificial business firm making most of the major marketing decisions that are required of actual business managers. They are faced with problem situations very much like those which exist in the real world and gain valuable practice in making managerial decisions. Practical computer application or microcomputer-related activity may be included.

Lecture Hours: 2  Lab Hours: None  Repeatable: No  Grading: O
Recommended: MKTG 120 with C or better
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None
MKTG-124 - International Marketing Units: 3.0
This course introduces students to the essentials in marketing in the global market with emphasis in a variety of areas necessary for developing and implementing a successful international marketing operation. Topics covered include an examination of the changing global economy; identifying and adapting to the differences in culture, legal, political, social and economic systems; product development, pricing considerations and strategies, selection of distribution channels, logistics management and promotional strategies; negotiation and personal selling.

Lecture Hours:3 Lab Hours: None Repeatable:No Grading:L

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

MKTG-126 - Retail Management Units: 3.0
Retail management introduces students to the principles and practices of retail store operations. All major topics will be covered: consumers; site location; designing, staffing, and organizing; developing retail offering and getting merchandise into the store; developing and controlling the merchandise plan; setting and adjusting retail prices; promotional activities; and the importance of environmental influences; and financial statements and operations control.

Lecture Hours:3 Lab Hours: None Repeatable:No Grading:L

Recommended: MKTG 120 with C or better

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

MKTG-128 - Electronic Marketing Units: 3.0
This course covers the principles of marketing in the context of application to the electronic businesses and marketing traditional businesses on the Internet. Topics covered will include developing new products/services in the web context, traffic building, brand recognition, consumer behavior, pricing, e-tailing, customer support and marketing planning for e-commerce. Case studies will be an integral part of the course.

Lecture Hours:3 Lab Hours: None Repeatable:No Grading:L

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

MATH-011A - Introductory Algebra Units: 5.0
This is the first course in the algebra sequence in preparation for collegiate-level mathematics. Topics include: operations on signed numbers and on polynomials and rational expressions; methods for the solution of linear, quadratic and rational equations, and linear inequalities. The solution of word problems by algebraic formulation is integrated throughout the course. Optional topics may include methods for solving systems of linear equations and roots and radicals. This 5-unit version of basic algebra is designed for students who have never before satisfactorily completed an algebra course. Only three units are applicable toward the associate degree. Completion with a grade “C” or better fulfills the mathematics competency requirement for the A.S. degree.

Lecture Hours:5 Lab Hours: None Repeatable: No Grading: O

Prerequisite: 3 units of MATH 310 with CR or placement based on Assessment

CAN: None

Advisory Level: Read: 1 Write: None Math: None
Transfer Status: None Degree Applicable: A.S.
CSU GE: None District GE: M IGETC: None

MATH-011L - Mathematics 11 Workshop Units: 1.0
This course is an adjunct to Mathematics 011. It is designed to provide students with additional in-class academic experiences and expectations, and stresses excellence and peer interaction. Under the direction of the workshop leader, students will work in small groups solving challenging problems related to the content of Mathematics 011.

Lecture Hours:None Lab Hours: 3 Repeatable: No Grading: O

Corequisite: Concurrent enrollment in MATH 011A or 011R or 011S or 012

CAN: None

Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: A.S.
CSU GE: None District GE: None IGETC: None

MATH-011R - Review of Introductory Algebra Units: 3.0
This is a fast-paced review of introductory algebra. Topics covered include operations with algebraic expressions, polynomials and rational expressions, factoring polynomials, linear equations, solutions of quadratic equations by factoring, solutions of linear systems by graphing, elimination, substitution, and algebraic methods for solving word problems. Students who have received credit for Mathematics 011A, 011S, or 012 will not receive credit for this course.

Lecture Hours:3 Lab Hours: None Repeatable: 4 Grading: O

Prerequisite: 3 units of MATH 310 with CR or placement based on Assessment

CAN: None

Advisory Level: Read: 1 Write: None Math: None
Transfer Status: None Degree Applicable: A.S.
CSU GE: None District GE: M IGETC: None

MATHEMATICS
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

MATH-011S - Self-Paced Introductory Algebra
This is a self-paced course in introductory algebra. Topics covered include operations with algebraic expressions, polynomials and rational expressions, factoring polynomials, linear equations, solutions of quadratic equations by factoring, solutions of linear systems by graphing, elimination, substitution, and algebraic methods for solving word problems. Students who have received credit for Mathematics 013, 11A, 11R, or 12 will not receive credit for this course.

Lecture Hours:1.5 Lab Hours: 9 Repeatable: 4 Grading: K

Prerequisite: 3 units of MATH 310 with CR or placement based on Assessment

Recommended: Current knowledge of the concepts of Mathematics 310, Basic Mathematics

CAN: None
Advisory Level: Read: 1 Write: None Math: None
Transfer Status: None Degree Applicable: A.S.
CSU GE: None District GE: M IGETC: None

MATH-013 - Intermediate Algebra
This course continues the algebra sequence and is equivalent to the second year of college preparatory algebra. It is prerequisite to mathematics courses which transfer to the CSU or UC systems. Intermediate Algebra reviews the first course in algebra and explores more deeply the real number system, properties of algebraic systems, absolute value in equations and inequalities, complex numbers, simultaneous solutions of sets of equations, determinants, matrices, conic sections, functions, and inverse functions. Content may include exponential and logarithmic functions or sequences and series.

Lecture Hours:5 Lab Hours: None Repeatable: No Grading: O

Prerequisite: MATH 011A or 011R or 012 or 011S or 101 or ELECT 121; with C or better

CAN: None
Advisory Level: Read: 1 Write: None Math: None
Transfer Status: None Degree Applicable: A.S.
CSU GE: None District GE: M IGETC: None

MATH-013L - Mathematics 13 Workshop
This course is an adjunct to Mathematics 013. It is designed to provide students with additional in-class academic experiences and expectations, and stresses excellence and peer interaction. Under the direction of the workshop leader, students will work in small groups solving challenging problems related to the content of Mathematics 013.

Lecture Hours:None Lab Hours: 3 Repeatable: No Grading: O

Corequisite: Concurrent enrollment in MATH 013

CAN: None
Advisory Level: Read: 1 Write: None Math: None
Transfer Status: None Degree Applicable: A.S.
CSU GE: None District GE: None IGETC: None

MATH-013S - Self-paced Intermediate Algebra
This is a self-paced course using computer aided instruction. The course may be completed over one or more semesters. This course continues the algebra sequence and is equivalent to the second year of college preparatory algebra. It is prerequisite to mathematics courses which transfer to the CSU or UC systems. Intermediate Algebra reviews the first course in algebra and explores more deeply the real number system, properties of algebraic systems, absolute value in equations and inequalities, complex numbers, simultaneous solutions of sets of equations, determinants, matrices, conic sections, functions, and inverse functions. Content may include exponential and logarithmic functions or sequences and series.

Lecture Hours:1-5 Lab Hours:None Repeatable:4 Grading:K

Prerequisite: MATH 011A or 011R or 011S or ELECT 121; with C or better

CAN: None
Advisory Level: Read: 1 Write: None Math: None
Transfer Status: None Degree Applicable: A.S.
CSU GE: None District GE: None IGETC: None

MATH-014 - Geometry
This course involves the study of plane geometric figures and relationships. Considerable attention is devoted to deductive reasoning. The approach is both logical and intuitive, leading to the ability to apply formulas and to visualize in two and three dimensions. This course is highly recommended for anyone who has not had or wishes to review high school geometry.

Lecture Hours:3 Lab Hours: None Repeatable: No Grading: O

Prerequisite: MATH 011A or 011R or 012 or 011S or 101 or ELECT 121; with C or better

CAN: None
Advisory Level: Read: 1 Write: None Math: None
Transfer Status: None Degree Applicable: A.S.
CSU GE: None District GE: M IGETC: None

MATH-021 - Precalculus Algebra
This course is designed to prepare the student for the level of algebra required in calculus. Study will be made of basic algebraic concepts, complex numbers, equations and inequalities of the first and second degree, functions and graphs, linear and quadratic functions, polynomial functions of higher degree, rational functions, and systems of equations and inequalities. Additional topics may include exponential and logarithmic functions, matrices, counting and probability, conic sections, and sequences and series. Students may not receive credit for both Math 021 and 025.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L Credit by Exam: Yes

Prerequisite: MATH 013 or ELECT 122 and MATH 014, with C or better

CAN: MATH 10
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: B4 District GE: B4 IGETC: 2A
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MATH-021L - Mathematics 21 Workshop Units: 1.0
This course is an adjunct to Mathematics 021. It is designed to provide students with additional in-class academic experiences and expectations, and stresses excellence and peer interaction. Under the direction of the workshop leader, students will work in small groups solving challenging problems related to the content of Mathematics 021.

Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Corequisite: Concurrent enrollment in MATH 021

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: A.S.
CSU GE: None  District GE: None  IGETC: None

MATH-022 - Trigonometry Units: 3.0
This course in numerical and analytical trigonometry is designed to prepare the student for the level of trigonometry and advanced algebraic concepts necessary for calculus. Study will be made of trigonometric functions, basic identities, equations, graphing, inverse trigonometric functions, vectors, polar coordinates, conic sections, and sequences and series. Students may not receive credit for both Math 022 and Math 025.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: MATH 013 or ELECT 122 and MATH 014 or 042, with C or better
CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU GE: B4  District GE: B4  IGETC: None

MATH-025 - Precalculus Algebra and Trigonometry Units: 5.0
This course is an intensive combined course in precalculus algebra and trigonometry designed primarily as preparation for the calculus. Study will be made of basic algebraic concepts, complex numbers, equations and inequalities of the first and second degree, functions and graphs, linear and quadratic functions, polynomial functions of higher degree, systems of equations and inequalities, rational functions, exponential and logarithmic functions, trigonometric functions, basic identities, equations, graphing, inverse trigonometric functions, vectors, polar coordinates, conic sections, and sequences and series. Students may not receive credit for both Math 021 and Math 025, or for both Math 022 and Math 025.

Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: MATH 013 or ELECT 122 and MATH 014 or 042, with C or better
CAN: MATH 16

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: B4  District GE: B4  IGETC: 2A

MATH-051 - Mathematics for General Education Units: 3.0
This course is intended for non-science majors, such as social studies or humanities students. It fulfills the general education requirement in Mathematics in the CSU system. Topics will be selected from: patterns, inductive reasoning, methods of proof, problem solving, set theory and logic, counting principles, probability and statistics, basic computer programs, consumer arithmetic, geometry, numeration systems, mathematical modeling, code theory, exponential and logarithmic functions, fractals, graph theory, mathematics of social science, and cryptography.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: MATH 013 or ELECT 122, with C or better
CAN: MATH 2

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: B4  District GE: B4  IGETC: None

MATH-052 - Mathematics for Elementary Education Units: 3.0
Mathematics 052 or its equivalent is required of prospective elementary teachers. It covers the structures of the real number system, elementary number theory, and manipulative techniques useful in presenting mathematical concepts to children. Students learn by lecture, problem-solving, and participating in projects. An optional Math 052 laboratory is available.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: MATH 013 and MATH 014, with C or better
CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: B4  District GE: B4  IGETC: None

MATH-052L - Mathematics 052 Skills Laboratory Units: 0.5
This course is designed for students concurrently enrolled in Mathematics 052. Mathematics for Elementary Education. Students will reinforce their arithmetic, algebraic, and problem-solving skills to support their learning of the Math 052 course material. Math 052L is an optional course for students in Math 052.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K
Corequisite: Concurrent enrollment in MATH 052
CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU GE: None  District GE: None  IGETC: None

MATH-061 - Finite Mathematics Units: 3.0
Finite Mathematics is the application of skills acquired in algebra to problems in economics, behavioral sciences and social science. Content includes systems of linear equations and inequalities, matrices, linear programming set theory, counting techniques, probability theory, mathematics of finance, and Markov processes. Optional topics include game theory and graph theory.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: MATH 013 or ELECT 122 with C or better
CAN: MATH 12

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: B4  District GE: B4  IGETC: 2A
MATH-063 - Elementary Statistics  
**Units:** 3.0
This course is an introduction to the study of statistics. It does not require a knowledge of the calculus but does assume a familiarity with the basic concepts of intermediate algebra. Topics to be covered will include methods of describing data, common sample statistics, probability theory, random variables, common statistical distributions, point and interval estimation, hypothesis testing, and regression and correlation. Additional topics may include goodness of fit, tests of independence, non-parametric methods, and analysis of variance. Students will be required to use a computer software package or a hand calculator to complete several laboratory projects.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

**Prerequisite:** MATH 013 or ELECT 122 with C or better

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: B4 District GE: B4 IGETC: 2A

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MATH-070 - Discrete Mathematics  
**Units:** 3.0
This course is useful in preparing for work in computer science and for further study of combinatorics or probability and statistics. The content includes set theory, logic, counting techniques, and introduction to probability theory, recurrence relations, graphs, trees, network models and Boolean Algebra. Computer assignments will be given to explore some of these topics.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

**Prerequisite:** (MATH 021 AND 022) OR MATH 025; with C or better

CAN: CSCI 26

Advisory Level: Read: None Write: None Math: 5

Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: B4 District GE: B4 IGETC: None

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MATH-071 - Calculus I with Analytic Geometry  
**Units:** 5.0
This is the first course in calculus and analytic geometry for students majoring in mathematics, physical sciences, computer science, or engineering. It contains a thorough study of logarithmic and exponential functions, hyperbolic functions, inverse trigonometric and hyperbolic functions, topics in analytic geometry, techniques of integration, parametric equations and polar coordinates, infinite sequences and series, and further applications of integration. Additional topics may include vectors and vector calculus in the plane.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L

**Prerequisite:** MATH 071 with C or better

CAN: MATH 20; MATH SEQ B = MATH 72+71; MATH SEQ C = MATH 72+71+73

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: B4 District GE: B4 IGETC: 2A

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MATH-072 - Calculus II with Analytic Geometry  
**Units:** 5.0
This is the second course in calculus and analytic geometry for students majoring in mathematics, physical sciences, computer science, or engineering. It contains a thorough study of logarithmic and exponential functions, hyperbolic functions, inverse trigonometric and hyperbolic functions, topics in analytic geometry, techniques of integration, parametric equations and polar coordinates, infinite sequences and series, and further applications of integration. Additional topics may include vectors and vector calculus in the plane.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L

**Prerequisite:** MATH 071 with C or better

CAN: MATH 20; MATH SEQ B = MATH 72+71; MATH SEQ C = MATH 72+71+73

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

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MATH-073 - Intermediate Calculus  
**Units:** 4.0
Mathematics 73 completes the three semester calculus sequence begun with Mathematics 71 and 72. Mathematics 73 is required of mathematical majors, engineering majors and some physical science majors. In this course the concepts of calculus are extended to functions of more than one variable. The content includes three dimensional analytic geometry and vectors, partial derivatives, multiple integrals and vector calculus.

Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: L

**Prerequisite:** MATH 072 with C or better

CAN: MATH 22; MATH SEQ C = MATH 71+72+73

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

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MATH-071L - Mathematics 71 Workshop  
**Units:** 1.0
This course is adjunct to Mathematics 071. It is designed to provide students with additional in-class academic experiences and expectations, stressing peer interaction. Under the direction of the workshop leader, students will work in small groups to solve challenging problems related to the content of Mathematics 071.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L

**Corequisite:** Concurrent enrollment in MATH 071

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

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MATH-072L - Mathematics 72 Workshop  
**Units:** 1.0
This course is adjunct to Mathematics 072. It is designed to provide students with additional in-class academic experiences and expectations, stressing peer interaction. Under the direction of the workshop leader, students will work in small groups to solve challenging problems related to the content of Mathematics 072.

Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L

**Corequisite:** Concurrent enrollment in MATH 072

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

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MATH-073L - Mathematics 73 Workshop  
**Units:** 2.0
This course is adjunct to Mathematics 073. It is designed to provide students with additional in-class academic experiences and expectations, stressing peer interaction. Under the direction of the workshop leader, students will work in small groups to solve challenging problems related to the content of Mathematics 073.

Lecture Hours: None Lab Hours: 2 Repeatable: No Grading: L

**Corequisite:** Concurrent enrollment in MATH 073

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

MATH-078 - Differential Equations Units: 3.0
This course is a study of ordinary differential equations and their applications to problems in engineering and science. Methods are developed for solving equations of order one, linear equations of arbitrary order, and linear systems. Students are introduced to series methods, Laplace transforms, orthogonal and inner product spaces, eigenvectors and eigenvectors, diagonalization and applications of matrix algebra to computer graphics. Students will also be introduced to calculus using mathematical software (e.g., MATLAB or similar). Note: Some UC campuses combine differential equations with linear algebra and give transfer credit for Math 78 only when it is transferred together with Math 79. Some CSU campuses offer differential equations as an upper division course and give content credit only for Math 78.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: MATH 072 or 071B with C or better
Recommended: MATH 73
CAN: MATH 24
Advisory Level: Read: 2 Write: 2 Math: 7 Transfer Status: CSU/UC Degree Applicable: A.A./A.S. CSU GE: B4 District GE: B4 IGETC: 2A

MATH-079 - Linear Algebra Units: 3.0
This course is designed for students majoring in math, physics, computer science, or engineering. Content includes linear systems and matrices, linear transformations, determinants, vector spaces and their properties, orthogonality and inner product spaces, eigenvalues and eigenvectors. This course may be offered on a lecture or self-paced basis. Repeatable to a maximum of 3 units.

Lecture Hours: 0 Lab Hours: 3 Repeatable: Yes Grading: O
Prerequisite: MATH 072 with C or better
Recommended: MATH 73
CAN: MATH 26
Advisory Level: Read: 2 Write: 2 Math: 7 Transfer Status: CSU/UC Degree Applicable: A.A./A.S. CSU GE: B4 District GE: B4 IGETC: 2A

MATH-082 - Computer Programming with Mathematical and Scientific Applications Units: 4.0
This course is an introduction to program design and its use in solving problems in mathematics and science. Issues of programming style, approaches to program design, program documentation and debugging are discussed. Topics include language syntax, data input and output, algorithmic development, control structures, methods, recursion, data structures, searching, sorting, classes and data abstractions. Numerical programming assignments requiring a knowledge of the calculus are given. Course is designed for students planning to transfer into upper division majors which have a calculus based programming requirement using a high-level language. (Currently, SJCC is using Java as the language for this course.)

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: MATH 071 with C or better
Corequisite: CSCI 200
CAN: CSCI 12
Advisory Level: Read: None Write: None Math: 5 Transfer Status: CSU/UC Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None

MATH-083 - Data Structures and Advanced Programming Units: 4.0
This course covers data structures, algorithms, data abstraction, and encapsulation. Topics to be studied include modular programming, exception throwing, reference variables, storage allocation, lists, stacks, queues, trees, graphs, hashing, searching and sorting algorithms, and Big-O analysis of algorithms. This course, and Math 082 are designed for students planning to transfer into upper division majors which require a calculus-based, two-semester sequence, based on a high level programming language. (Currently, SJCC is using Java as the language for this course.)

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Credit by Exam: Yes
Prerequisite: MATH 082 with C or better
Corequisite: CIS 200
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None Transfer Status: CSU/UC Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None

MATH-098 - Directed Study in Mathematics Units: 0.5-9.0
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.

Lecture Hours: 1.81 Lab Hours: 3-18 Repeatable: 17 Grading: O
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None Transfer Status: CSU Degree Applicable: A.A./A.S. CSU GE: None District GE: None IGETC: None

MATH-310 - Basic Mathematics Units: 1.0-3.0
This course provides college students a review and practice in fundamental computational skills in mathematics needed for various courses and life situations. The course content includes arithmetic operations with whole numbers, fractions, decimals, percents, measurements and aspects of geometry. This course may be offered on a lecture or self-paced basis. Repeatable to a maximum of 3 units.

Lecture Hours: 1-3 Lab Hours: 3-9 Repeatable: 2 Grading: K
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None Transfer Status: None Degree Applicable: NAA CSU GE: None District GE: None IGETC: None

MATH-320 - Basic Arithmetic Skills Units: 1.0
This is a self-paced lab course in basic Arithmetic. This course prepares students for Math 310. This course will focus on basic skills including addition, subtraction, multiplication and division of whole numbers, fractions, and decimals.

Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: K
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None Transfer Status: None Degree Applicable: NAA CSU GE: None District GE: None IGETC: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

**METEOLOGY**

**METEO-010 - Weather and Climate** Units: 3.0
This course introduces the student to the science of the atmosphere. It employs physical and chemical principles in exploring the evolution of the atmosphere’s structure and composition, the causes of weather, radiation and energy in the atmosphere, adiabatic processes, condensation and precipitation, formation of clouds, the origins and development of storms, urban weather, acid rain and photochemical smog, ozone depletion, the greenhouse effect, elements of forecasting, global and local climates, and climatic change. The course is designed for non-science majors and to apply to the baccalaureate general education requirements in physical science at the CSU or UC systems.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Recommended: 3 units of MATH 310 with CR or placement based on Assessment

**Advisory Level:**
- Read: 2
- Write: 2
- Math: 1

**Transfer Status:**
- CSU/UC
- Degree Applicable: A.A./A.S.

**Advisory Level:**
- CAN: BIOL 14

**MULTIMEDIA**

**MULTI-136 - Multimedia/Digital Arts** Units: 1.0-4.0
**Occupational Work Experience - Parallel Plan**

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours: 0 Lab Hours: 1 Repeatable: 15 Grading: O
Corequisite:
1. Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

**Advisory Level:**
- CAN: None

**MULTI-138 - Multimedia/Digital Arts** Units: 1.0-8.0
**Occupational Work Experience - Alternate Plan**

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.

Lecture Hours: 1.81 Lab Hours: 0 Repeatable: 15 Grading: O
Corequisite:
1. Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in no more than one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

**Advisory Level:**
- CAN: None

**MICROBIOLOGY**

**MICRO-070 - General Microbiology** Units: 5.0
Microbiology covers the structure and activities of microorganisms, including protozoa, algae, fungi, bacteria, and viruses. Principles of microbial control, metabolism, genetics, environmental microorganisms, food and industrial microbiology, disease, modes of infection, and immunity will be studied. Aseptic laboratory technique and the application of microbiology to human welfare are emphasized.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L
Credit by Exam: Yes

**Prerequisite:**
- CHEM 001A, or 11A or 015 or 030A or 065 or 089 and A&P 003 or ANAT 001 or BIOL 001 or BIOL 002 or PHYSO 060; all with C or better

**Advisory Level:**
- CAN: BIOL 14

**Transfer Status:**
- CSU/UC
- Degree Applicable: A.A./A.S.

**Advisory Level:**
- Read: 2
- Write: 2
- Math: None

**MULTI-136 - Multimedia/Digital Arts** Units: 1.0-4.0
**Occupational Work Experience - Parallel Plan**

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours: 0 Lab Hours: 1 Repeatable: 15 Grading: O
Corequisite:
1. Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

**Advisory Level:**
- CAN: None

**MULTI-138 - Multimedia/Digital Arts** Units: 1.0-8.0
**Occupational Work Experience - Alternate Plan**

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.

Lecture Hours: 1.81 Lab Hours: 0 Repeatable: 15 Grading: O
Corequisite:
1. Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in no more than one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

**Advisory Level:**
- CAN: None

**Advisory Level:**
- Read: 2
- Write: 2
- Math: None

L = Letter Grade Only  K = Mandatory Credit/No Credit  O = Optional Credit/No Credit
MUSIC-010A - Theory and Aural Skills  Units: 4.0
This course extends the knowledge base of music technology (Music 12A) and focuses on applying concepts to contemporary composition. The student will explore the different techniques employed throughout the 20th century by composers using new technologies. Emphasis will be given to composition projects using software sequencers and musical hardware.

Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading:O
Credit by Exam: Yes
Prerequisite: MUSIC 099 or equivalent
Advisory Level: Read: 2  Write: 2  Math: None
CAN: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

MUSIC-011A - Theory and Aural Skills  Units: 4.0
This course is the second of a four-semester sequence designed to equip the student with the skills necessary to fully comprehend the sound and meaning of music through visual and aural analysis. The student will be introduced to the traditional uses of the secondary triads, secondary dominant chords, seventh chords, non-harmonic tones, and simple modulation. Formal procedures such as theme and variation and the binary form will be examined and discussed for their aesthetic as well as historical importance. The works of Bach, Haydn and others will form the basis of investigation and performance. The student will develop a total approach to musical interpretation and appreciation through projects that involve listening, analyzing, composing, singing, and in-class presentations.

Lecture Hours: 4  Lab Hours: 1  Repeatable: No  Grading:O
Credit by Exam: Yes
Prerequisite: MUSIC 010A or equivalent
Advisory Level: Read: 2  Write: 2  Math: None
CAN: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

MUSIC-012A - Sound Design I  Units: 1.0
This course is designed to equip the student with the necessary skills to understand new technologies and use them in musical learning and performance. The student will learn the basic elements of sound through exploration of sound-making and shaping hardware and software. MIDI is introduced as a powerful interface between soundmaking devices and computers.

Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading:O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

MUSIC-012B - Sound Design II  Units: 1.0
This course extends the knowledge base of music technology (Music 12A) and focuses on applying concepts to contemporary composition. The student will explore the different techniques employed throughout the 20th century by composers using new technologies. Emphasis will be given to composition projects using software sequencers and musical hardware.

Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading:O
Credit by Exam: Yes
Prerequisite: MUSIC 099 or equivalent
Recommended: MUSIC 012A
Advisory Level: Read: 2  Write: 2  Math: None
CAN: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

MUSIC-014 - Musicians' Workshop  Units: 0.5-2.0
This is a course in music rehearsal process which culminates in public performance. Students participate as musicians, rehearsing and performing repertory, arrangements and original student and faculty compositions.

Lecture Hours: None  Lab Hours: 1.5  Repeatable:15  Grading:L
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

MUSIC-020 - Class Piano  Units: 1.0
This course is designed for intermediate pianists to improve their technique and interpretive abilities. Study and testing materials are drawn from a graduated series of exercises, études, and representative piano works. The student will learn how to assess and provide the stylistic nuances and phrasing concepts required for the performance of repertoire work from the Renaissance through the 20th century. Repeatable to a maximum of 4 units.

Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading:O
Prerequisite: MUSIC 050B or equivalent
Advisory Level: Read: None  Write: None  Math: None
CAN: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

MUSIC-023 - Class Voice  Units: 1.0
This course is designed for experienced voice players to improve their technique and interpretive abilities. Study and testing materials are drawn from a graduated series of exercises, études, and representative voice works. The student will learn how to assess and provide the stylistic nuances and phrasing concepts required for the performance of repertoire work from the Renaissance through the 20th century. Repeatable to a maximum of 4 units.

Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading:O
Prerequisite: MUSIC 053B or consent of Instructor
Advisory Level: Read: None  Write: None  Math: None
CAN: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

MUSIC-024 - Class Brass  Units: 1.0
This course is designed for the student who has mastered and integrated the fundamentals of brass playing as outlined in Music 054A and has attained a musical level equivalent or beyond the standards required for completion of Music 054B. The student will work to incorporate fundamental musical and brass playing concepts into the development of a progressively more advanced level of performance. Materials for this class will be drawn from progressively more advanced etudes, exercises and solo repertoire. The student will learn to effectively interpret stylistic nuances and phrasing concepts drawn from a wide variety of music literature.

Lecture Hours: None  Lab Hours: None  Repeatable: 3  Grading:O
Prerequisite: MUSIC 054B
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

MUSIC-025 - Class Strings  Units: 1.0
This course is designed to increase further the technical and musical ability of the string player. Various bowing techniques, rhythmical studies, left hand problems, shifting and vibrato will be introduced. Sight reading will be stressed and audition techniques will be introduced. Repeatable to a maximum of 4 units.

Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading:O
Prerequisite: MUSIC 055A and 055B or equivalent
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

MUSIC-026 - Class Woodwinds  Units: 1.0
This course is designed for the student who has mastered and integrated the fundamentals of woodwind playing as outlined in Music 056A and attained a musical level equivalent or beyond the standards required for completion of Music 056B. The student will work to incorporate fundamental musical and woodwind playing concepts into the development of a progressively more advanced level of performance. Materials for this class will be drawn from progressively more advanced etudes, exercises and solo repertoire. The student will learn to effectively interpret stylistic nuances and phrasing concepts drawn from a wide variety of music literature.

Lecture Hours: None  Lab Hours: None  Repeatable: 3  Grading:O
Prerequisite: MUSIC 056B
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

MUSIC-027 - Class Percussion  Units: 1.0
This course is designed for the student who has mastered and integrated the fundamentals of percussion playing as outlined in Music 057A and attained a musical level equivalent or beyond the standards required for completion of Music 057B. The student will work to incorporate fundamental musical and percussion playing concepts into the development of a progressively more advanced level of performance. Materials for this class will be drawn from progressively more advanced etudes, exercises and solo repertoire. The student will learn to effectively interpret stylistic nuances and phrasing concepts drawn from a wide variety of music literature.

Lecture Hours: None  Lab Hours: None  Repeatable: 3  Grading:O
Prerequisite: MUSIC 057B
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

MUSIC-028 - Class Guitar  Units: 1.0
This course is designed for intermediate classical guitar students. The emphasis is on left and right hand positions, sitting posture, and tone production. It introduces progressive scales, arpeggios and tremolo exercises. The student will develop performance competency of the guitar repertoire — Renaissance, Baroque, Classical, Romantic, and Contemporary Periods. Repeatable to a maximum of 4 units.

Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading:O
Prerequisite: MUSIC 058A and 058B or equivalent
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

MUSIC-033 - Chamber Choir  Units: 1.0
In this course, students study and perform sacred and secular choral repertoire from the 15th to the 20th centuries. Unaccompanied works and music with instrumental accompaniment will be included. Emphasis is on the cultivation of skills needed to sing music from a variety of choral styles and historical periods. This course is designed as a performance course for singers interested in gaining knowledge about the history and performance characteristics of choral music. Prior singing experience is not necessary; however, considerable public performance is expected and required. This course will satisfy the ensemble requirement for music majors. Repeatable to a maximum of 4 units.

Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None
MUSIC-039 - Chamber Music Units: 1.5
Chamber Music is a four semester team-taught course designed to enable a student to study, rehearse, and perform chamber music of the Renaissance, Baroque, Classic, Romantic, and Contemporary periods. Small ensembles of strings, woodwinds, brass, voice, and guitar will be formed. Students will be placed in groups commensurate with their ability and interest and will perform in a recital format on several occasions each semester. Music to be studied will range from intermediate to advanced in difficulty and will be selected from masterworks of renowned composers. Repeatable to a maximum of 6 units.

Lecture Hours: None Lab Hours: 4.5 Repeatable: 3 Grading:O
Prerequisite: MUSIC 059A and 059B or tech ability to perform 2 sonatas of the early Baroque era
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

MUSIC-040 - College Orchestra Units: 1.5
This course is an applied study of the classical orchestral literature with an emphasis on stylistic interpretation. The student will have the opportunity to sight-read and prepare for performances a variety of compositions (Haydn, Mozart, Beethoven) for orchestra. The abilities to accurately interpret musical notation and to play effectively within a section will be emphasized. Repeatable to a maximum of 6 units.

Lecture Hours: None Lab Hours: 4.5 Repeatable: 3 Grading:O
Prerequisite: Audition using materials such as a solo work, etude, and/or sight-reading
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

MUSIC-044 - Concert Band Units: 1.5
An ensemble open to all wind and percussion instrumentalists interested in enhancing their musical skills and knowledge through the study and performance of band literature. This course, in addition to encouraging technical growth on one’s instrument, will seek to explore and explain issues of musical form, theory and historical-social context as it applies to the music literature. Concepts of musicianship such as style, phrasing and effect will be addressed through this musically integrated and inclusive approach. Repeatable to a maximum of 6 units.

Lecture Hours: None Lab Hours: 4.5 Repeatable: 3 Grading:O
Prerequisite: MUSIC 050B or 053B or 054B or 055B or 056B or 057B or 058B or the equivalent
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

MUSIC-050A - Beginning Piano Units: 1.0
This is an introductory course in piano. The course is designed for students wanting to learn music using the piano as a vehicle for learning. The course covers basic theory concepts such as the 5-finger pattern, intervals, chords, simple chord progressions, and scales. This course reinforces concepts taught in the theory courses. Students will harmonize simple melodies, transpose and improvise simple pieces and patterns. Repeatable to a maximum of 4 units.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

MUSIC-050B - Beginning Piano Units: 1.0
This is the second semester introductory course in piano. The course is designed for students wanting to learn music using the piano as a vehicle for learning. The course expands on basic theory concepts like the 5-finger pattern, intervals, chords, simple chord progressions, and scales. This course reinforces concepts taught in the theory courses. Students will harmonize simple melodies, transpose and improvise simple pieces and patterns. Repeatable to a maximum of 4 units.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading:O
Prerequisite: MUSIC 050A
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

MUSIC-053A - Beginning Voice Units: 1.0
Class instruction in singing for beginners with introduction to voice discipline and historical background of singing. Emphasis on fundamental aspects of singing. Emphasis is on breath support and tone placement.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

MUSIC-053B - Beginning Voice Units: 1.0
Continuing voice study with introduction of material involving different styles and vocal challenges.

Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading:O
Prerequisite: MUSIC 053A
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None
MUSIC-054A - Beginning Brass  Units: 1.0
This course introduces the student to the fundamentals of playing brass instruments. Students will learn the discipline and physical coordination of the components of sound production as they apply to the breath and body, specifically embouchure, tongue, hands, arms and use of weight quality. The importance of the ear in the recognition of pitch sequences, rhythmic patterns and tone quality is a controlling element in the process. Creative responses to musical situations require the student to apply reasoning and critical thinking skills and to use aesthetic judgment based on a set of parameters. Learning to read music notation is a requirement of the course. Study and testing materials are drawn from basic technical and rhythmical studies, scales, and simple songs.

Lecture Hours: None  Lab Hours: 3  Repeatable:3  Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

MUSIC-054B - Beginning Brass  Units: 1.0
This course continues the reinforcement and application of the fundamentals of playing a brass instrument as established in Music 054A, Beginning Brass. The students will learn to apply these fundamentals to musical situations of increasing complexity and difficulty. Study and testing material are drawn from progressively more advanced technical and rhythmical studies, solo repertoire and scales and arpeggios. It is recommended that students who are having difficulty reading music notation take Music 050A or Music 099 as a corequisite to Music 054B.

Lecture Hours: None  Lab Hours: 3  Repeatable:3  Grading:O
Prerequisite: MUSIC 054A
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

MUSIC-055A - Beginning Strings  Units: 1.0
Designed for students who have not had instruction in orchestral string instruments. Fundamentals of tone production; bowing techniques; melodic patterns.

Lecture Hours: None  Lab Hours: 3  Repeatable:3  Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

MUSIC-055B - Beginning Strings  Units: 1.0
Continuation of 055A. Basic scale patterns and easy pieces to play.

Lecture Hours: None  Lab Hours: 3  Repeatable:3  Grading:O
Prerequisite: MUSIC 055A
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

MUSIC-056A - Beginning Woodwinds  Units: 1.0
This course introduces the student to the fundamentals of playing a woodwind instrument. Students will learn the discipline and physical coordination of the components of sound production as they apply to the breath and body, specifically embouchure, tongue, hands, arms and use of weight quality. The importance of the ear in the recognition of pitch sequences, rhythmic patterns and tone quality is a controlling element in the process. Creative responses to musical situations require the student to apply reasoning and critical thinking skills and to use aesthetic judgment based on a set of parameters. Learning to read music notation is a requirement of the course. Study and testing materials are drawn from basic technical and rhythmical studies, scales, and simple songs.

Lecture Hours: None  Lab Hours: 3  Repeatable:3  Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

MUSIC-056B - Beginning Woodwinds  Units: 1.0
This course continues the reinforcement and application of the fundamentals of playing a woodwind instrument as established in Music 056A, Beginning Woodwinds. The students will learn to apply these fundamentals to musical situations of increasing complexity and difficulty. Study and testing material are drawn from progressively more advanced technical and rhythmical studies, solo repertoire, and scales and arpeggios. It is recommended that students who have difficulty reading music notation take Music 050A or Music 099 as a corequisite to Music 056B.

Lecture Hours: None  Lab Hours: 3  Repeatable:3  Grading:O
Prerequisite: MUSIC 056A
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

MUSIC-057A - Beginning Percussion  Units: 1.0
This course introduces the student to the fundamentals of playing a percussion instrument. Students will learn the discipline and physical coordination of the components of sound production as they apply to the breath and body, specifically hands, arms and use of weight quality. The importance of the ear in the recognition of pitch sequences, rhythmic patterns and tone quality is a controlling element in the process. Creative responses to musical situations require the student to apply reasoning and critical thinking skills and to use aesthetic judgment based on a set of parameters. Learning to read music notation is a requirement of the course. Study and testing materials are drawn from basic technical and rhythmical studies, scales and simple songs.

Lecture Hours: None  Lab Hours: 3  Repeatable:3  Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None
MUSIC-057B - Beginning Percussion  Units: 1.0
This course continues the reinforcement and application of the fundamentals of playing percussion instruments as established in Music 057A, Beginning Percussion. The students will learn to apply these fundamentals to musical situations of increasing complexity and difficulty. Study and testing material are drawn from progressively more advanced technical and rhythmic studies, solo repertoire, and scales and arpeggios. It is recommended that students who are having difficulty reading music notation take Music 050A or Music 099 as a corequisite to Music 057B.
Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: O
Prerequisite: MUSIC 057A
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

MUSIC-058A - Beginning Guitar  Units: 1.0
A study of folk and pop guitar technique and musicianship involving a series of exercises and songs. Fundamentals of tone production: sitting position, hand and arm positions, basic technical and rhythmical studies. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

MUSIC-058B - Beginning Guitar  Units: 1.0
This is a beginning course of class instruction in guitar which introduces the student to correct hand and arm position and posture, fundamentals of tone production, and basic technical and rhythmical studies. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: O
Prerequisite: MUSIC 058A
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

MUSIC-059A - Introduction to Chamber  Units: 1.5
Music
This course is an introduction to chamber music for students with little or no previous experience. This part will cover fundamentals of ensemble playing such as the role of each instrument in various types of ensembles, correct placement and seating in each group, how to begin a work without a conductor and how to listen and interact during actual rehearsal or performance of music.
Lecture Hours: None  Lab Hours: 4.5  Repeatable: 3  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

MUSIC-059B - Introduction to Chamber  Units: 1.5
Music
The development of technical skills, reading ability, and awareness of time sequence in order to function in ensemble will be covered. Knowledge of other instruments and how they produce sound, and basic concepts of intonation adjustment will also be analyzed.
Lecture Hours: None  Lab Hours: 4.5  Repeatable: 3  Grading: O
Prerequisite: MUSIC 059A
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

MUSIC-061A - Advanced Theory and Aural Skills  Units: 4.0
This course is the third of a four semester sequence designed to equip the student with the skills necessary to fully comprehend the sound and meaning of music through visual and aural analysis. The student will be introduced to the traditional uses of the secondary triads, secondary dominant chords, seventh chords, non-harmonic tones, and simple modulation. Simple formal procedures such as theme and variation and the binary form will be examined and discussed for their aesthetic as well as historical importance. The works of Bach, Haydn, and others will form the basis of investigation and performance. The student will develop a total approach to musical interpretation and appreciation through projects that involve listening, analyzing, composing, singing, and in-class presentations.
Lecture Hours: None  Lab Hours: None  Repeatable: 3  Grading: O
Prerequisite: MUSIC 010B
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

MUSIC-061B - Advanced Theory and Aural Skills  Units: 4.0
This course is the fourth of a four semester sequence designed to equip the student with the skills necessary to fully comprehend the sound and meaning of music through visual and aural analysis. Techniques and harmonic practices of the late-nineteenth and twentieth centuries will be explored. The student will examine the extreme chromatic practices that occurred in the twilight of the Period of Common Practice that led to the innovations of the modern era. Modality, parallelism, polytonality, pantonality, and serial techniques will be among the topics that will enrich the student’s awareness of the balances of freedom, technique, and discipline in the musical arts. The student will be introduced to contrapuntal techniques and alternative systems of musical analysis. The work of Bach, Schoenberg, and others will form the basis of investigation and performance. The student will develop a total approach to musical interpretation and appreciation through assignments that involve listening, analyzing, composing, singing, and in-class presentation.
Lecture Hours: None  Lab Hours: None  Repeatable: 3  Grading: O
Prerequisite: MUSIC 061A
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

MUSIC-079 - Creative Music Ensemble      Units: 1.0
The ensemble is open to musicians interested in enhancing their musical skills and knowledge through the study and performance of compositions incorporating improvisation, technology, world music, jazz, original creations, and traditional ensemble arrangements. The course encourages technical growth on one's instrument and explores the individual and ensemble techniques necessary for a broad range of musical styles and approaches to performance. Issues of musical form, theory and historical-social context as they apply to the music literature, will be utilized in preparing pieces for performance. Style, phrasing and affect will be addressed.

Lecture Hours: None      Lab Hours: 3      Repeatable: 3      Grading: O
Prerequisite: MUSIC 050B or 053B or 054B or 055B or 056B or 057B or 058B or equivalent
Recommended: MUSIC (099 or 010A) and 042A
CAN: None
Advisory Level: Read: None   Write: None   Math: None
Transfer Status: CSU/UC      Degree Applicable: A.A./A.S.
CSU GE: None      District GE: None      IGETC: None

MUSIC-081 - Beginning Improvisation      Units: 1.0
This course will introduce the student to the fundamentals of improvisational practice in a musical setting. To actively develop creative spontaneity, each student will build a basic vocabulary of musical ideas and learn to construct coherent musical structures in the moment. The student will interact in class with other students to learn the process of communication with musical ideas. Materials will develop progressively using basic rhythmic concepts, melodic constructions, harmonic structures and progressions, formal structures, textures and timbral experimentation. Materials will be drawn from group exercises and a variety of musical styles including jazz. Repeatable to a maximum of 4 units.

Lecture Hours: None      Lab Hours: 3      Repeatable: 3      Grading: L
Prerequisite: (MUSIC 099 or 050A or equivalent) and (MUSIC 050A or 053A or 054A or 055A or 056A or 057A or 058A or equivalent)
CAN: None
Advisory Level: Read: None   Write: None   Math: None
Transfer Status: CSU/UC      Degree Applicable: A.A./A.S.
CSU GE: None      District GE: None      IGETC: None

MUSIC-082 - Applied Jazz Techniques      Units: 1.0
This course is an intermediate level applied jazz techniques class for the student who has attained a basic facility in the language of jazz performance and improvisation. The course continues to build on the fundamental skills of improvisation, jazz style, solo development and idiomatic rhythmic concepts. The student will concentrate on developing facility with the common devices found in improvised solos throughout jazz history. Solo transcriptions of influential jazz artists will be studied and analyzed to show their relationship to the development of jazz. Materials will be drawn from group exercises and a variety of musical styles including jazz. Repeatable to a maximum of 4 units.

Lecture Hours: None      Lab Hours: 3      Repeatable: 3      Grading: L
Prerequisite: MUSIC 042A and (099 or 010A or equivalent) and (050B or 053B or 054B or 055B or 056B or 057B or 058B or equivalent)
CAN: None
Advisory Level: Read: 2   Write: 2   Math: None
Transfer Status: CSU/UC      Degree Applicable: A.A./A.S.
CSU GE: None      District GE: None      IGETC: None

MUSIC-089 - The Art of Rock      Units: 3.0
This course presents Rock music as a living art form and an integral part of our culture. It will trace the development of Rock n’ Roll from its roots to the present day and discuss its role in the development of post-W.W.II America. Important musicians and specific musical examples will be analyzed to show their relationship to the development of Rock music. We will discuss the status of Rock in contemporary culture and examine the influences that will shape the future of the genre.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: O
Prerequisite: MATH 013 or ELECT 122, with C or better
CAN: None
Advisory Level: Read: 2   Write: 2   Math: None
Transfer Status: CSU/UC      Degree Applicable: A.A./A.S.
CSU GE: C1      District GE: C1      IGETC: 3A

MUSIC-091 - Music Appreciation: Western Civilization      Units: 3.0
This course introduces the student with little or no previous experience in musical performance or listening to the traditions of European-American music. The student will learn about the elements of sound and how the use and combination of these elements have been influenced by the changing social, political, technological, and economic patterns of the Western industrialized nations. The student will gain insights to achieving the best listening experience through the study of the forms and styles of music ranging from Gregorian chant to the Beatles.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: O
CAN: None
Advisory Level: Read: 2   Write: 2   Math: None
Transfer Status: CSU/UC      Degree Applicable: A.A./A.S.
CSU GE: C1      District GE: C1      IGETC: 3A

MUSIC-095 - Music Appreciation: Jazz      Units: 3.0
This course introduces the student with little or no previous experience in musical performance or listening to the traditions of jazz music. The student will learn about the musical elements of jazz and view the development of the jazz art form as a product of culture. The student will learn to aurally recognize the elements of jazz and trace the development and evolution of the styles and structures of jazz from its inception to the present.

Lecture Hours: 3      Lab Hours: None      Repeatable: No      Grading: O
CAN: None
Advisory Level: Read: 2   Write: 2   Math: None
Transfer Status: CSU/UC      Degree Applicable: A.A./A.S.
CSU GE: C1      District GE: C1      IGETC: 3A

MUSIC-098 - Directed Study in Music      Units: 0.5-9.0
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.

Lecture Hours: 1.81      Lab Hours: 3      Repeatable: 17      Grading: O
CAN: None
Advisory Level: Read: 2   Write: 2   Math: None
Transfer Status: CSU      Degree Applicable: A.A./A.S.
CSU GE: None      District GE: None      IGETC: None
**MUSIC-099 - Introductory Music**  
Units: 3.0  
This course is designed for the student who wishes to learn the "language" of music, how to read, notate, interpret, perform and create with those symbols which represent the four properties of sound: pitch, duration, amplitude, and timbre. The course includes the study of the fundamentals of Western notated music and how these elements combine to create musical compositions: pitch identification, rhythm and meter, scales key signatures, intervals, chord construction, harmonic progression and texture. Discussion of style analysis, i.e., how the elements of music are organized in various cultures and time periods.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: O

**PHIL-010 - Introduction to Philosophy**  
Units: 3.0  
This course introduces the basic philosophical disciplines: logic, epistemology, cosmology, metaphysics, ethics, natural therapy, and aesthetics. It focuses on selected classical and modern philosophies, their theories on human nature, the nature of knowledge, free will and determinism, and basic ethics within a broad range of readings from Plato to Chardin.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L

**OCEAN-010 - Descriptive Oceanography**  
Units: 3.0  
This course provides a description of the ocean environment covering the geological, physical, chemical and biological aspects of the sea. It includes the origin and extent of the oceans, nature of the ocean basins, causes and effects of currents, waves, and tides, and plant and animal life in the sea. It partially fulfills the general education requirement, without laboratory, in physical science.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L

**PHIL-011 - Introduction to Philosophy: Political Philosophy, Aesthetic and Religion**  
Units: 3.0  
This course surveys political theory from its origins to the modern era, the nature and value of the arts, and the philosophical nature and sources of religious experience, all within the context of ancient and modern thought. Selective readings range from Plato and Aristotle to Machiavelli, Locke, Tillich, and Croce.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L

**MUSIC-201 - Supervised Practice**  
Units: None  
Supervised practice time for applied music students. Each student is assigned specific times and rooms for individual rehearsal with an instructor available to increase efficiency of practice time as well as effectiveness.

Lecture Hours: None  
Lab Hours: 5  
Repeatable: 19  
Grading: N

**PHIL-012 - Introduction to Philosophy: Existentialism, Past, Present, and Future**  
The focus of this course is on the various forms of existentialism as expressed in philosophy and literature, the spectrum of its meanings, and its relevance to the development of individual and collective human values. Selective readings range from Euripides and Kiekegaard to Camus and Heidegger.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L

**PHIL-051 - Asian Philosophy**  
Units: 3.0  
This is an introductory course in the philosophies of India, China, Japan, and Vietnam. Students will learn the fundamentals ranging from the Veda, Buddhism, the I-Ching, Confucianism, Kim Van Kieu, and Islamic thoughts.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L

**PHIL-056 - Logic: Critical Reasoning**  
Units: 3.0  
This is an introductory course in informal logic and critical reasoning. Students are instructed in the practical application of inferential, inductive and deductive reasoning, problem analysis/resolution, the logic systems entailed by language, word-functions, definition, and common fallacies of relevance and ambiguity. There is a strong emphasis on written expression and the application of critical thinking skills in a series of composition assignments.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L

**PHIL-059 - Asian Philosophy**  
Units: 3.0  
This is an introductory course in the philosophies of India, China, Japan, and Vietnam. Students will learn the fundamentals ranging from the Veda, Buddhism, the I-Ching, Confucianism, Kim Van Kieu, and Islamic thoughts.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L

**PHIL-066 - Political Philosophy, Aesthetic and Religion**  
This course surveys political theory from its origins to the modern era, the nature and value of the arts, and the philosophical nature and sources of religious experience, all within the context of ancient and modern thought. Selective readings range from Plato and Aristotle to Machiavelli, Locke, Tillich, and Croce.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L
PHIL-065 - Introduction to Ethics Units: 3.0
This course explores some of the major ethical theories and problems of the past and present. Students learn the application of concepts of good and evil, right and wrong, to current ethical and social issues, and to the processes of formulating and making actual ethics-based decisions. Utilitarian and rule-based systems are studied and through critical reasoning are applied in analyses, discussions, and in written assignments. Emphasis is on the real, the practical, and the application in everyday ethical situations.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
CAN: PHIL 4
Advisory Level: Read: 3 Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: C2 District GE: C2 IGETC:3B

PHIL-070 - Religion: The Live Hypothesis Units: 3.0
This is an introductory philosophical survey of living religions (Hinduism, Buddhism, Confucianism, Taoism, Islam, Judaism, and Christianity, Native American and African) using comparative study that focuses on the meaning of religious experience, the forms its expression may take and what it may offer humanity.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
CAN: None
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: C2 District GE: C2 IGETC:3B

PHOTOGRAPHY

PHOTO-022 - Beginning Photography Units: 3.0
This course introduces students to black and white still photography. Fundamentals of camera use and darkroom proficiency are covered. The fundamentals of design and composition are explored through various assignments. Field trips to museums and galleries may be included as part of the introduction to the multicultural contributions to the history of photography. The inter-relationship between photography and other art forms shall be examined; photography as a social documentary tool shall be discussed. While emphasis is placed on photography as an art form, practical skills for the employment market are considered. Digital photography will be introduced. Students must provide their own 35mm camera with adjustable f-stop and shutter controls.

Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: O
CAN: ART 18
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: C1 IGETC:None

PHOTO-062 - Intermediate Photography Units: 3.0
This course continues the application of principles and practice of photography as studied in Beginning Photography, Photo 22. A major focus will be on advanced black and white film printing and processing. An exploration of a variety of techniques and materials including toning, handcoloring and high contrast printing may be included. The emphasis of the course will be on individual modes of creative expression and development of a personal style.

Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: O
Prerequisite: PHOTO 022
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

PHOTO-070 - Beginning Color Photography Units: 3.0
Beginning Color Photography is an introduction to color seeing with emphasis placed on the psychology of color, color theory and design. The course is based on printing from color negatives using current state of the art/industry enlargers and processing equipment. Specific assignments will be given which direct the students toward problem-solving in color. Assignments may include color design, portraits, advertising, landscapes, abstractions. Individual projects and portfolios will be started as time permits. Visits to art galleries and field trips will be required for this course.

Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: O
Prerequisite: PHOTO 062
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

PHOTO-071 - Intermediate Color Photography Units: 3.0
Intermediate Color Photography is designed to expand and enrich one’s color awareness and technical skill. Topics will be selected to give students a wide range of expressive and practical photographic problems with both natural and artificial light. Color negatives are the main source of printing, although some alternative processes may be included. Students should be thoroughly familiar with printing color negatives and dichroic enlargers. Coursework requires a 35mm camera.

Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: O
Prerequisite: PHOTO 070
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

PHOTO-075 - Beginning Digital Imaging Units: 3.0
The course introduces new technologies and digital imagery, featuring the Internet via the World Wide Web. & introduces the use of digital cameras, computers, scanner/image management media, printers, photographic editing programs, portfolio editing and Kodak Photo CD. General issues in digital photography will be covered.

Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: O
Recommended: PHOTO 022 and 070 and knowledge of Windows or MAC Operating Systems
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

PHOTO-076 - Photoshop 1 Units: 3.0
The course introduces the technology of digital/electronic photography with instruction in beginning digital image processing for fine arts and commercial application using Photo Shop software. Students may be required to pay a lab fee.

Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: O
Recommended: PHOTO 022 and 070 and knowledge of Windows or MAC Operating Systems
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None
PHOTO-077L - Photoshop 2 Laboratory Units: 1.0
Photo 77L, the lab course is subsequent and supplementary to Photo 77 and provides hands on computer experience using Photoshop Digital Imaging software to augment and demonstrate concepts presented in the Photo 77 course. Repeatable to a maximum of 4 units.

Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: O
Prerequisite: PHOTO 076 or equivalent
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

PHOTO-079 - Digital Photography 1.0 Units: 3.0
This course introduces to the world of digital photography and multimedia applications using digital and traditional cameras. Activities of the class will include photographing and altering images both with digital cameras on Power PC and Macintosh computers for artistic and commercial applications. Adobe PhotoDeluxe, Photoshop and other software will be used as part of an electronic darkroom to output to laser, inkjet, and dye sublimation printers. Designed to enable the student to expand knowledge and understanding of photographic processes. Individual projects are planned with instructor. Advanced individual projects in black and white photography are pursued.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: O
Prerequisite: PHOTO 076 or equivalent
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

PHOTO-079L - Digital Photography 1 Laboratory Units: 1.0
Photo 79L is subsequent and supplementary to Photo 79 and provides hands on computer experience using digital photography and multimedia applications to augment and demonstrate concepts presented in the Photo 79, Digital Photography I course.

Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: O
Prerequisite: PHOTO 079
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

PHOTO-089A - Special Problems Units: 3.0
Designed to enable the student to expand knowledge and understanding of photographic processes. Individual projects are planned with instructor. Advanced individual projects in black and white photography are pursued.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: O
Prerequisite: PHOTO 062
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

PHOTO-098 - Directed Study in Photography Units: 0.5-9.0
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 in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.

Lecture Hours: 1.81  Lab Hours: 3  Repeatable: 17  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

PHOTO-136 - Photography Occupational Units: 1.0-4.0
Work Experience - Parallel Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Enrollment in an accredited secondary program Internship/job placement is not guaranteed.

Lecture Hours: None  Lab Hours: 3-12  Repeatable: 15  Grading: O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None
PHOTO-138 - Photography Occupational Units: 1.0-8.0

Work Experience

-Alternate Plan

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students to attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.

Lecture Hours: 1.81 Lab Hours: None Repeatable: 15 Grading: O

Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in no more than one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: A.A./A.S.

CSU GE: None District GE: None IGETC: None

PED-008 - Archery Units: 0.5-1.0

This course is designed to instruct students in the fundamental skills of archery as a target shooting sport. Safe use and proper care of tackle, along with range safety are included.

Lecture Hours: None Lab Hours: 2 Repeatable: 7 Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: CSU/UC Degree Applicable: A.A./A.S.

CSU GE: None District GE: E2 IGETC: None

PED-009 - Badminton Units: 0.5-1.0

This is a physical activity class for men and women, designed to teach the skills and knowledge relative to badminton. This class may be offered at the beginning, intermediate or advanced skill level. Repeatable to a maximum of 4 units.

Lecture Hours: None Lab Hours: 1.5-3 Repeatable: 7 Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: CSU/UC Degree Applicable: A.A./A.S.

CSU GE: E District GE: E2 IGETC: None

PED-010 - Baseball Hitting Units: 0.5-2.0

Through this course, students are provided the opportunity to develop the physical and mental skills involved in hitting a baseball. Addressed are all the fundamentals involved in stroke, hitting strategy and role of hitting in our offensive scheme. The player must have participated in high school varsity baseball or equivalent to take this course. Repeatable to a maximum of 4 units.

Lecture Hours: None Lab Hours: 2 Repeatable: 7 Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: CSU/UC Degree Applicable: A.A./A.S.

CSU GE: E District GE: E2 IGETC: None

PED-012 - Basketball, Beginning and Intermediate Units: 0.5-1.0

This is a physical activity course designed to teach basic individual skills and team play with emphasis on beginning and intermediate basketball. Repeatable to a maximum of 4 units.

Lecture Hours: None Lab Hours: 2 Repeatable: 7 Grading: O

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: CSU/UC Degree Applicable: A.A./A.S.

CSU GE: None District GE: None IGETC: None

PED-013 - Advanced Football Units: 0.5-1.0

This course is designed to provide instruction in the activities relevant to the fundamentals of football. Related skills and group participation are emphasized. Repeatable to a maximum of 4 units.

Lecture Hours: None Lab Hours: 2 Repeatable: 7 Grading: L

Open Curriculum: No prerequisite, corequisite or levels

CAN: None

Advisory Level: Read: None Write: None Math: None

Transfer Status: CSU/UC Degree Applicable: A.A./A.S.

CSU GE: E2 District GE: E2 IGETC: None
PED-014 - Bowling Units: 0.5-1.0
Lecture Hours: None  Lab Hours: 2  Repeatable:7  Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: E2  IGETC: None

PED-017 - Self Defense Units: 0.5-1.0
This course is an introduction to personal self-defense. It includes preventative and precautionary measures, assault awareness information, and the most commonly needed self-defense skills and techniques for personal safety. Repeatable to a maximum of 4 units.
Lecture Hours: 0.5  Lab Hours: 2  Repeatable:7  Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: E  District GE: E2  IGETC: None

PED-018 - Karate Units: 0.5-1.0
This course is designed to teach students the various skills and techniques of the art of karate and other Japanese martial art forms. Analysis and application of movement, individual and group interaction, and uses of karate will be studied. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 1.5-3  Repeatable:7  Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: E  District GE: E2  IGETC: None

PED-020 - Fencing Units: 0.5
This is a physical activity course for men and women, designed to teach basic individual fencing skills and, when appropriate, to teach team play. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 1.5-3  Repeatable:7  Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: E  District GE: E2  IGETC: None

PED-024 - Golf Units: 0.5-1.0
This course is a physical activity class that emphasizes the fundamentals of an effective golf swing. Students will also learn to enjoy playing the game of golf. Rules and the etiquette of golf are covered as well. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 2  Repeatable:7  Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: E  District GE: E2  IGETC: None

PED-030 - Fit For Life Units: 0.5-1.0
This is a physical activity course designed toward the development of fitness of the student. A variety of activities will be used to develop cardiorespiratory endurance, flexibility, muscle endurance and strength. Other topics will be body composition, weight control, diet and nutrition. This class may be offered to any student interested in the improvement of his/her fitness. Repeatable to a maximum of 4 units.
Lecture Hours: 1  Lab Hours: 2  Repeatable:3  Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: E2  District GE: E2  IGETC: None

PED-034 - Racquetball Units: 0.5-2.0
This is a physical activity course designed to help students increase their knowledge and physical skills required for playing racquetball successfully. This course may be offered at the beginning, intermediate or advanced level. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 2  Repeatable:15  Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: E2  District GE: E2  IGETC: None

PED-038 - Soccer Units: 0.5-1.0
This is a physical activity course designed to help students increase their knowledge and physical skills required for playing soccer successfully. This class may be offered at the beginning, intermediate or advanced level. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 2  Repeatable:7  Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: E2  District GE: E2  IGETC: None

PED-039 - Hatha Yoga Units: 0.5-1.0
Hatha Yoga focuses on understanding and controlling the body, the breath and the mind through exercises hoshanas, breathing (pranayamas) techniques and meditation training. The techniques are designed to increase strength, flexibility, endurance, balance, and coordination; releases stress and muscle tension; and enhances the ability to concentrate. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 2  Repeatable:7  Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: E2  District GE: E2  IGETC: None
PED-040 - Softball Units: 0.5-1.0
This course is an activity class designed to teach the student, softball. Emphasis will be placed on individual skills of pitching, hitting, fielding, catching, base running, throwing sliding and team offense and defense. Repeatable to a maximum of 4 units.

Lecture Hours: None Lab Hours: 2 Repeatable:7 Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: E2 District GE: E2 IGETC: None

PED-042 - Swimming Units: 0.5-1.0
This is an activity course which assists students in learning selected swimming strokes and skills and in applying these skills to increase physical fitness and provide for safety in, on and around the water. This class may be offered at the beginning, intermediate or advanced level. (Lap Swimming). Repeatable to a maximum of 4 units.

Lecture Hours: None Lab Hours: 2 Repeatable:7 Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: E2 District GE: E2 IGETC: None

PED-046 - Tennis Units: 0.5-2.0
This course is designed to instruct students in the basic skills of tennis. Emphasis is placed on the individual skills of forehead, backhand, serve, volley, lob, overhead, and on the strategies of singles and doubles play. Information on rules, scoring and etiquette will be included. This course may be offered at the beginning, intermediate or advanced skill level. Repeatable to a maximum of 4 units.

Lecture Hours: None Lab Hours: 2 Repeatable:15 Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: E2 District GE: E2 IGETC: None

PED-048 - Track and Field Units: 0.5-1.0
This is a physical education activity class which emphasizes the running, jumping, and throwing events of track and field. An analysis of the theory precedes the activity in each event. Repeatable to a maximum of 4 units.

Lecture Hours: None Lab Hours: 2 Repeatable:7 Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: E2 District GE: E2 IGETC: None

PED-052 - Volleyball Units: 0.5-1.0
This course is an activity class designed to teach the students volleyball. Emphasis will be placed on individual skills of passing, setting, spiking, serving, digging, blocking and team offense and defense. Repeatable to a maximum of 4 units.

Lecture Hours: None Lab Hours: 2 Repeatable:7 Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: E2 District GE: E2 IGETC: None

PED-055 - Aerobics with Music Units: 0.5-1.0
In this class, students will learn the principles and concepts of cardiovascular fitness through the activity of moving with music. Principles such as training heart rate and frequency, intensity and duration of activity will be emphasized.

Lecture Hours: None Lab Hours: 1.5 Repeatable:7 Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: E2 District GE: E2 IGETC: None

PED-056 - Weight Training Units: 0.5-1.0
Weight Training, a physical activity course, is designed to help students learn to use progressive weight resistance as a means for body toning and general strength development. Both weight machines and free weights are used. This class may be offered at the beginning, intermediate or advanced level. Repeatable to a maximum of 4 units.

Lecture Hours: None Lab Hours: 2 Repeatable:7 Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: E2 District GE: E2 IGETC: None

PED-094 - Individualized Skills Units: 0.5-6.0
Laboratory
The course provides a framework for any of the disciplines listed in the catalog to offer transferable Individualized Instructional courses and modules which are designed to enrich or broaden the students' experiences beyond that which is available through the regular curriculum.

Lecture Hours: None Lab Hours: None Repeatable: 11 Grading:
CAN: None
Advisory Level: Read: 2 Write: 2 Math:None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: E2 District GE: None IGETC: None

PED-098 - Directed Study in Physical Education Units: 0.5-9.0
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.

Lecture Hours: 1.81 Lab Hours: 3 Repeatable:17 Grading:O
Open Curriculum: No prerequisite, corequisite or levels
CAN: None
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: E2 IGETC: None
**PHYSICAL EDUCATION-CO-ED**

**PEC-060 - Introduction to Physical Education**
Units: 2.0
This is a theory course which reviews the foundations and principles of physical education, the organization of physical education programs, and preparation necessary for employment in the physical education and related fields. Repeatable to a maximum of 6 units.

Lecture Hours: 2 Lab Hours: None Repeatable: No Grading:L
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

**PHYSICS**

**PHYS-002A - General Physics**
Units: 4.0
This is a first course in physics for students having an algebra background. It is designed for Biology, Premedical, Technical, and Liberal Arts majors. Students majoring in Physics, Chemistry, or Engineering should take the Physics 4ABC sequence. This course covers topics in the following broad areas; mechanics, heat, and sound. These include some of the following major topics; vectors, the laws of motion, equilibrium, machines, energy, momentum, rotation, fluids and fluid dynamics, mechanical waves, sound, heat, and thermodynamics.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading:L
Prerequisite: MATH 013 with C or better
Recommended: MATH 21 AND 22 with C or better
CAN: PHYS 2;PHYS SEQ A = PHYS 2A+2B
Advisory Level: Read: 2 Write: 2 Math: 4
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: B1,B3 District GE: BL IGETC: 5A

**PHYS-002B - General Physics**
Units: 4.0
This is the second semester of a two-semester, non-calculus physics course for those who are majoring in fields which do not require the calculus-based physics sequence. The course content includes electricity and magnetism, optics, and post-1900 physics. The lab is assigned to illustrate the pertinent laws of physics and their application.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading:L
Prerequisite: PHYS 002A
CAN: PHYS 4;PHYS SEQ A = PHYS 2B+2A
Advisory Level: Read: 2 Write: 2 Math:None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

**PHYS-003 - General Physics**
Units: 4.0
This is a one-semester course in general physics without calculus. A brief introduction to vectors, forces, and the conservation principles of energy and momentum is given. Then these concepts are applied to interactions of electric charges with electric and magnetic fields, and the flow of current in simple electric circuits. The ray model of light is introduced and the focusing properties of lenses and mirrors in simple optical systems are discussed. The wave model of light is introduced, along with principles of interference, diffraction, and polarization. Finally, the photon model of light is motivated through discussion of several important experimental results. The concepts of atomic energy levels, and stimulated emission of radiation in lasers are introduced.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading:L
Prerequisite: MATH 013 with C or better
CAN: None
Advisory Level: Read: 3 Write: 3 Math:None
Transfer Status: CSU Degree Applicable: A.S.
CSU GE: None District GE: None IGETC: None

**PHYS-004A - General Physics**
Units: 5.0
This course is the first in the physics sequence for majors in physics, chemistry, engineering, mathematics or other physical sciences. The general principles of mechanics are introduced at an elementary but calculus-based level. Specific topics include kinematics, Newton’s laws of motion, work and energy, momentum, rotation, and simple harmonic motion. Universal gravitation and fluids will be included if time permits. Practical applications of these principles are discussed. A problem solving approach is used emphasizing both conceptual understanding and basic mathematical techniques.

Lecture Hours: 4 Lab Hours: 3 Repeatable: No Grading:L
Prerequisite: MATH 072 with C or better
Corequisite: or MATH 071 with C or better and concurrent enrollment in MATH 072
CAN: PHYS 8;PHYS SEQ B = PHYS 4A+4B+4C
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: A.A./A.S.
CSU GE: B1,B3 District GE: BL IGETC: 5A

**PHYS-004B - General Physics**
Units: 5.0
This course is the second in the physics sequence for majors in physics, chemistry, engineering, mathematics or other physical sciences. The general principles of electricity and magnetism are introduced at an elementary, but calculus-based level. Several technological applications of these principles are discussed. Topics include the electric field, Gauss’ Law, electric potential, DC circuits, the magnetic field, electromagnetic induction, AC circuits, Maxwell’s equations, and electromagnetic waves. A problem solving approach is used, emphasizing both conceptual understanding and basic mathematical techniques.

Lecture Hours: 4 Lab Hours: 3 Repeatable: No Grading:L
Prerequisite: PHYS 004A and MATH 073 with C or better
Corequisite: or PHYS 004A with C or better and concurrent enrollment in MATH 073
CAN: PHYS 12;PHYS SEQ B = PHYS 4B+4C+4A
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: A.A./A.S.
CSU GE: B1,B3 District GE: BL IGETC: 5A
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

PHYS-004C - General Physics    Units: 5.0
This course is the third in the physics sequence for majors in physics, chemistry, engineering, mathematics or other physical sciences. The general principles of optics, thermodynamics, and modern physics are introduced at an elementary, but calculus-based level. Several technological applications of these principles are discussed. Topics include waves, geometric optics, wave optics (including interference, diffraction, and polarization), heat, thermal properties of matter, thermodynamics and its laws. Optional topics include special relativity and modern physics. A problem solving approach is used, emphasizing both conceptual understanding and basic mathematical techniques.
Lecture Hours: 4 Lab Hours: 3 Repeatable: No Grading:L
Prerequisite: PHYS 004A and MATH 073 with C or better
Corequisite: or PHYS 004A with C or better and concurrent enrollment in MATH 073
CAN: PHYS SEQ B = PHYS 4C+4B+4A
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

PHYS-004D - General Physics    Units: 4.0
This course is the last in the four-semester physics sequence for majors in physics, chemistry, engineering, mathematics or other physical sciences. The general principles of special relativity, quantum mechanics, and statistical physics are introduced at an elementary, but calculus-based level. Several applications of these principles to solid state, nuclear and particle physics are used to illustrate their strong predictive power. A problem solving approach is used, emphasizing both conceptual understanding and basic mathematical techniques. Several technological developments arising from modern physics are discussed.
Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading:L
Prerequisite: PHYS 004B and 004C with C or better
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

POLSC-001 - Politics and Government    Units: 3.0
This course is a study of national, state and local governments and politics with emphasis on the U.S. Constitution and the national government. This course along with History 1 meets the State requirement in the Constitution of the U.S. and state and local governments and satisfies the State requirement for the California Teachers Credential.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L
CAN: GOVT 2
Advisory Level: Read: 3 Write: 3 Math:None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: D8 District GE: D IGETC: 4H

POLSC-002 - Comparative Politics    Units: 3.0
This course offers an introduction to the comparative study of politics by looking at the government, politics and public policies of other nations. Similarities and differences are explored. Emphasis will be placed on contemporary political problems and how various nations confront and attempt to solve them.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
CAN: None
Advisory Level: Read: 3 Write: 3 Math:None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: D8 District GE: D IGETC: 4H

PHYSO-060 - Human Physiology    Units: 5.0
This course is intended to provide a broad understanding of the living process, addresses topics including cellular metabolism, neural and endocrine control and integration, and homeostatic mechanisms of organ/system function. The course is designed for bachelor degree nursing, physical therapy, and certain science and pre-professional majors.
Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading:L
Prerequisite: (ANAT 001 or AP 003) and (CHEM 001A or 011A or 015 or 030A or 065 or 089)
CAN: BIOL 12; BIOL SEQ B = PHYSO 60+ANAT 1
Advisory Level: Read: 3 Write: 3 Math:None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

POLITICAL SCIENCE

PHYSIOLOGY

PHYSO-060 - Human Physiology    Units: 5.0
This course is intended to provide a broad understanding of the living process, addresses topics including cellular metabolism, neural and endocrine control and integration, and homeostatic mechanisms of organ/system function. The course is designed for bachelor degree nursing, physical therapy, and certain science and pre-professional majors.
Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading:L
Prerequisite: (ANAT 001 or AP 003) and (CHEM 001A or 011A or 015 or 030A or 065 or 089)
CAN: BIOL 12; BIOL SEQ B = PHYSO 60+ANAT 1
Advisory Level: Read: 3 Write: 3 Math:None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

POLITICAL SCIENCE

POLSC-001 - Politics and Government    Units: 3.0
This course is a study of national, state and local governments and politics with emphasis on the U.S. Constitution and the national government. This course along with History 1 meets the State requirement in the Constitution of the U.S. and state and local governments and satisfies the State requirement for the California Teachers Credential.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L
CAN: GOVT 2
Advisory Level: Read: 3 Write: 3 Math:None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: D8 District GE: D IGETC: 4H

POLSC-002 - Comparative Politics    Units: 3.0
This course offers an introduction to the comparative study of politics by looking at the government, politics and public policies of other nations. Similarities and differences are explored. Emphasis will be placed on contemporary political problems and how various nations confront and attempt to solve them.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
CAN: None
Advisory Level: Read: 3 Write: 3 Math:None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: D8 District GE: D IGETC: 4H

PHYSIOLOGY

PHYSO-060 - Human Physiology    Units: 5.0
This course is intended to provide a broad understanding of the living process, addresses topics including cellular metabolism, neural and endocrine control and integration, and homeostatic mechanisms of organ/system function. The course is designed for bachelor degree nursing, physical therapy, and certain science and pre-professional majors.
Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading:L
Prerequisite: (ANAT 001 or AP 003) and (CHEM 001A or 011A or 015 or 030A or 065 or 089)
CAN: BIOL 12; BIOL SEQ B = PHYSO 60+ANAT 1
Advisory Level: Read: 3 Write: 3 Math:None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

POLITICAL SCIENCE

POLSC-001 - Politics and Government    Units: 3.0
This course is a study of national, state and local governments and politics with emphasis on the U.S. Constitution and the national government. This course along with History 1 meets the State requirement in the Constitution of the U.S. and state and local governments and satisfies the State requirement for the California Teachers Credential.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L
CAN: GOVT 2
Advisory Level: Read: 3 Write: 3 Math:None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: D8 District GE: D IGETC: 4H
POLSC-004 - International Relations  Units: 3.0
This course introduces the beginning student to the study of world politics. The class is designed to provide students with both a framework and the analytical skills for better understanding the causes and effects of world events and the broader dynamics of the relations among nations. Emphasis will varyingly be placed on theories of international relations, state, and non-state players; the historical struggle for power between the countries of the East and West and the North and the South; the causes and prevention of war; international law and organizations; international political economy, including control of the world's resources and multinational corporations; and the foreign policy process both in the United States and abroad.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
CAN: None
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: D8  District GE: D  IGETC: 4H

PSYCH-092 - Developmental Psychology  Units: 3.0
This course is the study of how people think about, influence, and relate to one another. Topics include conformity, prejudice, liking, attitude change, first impressions, aggression, conflict, peacemaking, and service to others.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
CAN: None
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: D9  District GE: D, E1  IGETC: 4H

PSYCH-008 - Applied Psychology  Units: 3.0
Functional behavioral science theories, models, and applications are explained, analyzed and demonstrated so that students may learn to understand, evaluate and apply them personally and professionally. Applications include business, parenting, sales, sports, counseling, relationships, marketing, communication, self help, etc.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O
CAN: None
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: E  District GE: E1  IGETC: None

PSYCH-010 - General Psychology  Units: 3.0
This course is a general introduction to scientific and applied psychology using scientific methodology and historical perspective to study and understand human nature.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O
CAN: PSY 2
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: D9  District GE: D  IGETC: 4I

PSYCH-020 - The Psychology of Stress Reduction  Units: 3.0
This course presents a comprehensive approach to stress and stress reduction from a psychological perspective. A psychophysiological model of stress will be presented and analyzed. A variety of reliable stress reduction methods will be taught in the contexts of student and work life settings.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O
CAN: None
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: E1  District GE: E1  IGETC: None

PSYCH-001 - Introduction to Social Psychology  Units: 3.0
This course is the study of how people think about, influence, and relate to one another. Topics include conformity, prejudice, liking, attitude change, first impressions, aggression, conflict, peacemaking, and service to others.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Recommended: PSYCH 001 or PSYCH 010
CAN: None
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: D9  District GE: D  IGETC: 4H

PSYCH-012 - Introduction to Social Psychology  Units: 3.0
This course introduces the beginning student to the study of world politics. The class is designed to provide students with both a framework and the analytical skills for better understanding the causes and effects of world events and the broader dynamics of the relations among nations. Emphasis will varyingly be placed on theories of international relations, state, and non-state players; the historical struggle for power between the countries of the East and West and the North and the South; the causes and prevention of war; international law and organizations; international political economy, including control of the world's resources and multinational corporations; and the foreign policy process both in the United States and abroad.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
CAN: None
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: D8  District GE: D  IGETC: 4H
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

PSYCH-096 - Marriage and Family Units: 3.0
Students will study the family as an institution from a historical and cultural perspective. The study of dating and courtship, the family and personality development, marriage, disorganization, divorce, child rearing and the re-structuring of new relationships will be included.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
Advisory Level: Read: 2 Write: 2 Math:None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: D9,E1 District GE: D,E1 IGETC:4I

PSYCH-098 - Directed Study in Psychology
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.
Lecture Hours:1.81 Lab Hours: 3 Repeatable:17 Grading:O
Advisory Level: Read: 2 Write: 2 Math:None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

PSYCH-099 - Abnormal Psychology Units: 3.0
This course covers the application of psychological principles to the diagnosis, understanding and treatment of abnormal patterns of behavior. Also included is a synthesis of both the practical and theoretic aspects of pathologic behavior, diagnostic techniques and systems of remediation.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
Advisory Level: Read: 2 Write: 2 Math:None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: D9 District GE: D IGETC:None

PSYCH-100 - Human Sexuality Units: 3.0
This course is designed to offer factual information on Human Sexual Functioning. It will include some of the basic questions regarding sexual behavior, learning of sexual roles, anatomy and physiology of sexual response, social patterns of sexual behavior, sexual adjustment and maladjustment. The course will also include areas dealing with the treatment of sexual dysfunction, sex variance and legal and cultural aspects of sexual behavior.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:O
Advisory Level: Read: 2 Write: 2 Math:None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: D9,E1 District GE: D,E1 IGETC:4I

PSYCH-101 - Analytical Reading Units: 4.0
In this course students will read a variety of text, fiction, and non-fiction materials found in college-level courses while strengthening their critical and analytical reasoning abilities, vocabulary, and study strategies. Students will read, discuss, and write about a piece of fiction and perform research using library materials and the Internet. Students will be required to enroll in Read 200 and spend at least 1 hour per week in the Reading Center. Students will take a board graded common final which will represent 40% of their course grade. This is the third course in a sequence of three preparatory reading courses.
Lecture Hours: 4 Lab Hours: 1 Repeatable: No Grading:L
Prerequisite: READ 301 or ENGL 322 and ENGL 330 or 335 with C or better or placement based on Assessment
Corequisite: READ 200
Advisory Level: Read: None Write: None Math:None
Transfer Status: None Degree Applicable: A.S.
CSU GE: None District GE: None IGETC: None

PSYCH-101S - Analytical Reading Units: 1.0-4.0 -Self Paced
In this course students will read a variety of text, fiction, and non-fiction materials found in college-level courses while strengthening their critical and analytical reasoning abilities, vocabulary, and study strategies. Students will read, discuss, and write about a piece of fiction and perform research using library materials and the Internet. Students will work at their own pace in the Reading Center to complete assignments. Students will take a board graded common final which will represent 40% of their course grade.
Lecture Hours: None Lab Hours: None Repeatable: 3 Grading:L
Prerequisite: READ 301 or ENGL 322 and ENGL 330 or 335 with C or better or placement based on Assessment
Advisory Level: Read: None Write: None Math:None
Transfer Status: None Degree Applicable: A.S.
CSU GE: None District GE: None IGETC: None

READ-101 - Analytical Reading Units: 4.0
In this course students will read a variety of text, fiction, and non-fiction materials found in college-level courses while strengthening their critical and analytical reasoning abilities, vocabulary, and study strategies. Students will read, discuss, and write about a piece of fiction and perform research using library materials and the Internet. Students will be required to enroll in Read 200 and spend at least 1 hour per week in the Reading Center. Students will take a board graded common final which will represent 40% of their course grade. This is the third course in a sequence of three preparatory reading courses.
Lecture Hours: 4 Lab Hours: 1 Repeatable: No Grading:L
Prerequisite: READ 301 or ENGL 322 and ENGL 330 or 335 with C or better or placement based on Assessment
Corequisite: READ 200
Advisory Level: Read: None Write: None Math:None
Transfer Status: None Degree Applicable: A.S.
CSU GE: None District GE: None IGETC: None

READ-200 - Reading Supervised Skills Units: None
Supplemental practice and/or instruction is offered students in a specific discipline. Projects are assigned in courses of concurrent enrollment. General consultation and supervision are provided by the faculty members in charge.
Lecture Hours: None Lab Hours: None Repeatable: 19 Grading:N
Corequisite: READ 101, 301 or 350
Advisory Level: Read: None Write: None Math:None
Transfer Status: None Degree Applicable: NC
CSU GE: None District GE: None IGETC: None

READ-101S - Analytical Reading Units: 1.0-4.0 -Self Paced
In this course students will read a variety of text, fiction, and non-fiction materials found in college-level courses while strengthening their critical and analytical reasoning abilities, vocabulary, and study strategies. Students will read, discuss, and write about a piece of fiction and perform research using library materials and the Internet. Students will work at their own pace in the Reading Center to complete assignments. Students will take a board graded common final which will represent 40% of their course grade.
Lecture Hours: None Lab Hours: None Repeatable: 3 Grading:L
Prerequisite: READ 301 or ENGL 322 and ENGL 330 or 335 with C or better or placement based on Assessment
Advisory Level: Read: None Write: None Math:None
Transfer Status: None Degree Applicable: A.S.
CSU GE: None District GE: None IGETC: None

READ-200 - Reading Supervised Skills Units: None
Supplemental practice and/or instruction is offered students in a specific discipline. Projects are assigned in courses of concurrent enrollment. General consultation and supervision are provided by the faculty members in charge.
Lecture Hours: None Lab Hours: None Repeatable: 19 Grading:N
Corequisite: READ 101, 301 or 350
Advisory Level: Read: None Write: None Math:None
Transfer Status: None Degree Applicable: NC
CSU GE: None District GE: None IGETC: None

K = Mandatory Credit/No Credit
O = Optional Credit/No Credit
L = Letter Grade Only
**READ-301 - Essentials of Reading**  Units: 4.0  
In this course, students will read a variety of text, non-fiction, and fiction materials while practicing comprehension, vocabulary, and study strategies to prepare for college course work. A broad range of materials, including the Internet, software, and library materials, will be incorporated. Students will be required to sign-up for Read 200 and spend at least 1 hour per week in the Reading Center. This is the second course in a sequence of three preparatory reading courses.

Lecture Hours: 4  Lab Hours: 1  Repeatable: No  Grading: K

**Prerequisite:** 6 units of ENGL 340S or 3 units of ENGL 321 with CR or better or placement based on Assessment  

**Corequisite:** READ 200

**Advisory Level:**  
- Read: None  
- Write: None  
- Math: None  
- Transfer Status: None  
- Degree Applicable: NAA  
- CSU GE: None  
- District GE: None  
- IGETC: None

**READ-350 - Practical Reading**  Units: 1.0-6.0  
In this course, students who need to build or review practical reading skills will work with vocabulary and comprehension as well as related reading and study strategies typical of those needed for success in college. A broad range of materials, including fiction, non-fiction, journals, the Internet, software, and library materials will be included. Students will be required to sign-up for READ 200 and spend at least 1 hour per week in the Reading Center. This course is repeatable for a maximum of 6 units. This is the first course in a sequence of 3 preparatory reading courses.

Lecture Hours: 6  Lab Hours: 0  Repeatable: 4  Grading: K

**Open Curriculum:**  
- No prerequisite, corequisite or levels  

**Corequisite:** READ 200

**Advisory Level:**  
- Read: None  
- Write: None  
- Math: None  
- Transfer Status: None  
- Degree Applicable: NAA  
- CSU GE: None  
- District GE: None  
- IGETC: None

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**REAL ESTATE**

**REST-120 - Pretest for California Real Estate License Exam**  Units: 1.0  
A practical applications course on the theory and mechanics of current California real estate examination techniques. This course is directed toward real estate salesperson license applicants who have successfully passed a Real Estate Principles course with a "C" or better, and are looking for additional testing procedure training prior to the State exam.

Lecture Hours: 1  Lab Hours: None  Repeatable: 1  Grading: K

**Prerequisite:** REST 122 with C or better  

**Corequisite:** or concurrent enrollment in REST 122

Recommended: 3 units of MATH 310 with CR or placement based on Math Assessment  

**CAN:**  
- None  

**Advisory Level:**  
- Read: 2  
- Write: 2  
- Math: 1  
- Transfer Status: None  
- Degree Applicable: A.S.  
- CSU GE: None  
- District GE: None  
- IGETC: None

**REST-122 - Principles of Real Estate**  Units: 3.0  
This course is an overview of the principles and economics of real property ownership and transfer, review of forms, terminology, and processes involved. Real Estate 122 provides an awareness of land use history, social and political issues related to real property. The course is recommended for home buyers, property managers and those involved in the variety of housing related industries. This course is an approved elective for the Real Estate Broker’s examination, and is a prerequisite for all other real estate courses.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O

**CAN:**  
- None  

**Advisory Level:**  
- Read: 2  
- Write: 2  
- Math: None  
- Transfer Status: CSU  
- Degree Applicable: A.A./A.S.  
- CSU GE: None  
- District GE: None  
- IGETC: None

**REST-123 - Real Estate Appraisal**  Units: 3.0  
This course is an overview of the principles and economics of real property ownership and transfer, review of forms, terminology, and processes involved. Real Estate 122 provides an awareness of land use history, social and political issues related to real property. The course is recommended for home buyers, property managers and those involved in the variety of housing related industries. This course is an approved elective for the Real Estate Broker’s examination, and is a prerequisite for all other real estate courses.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O

**Recommended:** REST 122  

**CAN:**  
- None  

**Advisory Level:**  
- Read: 2  
- Write: 2  
- Math: None  
- Transfer Status: CSU  
- Degree Applicable: A.A./A.S.  
- CSU GE: None  
- District GE: None  
- IGETC: None

**REST-124 - Legal Aspects of Real Estate**  Units: 3.0  
This course emphasizes the practical application of California real property laws. Topics include titles, community property, liens, restrictions, transfers, brokerage, listings, escrow, contracts, commissions, tax sales, legal instruments, land title development, probate proceedings, and encumbrances. This course is required for the Real Estate Broker’s examination, and approved elective for the Real Estate Salesperson’s license, and fulfills 54 hours toward the OREA Appraiser’s examination.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O

**Recommended:** REST 122  

**CAN:**  
- None  

**Advisory Level:**  
- Read: 2  
- Write: 2  
- Math: None  
- Transfer Status: CSU  
- Degree Applicable: A.A./A.S.  
- CSU GE: None  
- District GE: None  
- IGETC: None

**REST-125 - Real Estate Practice**  Units: 3.0  
Real Estate Practice is an overview of the operational methods of a real estate business. Emphasis is placed on the marketing activities of Broker and salespeople. Agent/client and buyer/seller transactions are used to detail all aspects of the merchandising of real property. This course is an optional course for the Real Estate Salesperson and required for the Broker applicant. Not offered every semester.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O

**Prerequisite:** REST 122 or BUS 122 with C or better  

**CAN:**  
- None  

**Advisory Level:**  
- Read: 2  
- Write: 2  
- Math: None  
- Transfer Status: CSU  
- Degree Applicable: A.A./A.S.  
- CSU GE: None  
- District GE: None  
- IGETC: None

CSU = Meets baccalaureate criteria  
UC = Course is accepted by UC system
REST-126 - Real Estate Finance  Units: 3.0
This course presents an overview of the principles and forces that have a definitive effect on both interest rates and home values. Discussion includes a review of the Federal Reserve System, the secondary market, the appraisal process, the application and approval process for both conventional and government loans, the fluctuation of interest rates, the relation of present value, the nominal versus real interest rate and the overall history of related documents as is relevant to the study of real estate finance in California. This course is required for the Real Estate Broker's examination, and is an approved elective for the Real Estate Salesperson's license.

Lecture Hours:3  Lab Hours: None  Repeatable:No  Grading:O
Recommended: REST 122 or BUS 122 with C or better

REST-127 - Real Estate Property  Units: 3.0
Management
This course covers managing residential, apartment, commercial and industrial properties, including land construction, financing, maintenance, taxes, insurance, furnishing, tenant relations, and investment evaluations. This course is an elective course for the Real Estate Salesperson's and Broker's examination. Not offered every semester.

Lecture Hours:3  Lab Hours: None  Repeatable:No  Grading:O
Recommended: REST 122 or BUS 122 previous or concurrent

REST-133 - Advanced Real Estate  Units: 3.0
Appraisal
This is an advanced course devoted to the income approach to value. Methods and techniques of converting net income into an indication of value will be thoroughly analyzed. Case problems will be used to help students develop working familiarity with the mechanics of net income capitalization. Emphasis will be placed on the selection of alternative available approaches to the evaluation of different types of income streams. Not offered every semester.

Lecture Hours:3  Lab Hours: None  Repeatable:No  Grading:O
Prerequisite: REST 123 with C or better

REST-136 - Real Estate Occupational Work Experience  Units: 1.0-4.0
-Parallel Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours:1.81  Lab Hours: 3-12  Repeatable:15  Grading:O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

REST-136 - Real Estate Occupational Work Experience  Units: 1.0-4.0
-Parallel Plan
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Parallel Plan is designed for students who wish to take classes and work during the same semester. A maximum of 4 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students must be enrolled in at least 7 units including Work Experience units. Courses taken at other accredited colleges or equivalent course work may meet this requirement. Internship/job placement is not guaranteed.

Lecture Hours:1.81  Lab Hours: 3-12  Repeatable:15  Grading:O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

RECREATION

REC-074 - Introduction to Corrective and Rehabilitation Physical Education
This course is designed to provide practical experience and formal training to students who are interested in pursuing a career in physical education, corrective and rehabilitative physical education, therapeutic recreation, corrective therapy, social education, physical therapy or any other area which involves working with physically handicapped students. Repeatable to a maximum of 9 units.

Lecture Hours:2  Lab Hours: 3  Repeatable:2  Grading:O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None
**SIGN LANGUAGE**

**SL-001A - Introduction to American Sign**  
Units: 3.0  
Language  
This is a language course providing beginning American Sign language instruction in both expressive and receptive signing. The student will learn vocabulary, grammar, cultural behaviors, Deaf culture, the American manual alphabet, and the manual number system. Emphasis will be on a visual learning through practice dialogues and classroom activities. This course can satisfy foreign language requirements and can lead to bi-lingual employment certification.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:O  Credit by Exam: Yes  Read: 2  Write: 2  Math: None

Prerequisite:  SL 001A  Corequisite:  SL 200

Advisory Level:  Read: 2  Write: 2  Math: None  Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.

SL-001B - Intermediate American Sign  
Units: 3.0  
Language  
This course is designed to enable second semester students of American Sign language to become more fluent in their language acquisition. The student will continue learning vocabulary, grammar, cultural behaviors, Deaf culture, the American manual alphabet, and the manual number system. Students are challenged to sign longer expressive dialogues, to comprehend more complicated dialogues, and self-generated short stories which will help develop intermediate conversational skills.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:O  Credit by Exam: Yes  Read: 2  Write: 2  Math: None

Prerequisite:  SL 001B  Corequisite:  SL 200

Advisory Level:  Read: 2  Write: 2  Math: None  Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.

SL-002A - Advanced American Sign  
Units: 3.0  
Language  
This course is designed to enable intermediate students of American Sign language to review and expand their fluency in receptive and expressive conversational skills. Their vocabulary, fingerspelling, grammatical and cultural understanding will be advanced through the use of mediumlength prepared and self-generated dialogues and stories.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:O

Prerequisite:  SL 001B  Corequisite:  SL 200

Advisory Level:  Read: 2  Write: 2  Math: None  Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.

SL-002B - Advanced American Sign  
Units: 3.0  
Language  
This course is a continuation of Sign Language 002A. This course will help the advanced American Sign language students review and expand their fluency in receptive and expressive conversational skills. It includes practice in receiving and expressing vocabulary, grammar, non-manual behaviors, fingerspelling, and numbers through longer prepared and self-generated dialogues and stories. Emphasis will be on describing and identifying things as well as discussing activities and plans. Students who complete this course could qualify for bi-lingual certification and should consider entering an interpreter training or Deaf studies program.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:O

Prerequisite:  SL 002A  Corequisite:  SL 200

Advisory Level:  Read: 2  Write: 2  Math: None  Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.

SL-003 - Conversational Sign Language  
Units: 3.0  
This course is designed for intermediate sign language students to improve fluency in receptive and expressive signing. Emphasis will be placed on American Sign Language grammar, vocabulary, semantics, idioms and fingerspelling used in everyday situations.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:O

Prerequisite:  SL 001B  Corequisite:  SL 200

Advisory Level:  Read: 2  Write: 2  Math: None  Transfer Status: CSU  Degree Applicable: A.A./A.S.

SL-004 - Fingerspelling  
Units: 2.0

This course will provide intermediate and advanced students concentrated instruction in receptive and expressive practice of the American manual alphabet (fingerspelling), spelled loan signs (lexical borrowing), common initializations, acronyms and abbreviations commonly used in Deaf Culture.

Lecture Hours: 2  Lab Hours: None  Repeatable: No  Grading:O

Prerequisite:  SL 001B  Corequisite:  SL 200

Advisory Level:  Read: 2  Write: 2  Math: None  Transfer Status: CSU  Degree Applicable: A.A./A.S.

SL-015 - Deaf Culture  
Units: 3.0

This course is an introductory overview for all students interested in the American deaf community and the relationship of its language, American Sign Language, to its culture. The material will be presented through a psycho-social approach emphasizing past, recent, and evolving dynamics of deaf peoples’ language, arts, folklore, heritage, education, family and community structure, employers and values in home and society. Comparisons will be made between deaf culture and other cultures in America.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading:O

Advisory Level:  Read: 2  Write: 2  Math: None  Transfer Status: CSU  Degree Applicable: A.A./A.S.

CSU = Meets baccalaureate criteria
UC = Course is accepted by UC system
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

SL-016 - Introduction to the Education of Deaf and Hard-of-Hearing People
This is a course for students who are interested in rounding out their knowledge in Deaf American Studies and for parents of deaf and hard-of-hearing children. The course will focus on characteristics of deaf and hard-of-hearing people, issues of placement, language acquisition approaches, educational methods and signing systems in the history of the education of the deaf. Students will explore these controversies through research, discussion, debate, and a presentation. Contemporary educational approaches, cultural influences and philosophies will also be covered.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.S.
CSU GE: D7  District GE: D  IGETC: None

SL-020 - Careers in Sign Language
This course will introduce students to possible career choices they can pursue with American Sign Language. Careers such as interpreters, teachers, counselors and health care providers will be discussed and compared to students' interests, abilities and learning styles. Students will learn about educational requirements, job duties, and employment outlooks.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

SL-021 - Introduction to Interpreting
This class will provide an introduction to sign language interpreting as used today, as well as historically. Interpreter models will be compared. Students will learn about linguistics and communication. Emphasis will be on the interpreting process and related terminology. Topics discussed will include the profession of interpreting, job requirements, code of ethics, certification for interpreters, and communication techniques.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O

Prerequisite: SL 001A

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

SL-098 - Directed Study in Sign Language
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across disciplines.

Lecture Hours: 1.81  Lab Hours: 3  Repeatable: 17  Grading: O

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

SL-200 - Sign Language Supervised Skills Lab
This course offers supplemental practice for sign language students to allow them the opportunity to improve their receptive and expressive signing skills during open lab hours. Projects are assigned in courses of concurrent enrollment. General consultations are provided by the faculty member in charge.

Lecture Hours: None  Lab Hours: None  Repeatable: 19  Grading: L

Corequisite: Concurrent enrollment in SL 001A, 001B, 002A, 002B, 003, or 004

CAN: None

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NC
CSU GE: None  District GE: None  IGETC: None

SOCIAL SCIENCE

SSCI-020 - African American Culture
This course is a survey of the cultural experience of African people in the United States. The course content will examine the political, economic, religious, social and creative experience of this population.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: D1,D3  District GE: D,ES  IGETC: 4C

SSCI-027 - Race, Ethnicity and Immigration in American History
Race, Ethnicity and Immigration in U.S. History is a review of the many ethnic and racial groups in the United States and these groups’ places both in history and the present. The themes of racism, defacto and dejure segregation and discrimination will be explored in this historical survey of the interactive experiences of these racial and ethnic groups. The groups will be examined in terms of assimilation versus pluralism and models will be developed using historical information to predict the future of multicultural America. This course fulfills U.C.’s American Cultures.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

CAN: None

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: D3  District GE: D,ES  IGETC: 4C

SSCI-030 - Mexican American Culture
This course critically explores the experience of people of Mexican descent from the pre-Columbian era to contemporary U.S. society. The history of Chicano culture and identity is analyzed by looking at sociocultural changes in race, class, gender, music, art, language, literature and other cultural elements. Emphasis is also placed on the diversity within the Chicano community and the various characteristics that distinguish the Mexican American from other distinctive groups in American society.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.
CSU GE: D1,D3  District GE: D,ES  IGETC: 3B
SSCI-031 - Contemporary Issues in the Mexican American Community

This course is intended for students interested in investigating current political, economic and social issues facing Mexican American Communities in the United States. Using a problem-solving and "student-centered" approach students will select a specific issue to focus on (i.e. education, health care, gangs, immigration, domestic violence, economics development, etc.) Through class readings, discussions, videos, guest speakers and individual/group research, students will be able to think critically about various issues facing the Mexican American community today. An emphasis will also be placed on developing concrete steps needed to address current problems.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: D3 District GE: D,ES IGETC: 4G

SSCI-032 - Japanese People, Behavior and Culture

This course will present a profile of Japanese culture manifested in the people’s behavior. It will discuss the origins of the Japanese people, their religions, language, education, contemporary customs, and values in home and society. It will also pursue the influence of Japanese culture on Japanese Americans.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: D3 District GE: D,ES IGETC: 4G

SSCI-040 - Vietnamese American Culture

This is a survey course designed to provide information about Vietnam and her culture, which includes historical background, social structure, language, religion, education, literature, customs and traditions. Emphasis is placed on the differences between American and Vietnamese background, social structure, language, religion, education, literature, customs and traditions. Emphasis is placed on the differences between American and Vietnamese American culture, social organization, group behavior, social stratification, racial and ethnic groups, and the dynamics of social change and other social processes affecting life in the real world.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: D1,D3 District GE: C2, D,ES IGETC: 4G

SSCI-088P - Social Science General Work Experience-Parallel Plan

The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Parallel Plan Work Experience allows students to attend college classes and work during the same semester. A maximum of 3 units of General Work Experience credit may be earned during any single semester, to a maximum of 6 units total. Students must be enrolled in at least 7 units during the semester, including Work Experience units and courses taken at other accredited colleges. Internship/job placement is not guaranteed.

Lecture Hours:1.81 Lab Hours: None Repeatable: 5 Grading:O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

SSCI-136 - Social Science Occupational Work Experience-Parallel Plan

This course consists of career-oriented work experience. It provides the student with new on-the-job-experiences of further develops and extends career skills previously learned or currently being developed by means of college career-oriented courses and disciplines. Emphasis is placed on application of learned knowledge and skills at the worksite and active employer participation. Repeatable to a maximum of 16 units.

Lecture Hours:1.81 Lab Hours: 3-12 Repeatable: 15 Grading:O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.
CAN: None
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: A.A./A.S.
CSU GE: None District GE: None IGETC: None

SOCIOLOGY

SOC-010 - Introduction to Sociology Units: 3.0

Sociology 10 is a survey of the principles and basic concepts of sociology. This course includes the analysis of American culture, social organization, group behavior, social stratification, racial and ethnic groups, and the dynamics of social change and other social processes affecting life in the real world.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading:L
CAN: SOC 2
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: A.A./A.S.
CSU GE: DO District GE: D IGETC: 4J
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

SOC-011 - Social Problems

Units: 3.0
Selected contemporary American social problems are analyzed along with descriptions of efforts undertaken to solve these problems. The relationship between social problems and social change is emphasized. Topics may include the study of the family, education, crime, class, poverty, race, population, work, income distribution, sexual inequality, health care, aging, as well as social and personal pathology.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
CAN: SOC 4
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.  CSU GE: D  District GE: None  IGETC: None

SPANISH

SPAN-001A - Elementary Spanish

Units: 5.0
This course is designed to develop a basic ability to understand, speak, read, and write the Spanish language. It includes aspects of the culture of Spanish-speaking countries.

Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: O
CAN: SPAN 2;SPAN SEQ A = SPAN 1A+1B
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.  CSU GE: C2  District GE: C2  IGETC: 6A

SPAN-001B - Elementary Spanish

Units: 5.0
Spanish 001B further develops the ability to understand, speak, read, and write the Spanish language. Additional aspects of Spanish culture and the culture of Spanish speaking countries will be discussed.

Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: O
Prerequisite: SPAN 001A or equivalent
CAN: SPAN 4;SPAN SEQ A = SPAN 1B+1A
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.  CSU GE: C2  District GE: C2  IGETC: None

SPAN-001L - Foreign Language Lab

Units: 0.5
The Foreign Language Laboratory supplements classroom instruction for Spanish 001A and Spanish 001B. The students will use audio cassette tapes, video tapes, and computer programs in conjunction with in-class assignments. This course must be taken concurrently with Spanish 01A or Spanish 01B. Repeatable to a maximum of 1 unit.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: 1  Grading: K
Corequisite: Concurrent enrollment in SPAN 001A or 001B
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.  CSU GE: None  District GE: None  IGETC: None

SPAN-002A - Intermediate Spanish

Units: 5.0
Conversation, composition, review of structure of the Spanish language, oral and written expression, readings in Spanish literature, and cultural understanding are included.

Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: O
Prerequisite: SPAN 001B or equivalent
CAN: SPAN 8;SPAN SEQ B = SPAN 2A+2B
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.  CSU GE: C2  District GE: C2  IGETC: 3B

SPAN-002B - Intensive Intermediate Spanish

Units: 5.0
Further development of conversation, completion, review of structure of the Spanish language, oral and written expression, readings in Spanish literature, and cultural understanding.

Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: O
Prerequisite: SPAN 002A with C or better or equivalent
CAN: SPAN 10;SPAN SEQ B = SPAN 2B+2A
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: A.A./A.S.  CSU GE: C2  District GE: C2  IGETC: 3B

SPAN-002L - Foreign Language Lab Units: 0.5
The Foreign Language Laboratory supplements classroom instruction for Spanish 002A and Spanish 002B. The students will use audio cassette tapes, video tapes, and computer programs in conjunction with in-class assignments. This course must be taken concurrently with Spanish 002A or Spanish 002B. Repeatable to a maximum of 1 unit.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: 1  Grading: K
Corequisite: Concurrent enrollment in SPAN 002A or 002B
CAN: None
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.  CSU GE: None  District GE: None  IGETC: None

SPAN-0091A - Conversational Spanish

Units: 3.0
This course deals with the essentials of Spanish conversation leading to the development of an ability to use the language in everyday situations. It is designed for students without previous experience in Spanish.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.  CSU GE: None  District GE: None  IGETC: None

SPAN-0091B - Conversational Spanish

Units: 3.0
This course is a continuation of Spanish 0091A. It deals with the essentials of Spanish conversation leading to the development of an ability to use the language in everyday situations.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O
Prerequisite: SPAN 0091A or equivalent
CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.  CSU GE: None  District GE: None  IGETC: None

L = Letter Grade Only  K = Mandatory Credit/No Credit  O = Optional Credit/No Credit
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

**SPAN-098 - Directed Study-Spanish**

Units: 0.5—9.0

Individual or small groups of students who would benefit from independent study under the direction of faculty members in specific or related vocational disciplines may develop individualized learning contracts which are designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions for and learning contract forms are available in the Division Office. Repeatable to a maximum of 9 units across disciplines.

Lecture Hours: 1.81  Lab Hours: 3  Repeatable: 17  Grading: O

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None

Transfer Status: CSU  Degree Applicable: A.A./A.S.

CSU GE: None  District GE: None  IGETC: None

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**TLCOM-005 - Fiber Optics Cabling**

Units: 2.5

Techniques

This telecommunications course provides the student with basic understanding of Fiber Optics Cabling. The student will learn basic color codes, Single mode and Multimode fibers, Indoor and Outdoor fibers and their specific usages. The history of Fiber Optics, its theory of operation, its advantages and disadvantages will be reviewed. Hands-on Labs will cover such topics as Fiber Optics Cable manufacturing, various Connectorization techniques (PC and APC), epoxy curing, cleaving, polishing, inspection testing and packaging. Splices/splicing and testing with OTDR will be introduced. Cable handling, routing, dressing and general safety practices will also be subjects of discussion and will be practiced.

Lecture Hours: 1  Lab Hours: 1.8  Repeatable: No  Grading: L

Credit by Exam: Yes

CAN: None

Advisory Level: Read: 2  Write: 2  Math: None

Transfer Status: None  Degree Applicable: A.S.

CSU GE: None  District GE: None  IGETC: None

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**TLCOM-007 - Advanced Fiber Optics Cabling Techniques**

Units: 2.5

This telecommunications course provides the student with an understanding of advanced Fiber Optic Cabling. The student will learn the process of Fusion splicing of Single mode and Multimode fibers. The students will learn about various interfaces, various standards and specifications, installation, testing maintenance and restoration. Devices such as Photodiodes, LEDS & LASERS, Detectors, Repeaters, System Design and documentation, Fiber Optic in Cable TV, voice and data communication.

Lecture Hours: 1.5  Lab Hours: 3.5  Repeatable: No  Grading: L

Credit by Exam: Yes

Prerequisite: TLCOM 003 and TLCOM 005 with C or better or equivalent

CAN: None

Advisory Level: Read: None  Write: None  Math: None

Transfer Status: None  Degree Applicable: A.S.

CSU GE: None  District GE: None  IGETC: None

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**TLCOM-001 - Broadband Cabling**

Units: 2.5

Techniques

This telecommunications course teaches the proper procedures for performing aerial, underground and interior broadband cable installations at the customer premises. The course begins with a comprehensive overview of broadband cable system, providing the student with working knowledge of the system from the signal sources to the customer’s premises devices. In addition, the course includes lessons on tool usage and maintenance, signal level meter and digital multimeter operation and measurements, and basic TV signal quality troubleshooting procedures.

Lecture Hours: 1.5  Lab Hours: 3.5  Repeatable: No  Grading: L

Credit by Exam: Yes

CAN: None

Advisory Level: Read: None  Write: None  Math: None

Transfer Status: None  Degree Applicable: A.S.

CSU GE: None  District GE: None  IGETC: None

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**TLCOM-003 - Cabling Techniques for the Telecommunications Industry**

Units: 2.5

This telecommunication course provides the student with basic understanding of voice and data Local Area Network (LAN) cabling. The student will learn basic color codes and their connecting arrangements. Coaxial cables, twisted and untwisted pairs, and their specific applications are covered. The student will also learn to recognize the different LAN and associated hardware systems. LAN hardware and basic troubleshooting skills will be covered. Cable handling, routing, dressing and general safety practices will be subjects of discussion. The history of Fiber Optics, its theory of operation, its advantages and disadvantages also will be covered.

Lecture Hours: 1.5  Lab Hours: 3.5  Repeatable: No  Grading: L

Credit by Exam: Yes

CAN: None

Advisory Level: Read: None  Write: None  Math: None

Transfer Status: None  Degree Applicable: A.S.

CSU GE: None  District GE: None  IGETC: None

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**TLCOM-011 - Telecommunications**

Units: 4.0

This course places emphasis on the technical aspects of the telecommunications industry. The student is introduced to the telephone system, the hierarchy of switching, and the methods used in routing calls throughout the Public Switched Telephone Network (PSTN). A touchtone telephone is constructed as a student project and is used to perform measurements on the telephone system. Other topics include Serial Interfaces: RS232, RS422, RS423, RS449. Modems and various modulation techniques employed to achieve low and high speed communications; T1 carrier Transmission; Modulation techniques; PAM, PCM, PWM, PDM, and PPM; North American FDM and TDM Hierarchy; Synchronous vs. Asynchronous transmission.

Lecture Hours: 2  Lab Hours: 6  Repeatable: No  Grading: L

Prerequisite: CT 079 and ELECT (063 and 122) with C or better

Recommended: Concurrent enrollment in TLCOM 012 and/or ELECT 168

CAN: None

Advisory Level: Read: 2  Write: 2  Math: 2

Transfer Status: CSU  Degree Applicable: A.A./A.S.

CSU GE: None  District GE: None  IGETC: None
TLCOM-012 - Data Acquisition Systems  Units: 4.0
This course is designed to introduce the student to data acquisition techniques commonly employed in today's communications systems. This includes sample-and-hold amplifiers, analog-to-digital converters, digital-to-analog converters, phase locked loop technology, and an introduction to operational amplifier design. Various methods used to implement these operations will be defined, studied, and constructed in laboratory experiments. The advantages and disadvantages of each method will be weighted against each other. The subject of noise and its effects upon analog and digital signals will also be covered. Frequency spectral content, signal-to-noise ratio, noise factor, and noise figure will be analyzed in the laboratory.

Lecture Hours: 2  Lab Hours: 6  Repeatable: No  Grading: L
Prerequisite: CT 079 and ELECT (063 and 122) with C or better
Recommended: Concurrent enrollment in TLCOM 012 and/or ELECT 168

TLCOM-013 - Advanced Telecommunications
Units: 4.0
This advanced course in telecommunications offers a continuation of subject matter supporting the latest trends in the telecommunications industry. Various standards organizations are studied, including the ISO/OSI 7-Layer Model. Primary subjects include LAN systems with emphasis on the IEEE 802.3 Ethernet standard; LAN topology with access control techniques; synchronous protocols: BISYNC, HDLC, SDL, DDCMP; Error detection and correction; Hamming codes; Cyclic codes; the UART interface; Programming the UART for serial communications; Fiber optic theory and technology; Time domain reflectometry; and Data compression.

Lecture Hours: 2  Lab Hours: 6  Repeatable: No  Grading: L
Prerequisite: TLCOM 011 (or CT 082) with C or better
Recommended: TLCOM 012 and ELECT 168 concurrent or previous with C or better

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

WORK EXPERIENCE

WE-088A - General Work Experience – Alternate Plan
Units: 1.0–6.0
The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Alternate Plan Work Experience allows the student to work and earn college credit without additional coursework. A maximum of 6 units of Work Experience credit may be earned. Students may be enrolled in no more than one additional course. Internship/job placement is not guaranteed.

Lecture Hours: 1.81  Lab Hours: None  Repeatable: 15  Grading: O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None

WE-088P - General Work Experience – Parallel Plan
Units: 1.0–6.0
The Cooperative Work Experience program is designed to help students expand their career options and develop new job skills. Parallel Plan Work Experience allows students to attend college classes and work during the same semester. A maximum of 3 units of General Work Experience credit may be earned during any single semester, to a maximum of 6 units total. Students must be enrolled in at least 7 units during the semester, including Work Experience units and courses taken at other accredited colleges. Internship/job placement is not guaranteed.

Lecture Hours: 1.81  Lab Hours: None  Repeatable: 4  Grading: O
Corequisite: 1) Be enrolled during the regular semester in a minimum of 7 units at any accredited college, including Work Experience units or, during a summer session; 2) Be enrolled in at least one other class in addition to Work Experience; and 3) Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

CAN: None
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: A.A./A.S.
CSU GE: None  District GE: None  IGETC: None
CHAPTER 9 — THE STUDENT'S RIGHT TO KNOW!

- Academic Freedom
- Academic Renewal by Repetition
- Action Gathering
- Auditing
- Crime Policy
- Disabled Students Program
- Distribution of Non College Publications
- Drug Free Workplace
- Matriculation
  - Definition
  - Goal
  - Activities
  - Exemption Criteria
    - Process
  - Assessment for Entry Placement
  - Prerequisites, Corequisites and Other Limitation on Enrollment
  - Definitions
  - Prerequisites, Corequisites, and Advisory on Recommended Preparation Challenge
    - Process
  - Limitations on Enrollment
- Nondiscrimination Statement
- Nonsmoking Policy
- Release of Student Information
- Sexual Harassment/Discrimination Policy
- Soliciting Funds or Business on Campus
- Standards of Student Conduct
  - Academic Standards
    - Violations
    - Standards and Consequences
  - Behavioral
    - Violations
    - Consequences
  - Parking of Vehicles
  - Due Process Procedures
- Student Grievance
- Student Grievance Review Board
- Student Organizations

ACADEMIC FREEDOM

INSTRUCTORS
Instructors have the right to study and investigate, interpret their findings and express resulting conclusions to students. Instructors have the responsibility to be thorough in their investigations and to draw conclusions supported by the findings. Because human knowledge is limited and changeable, the instructor may present views which are controversial and evaluate opinions held by others while simultaneously respecting the right of their free expression.

STUDENTS
The students have the freedom to express and defend their views and to question or differ without suffering repression or scholastic penalty. Students have the same responsibilities as instructors to seek and weigh evidence, express supportable conclusions, identify bias and evaluate opinions held by others while respecting the right of their own free expression.

ACADEMIC RENEWAL BY REPETITION

Students may repeat any course, one time, in which they have received a "D" or "F" grade at this or another institution. The highest grade attained shall be used in the computation of their grade point average.

No student may repeat a course in which a final grade of "C" or "CR" or better has been received unless the catalog entry with the course title indicates that credit may be earned more than once. Students’ transcripts will show the grades for all courses taken.

ACTION GATHERING

Action gatherings on campus shall be confined to places, times and manner consistent with the orderly conduct of the college and the free flow of traffic. Requests for approval of such gatherings shall be made to the Director of Student Services.

AUDITING

Auditing of classes is not permitted. All students must be registered, and all fees paid prior to attending any class.

CRIME POLICY

The Student Right-to-Know and Campus Security Act of 1990 requires all colleges to publish an annual Campus Crime and Security Report and to make this report available by September 1st of each year to all current students, employees and to prospective students and employees. The reports will report/disclose information on campus-based crimes and campus safety policies and procedures.

Methods of Disclosing to Current Students and Employees:
A direct mailing of the report via U.S. postal service or placing the report in campus mailboxes.

Methods of Disclosing to Prospective Students and Employees:
The report will be available at the Campus Police Office and various other offices on campus. Prospective students and employees may request a copy by contacting Campus Police at (408) 288-3735 room 207. Access to the report is also available online at www.sjeccd.org/srtk/security.pdf.
DISABILITY STUDENTS PROGRAM

BACKGROUND
The Americans with Disabilities Act (ADA) is a civil rights statute that prohibits discrimination against people with disabilities. This protection is similar to that given to women, minorities, and others through the Civil Rights Act of 1964. Protected are an estimated 43 million Americans with disabilities that substantially limit activities such as working, walking, talking, seeing, hearing, or caring for oneself. People who have a record of such an impairment and those regarded as having an impairment are also protected. This federal legislation prohibits discrimination based on disability, with the intent that our nation benefit from the skills and abilities of all individuals and increase their opportunities for self-sufficiency.

STUDENT RIGHTS
Students have the following rights under Section 504 of the 1973 Rehabilitation Act, as revised (29 U.S.C. 794), The American Disabilities Act 28 CFR 35.102-35.104, CA Assembly Bill 803 Government Code Section 11135 et. seq., and Title V, section 56008 of CA Education Code.

- Right to voluntary participation in the Disabled Students Program & Services.
- Right to confidentiality and protected disclosure of student records.
- Right to access to college classes, programs, activities, services and facilities to facilitate learning. The college will make every reasonable effort to provide access.
- Right to access to information in the student’s preferred mode, i.e. Braille, verbal transcription, sign language, etc.
- Deaf students have the right to an interpreter with whom they have clear communication.
- Right to an integrated setting to be with other students who are not disabled.
- A right to request an appropriate accommodation to facilitate participation in class and campus activities.
- Right to protection against discrimination based on association with a person with a disability. As a friend or companion of a student with a disability, a student should not be treated differently from other students who are non-disabled.
- Right to safety requirements based on actual risks, not speculation or stereotype.
- A right to participate in campus activities, class demonstrations, or laboratory experiments to the extent that a disability does not pose a risk to the student or to other students.
- Right to request academic adjustments to facilitate student participation in class work and campus activities.
- Right to modification in policies unless the modification fundamentally alters the nature of the services or activities. The student has the right to request changes in class or campus policies to facilitate the student participation in class and campus activities. Request will be evaluated in terms of how the modification might affect course standards.
- Right to protection against discrimination and harassment. Students have the right to participate in class and campus activities without being harassed or discriminated against.

If a student feels that he/she is the target of discriminatory treatment, the student can file a complaint with the 504/ADA Americans with Disabilities Act Coordinator or Office of Civil Rights.

STUDENT RESPONSIBILITIES
- To provide DSP&S documentation of disability.
- To request accommodations and access to college classes, programs, activities, services, and facilities in a timely manner.
- To use accommodations appropriately
- To notify DSP&S approximately 24 hours in advance for planned absences from classes where services are being provided, i.e. interpreters, readers. Failure to notify DSP&S may result in discontinued services.

DETERMINING NEED
Students who need academic adjustments must meet with Disabled Students Program and Services staff members to complete an application form, determine educational limitations and services needed, and complete a student educational contract. The DSP&S Student Handbook names the accommodations the college can arrange and specifies the process for requesting them.

CONTACT THE DSP&S OFFICE
The faculty and staff of the Disabled Students Program and Services Office are available for consultation on any questions you may have related to accommodation for a disability. The highest standard of confidentiality is maintained. The ADA coordinator is also available to answer questions about the Americans with Disabilities Act.

Contact Person: Sam Ho
Phone: 288-3755 – TTY (408) 286-9025
Location: Student Union #37
Hours: Monday – Friday, 8 a.m. – 5 p.m.

TTY Phone Numbers
Admissions and Records 275-8056
Financial Aid 993-0517
Applied Science 295-6579
GE Building 298-2558
District Police 238-7613
Interpreter coordinator 995-5594
Child Development 287-7240
Health Services 293-0165
Counselor for the Deaf 294-3447
Library 993-0534
Counseling-General 993-0532
Cosmetology/Dental Asst. 293-0237
Disabled Student Program 294-3447
Reading/Writing Lab 292-0377
Drama Building 292-0988
W-Building 971-4620

DISTRIBUTION OF NON COLLEGE PUBLICATIONS
No bulletin, circular, advertisement, film or publication of any character shall be distributed, sold or displayed on the San Jose/Evergreen Community College District campuses by any person, group or organization not directly under the jurisdiction of the college administration, unless
prior written approval has been granted by the Dean of Counseling and Matriculation. Approval will be contingent upon availability of bulletin board space and/or adequate facilities and compliance with applicable educational codes and civil statutes.

Student organizations wishing to engage in the above listed activities must have the consent of a faculty advisor and the Dean of Counseling and Matriculation.

### DRUG FREE WORKPLACE

San Jose/Evergreen Community College District maintains standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees at San Jose/Evergreen Community College District or at any San Jose/Evergreen Community College District activity. The standards of conduct are more fully set forth in the following:

- Board Policy 1530, Drug-Free Work Place
- Board Policy 5040.3, Standards of Student Conduct
- Education Code Sections 87732, 87735 and 87736

San Jose/Evergreen Community College District will seek sanctions on students and employees, up to and including recommendations for expulsion or dismissal from employment and referral for prosecution, for violations of the standards of conduct.

Criminal sanctions for the unlawful possession or distribution of illicit drugs and alcohol include the following:

- Imprisonment in a State prison for possession of specified controlled substances, including opium derivatives and cocaine (Health and Safety Code Section 11350).
- Imprisonment in a State prison for two to four years for possession for sale of specified controlled substances, including opium derivatives and cocaine (Health and Safety Code Section 11351).
- Imprisonment in a state prison for three to five years for possession for sale of cocaine base (Health and Safety Code Section 11351.5).
- A fine of not more than $100 for possession of less than 28.5 grams of marijuana; imprisonment in a county jail and/or fine of $500 for possession of more than 28.5 grams of marijuana; imprisonment in a county jail and/or fine of not more than $500 or imprisonment in a state prison for possession of concentrated cannabis (Health and Safety Code Section 11359).
- Imprisonment in a state prison for possession for sale of marijuana (Health and Safety Code Section 11359).
- Misdemeanor penalties for possession, sale or distribution of alcoholic beverages on school property (Business and Professions Code Section 25608).
- Misdemeanor penalties for sale or furnishing alcoholic beverages to minors (Business and Professions Code Section 25658).
- Fines for attempt to purchase alcoholic beverages by persons under the age of 21 (Business and Professions Code Section 25658.5).

### MATRICULATION

**DEFINITION**
Matriculation is a state-mandated program designed to assist students in accomplishing their educational goals. It is an agreement between the college and the student.

San José City College agrees to provide an organized process of admission, orientation, assessment, counseling and student progress follow-up. The students agree to declare a specific educational objective, attend class regularly, complete assigned course work and maintain satisfactory progress toward the achievement of their educational plans.

**GOAL**
The primary goal of matriculation is to increase student success through institutional effectiveness. Success is measured by the attainment of student educational objectives. Matriculation is a coordinated process:

1. Assisting students to make wise educational choices concerning the programs and courses to pursue based upon clear and sensitive appraisals of their skills, interest and aptitudes in relation to the programs and courses offered.
2. Enabling students to complete with satisfactory grades the units they attempt and to persist from semester to semester.
3. Identifying the support services that students need to succeed and referring students to college and community resources to meet those needs.
4. Strengthening student motivation to succeed through the above and providing frequent feedback and encouragement.

**ACTIVITIES**

**Admission:** Students utilize mail-in, walk-in or in-class registration to expedite the entry process.

**Orientation:** Students obtain current materials on SJCC’s programs, policies, procedures, locations and facilities through semester schedules, career and transfer planning guides, catalogs, mailings, brochures and newsletters.

**Assessment:** Students are evaluated for current skill levels in reading, writing and math. District-approved, no-cost assessment instruments are used, and feedback is provided. Various assessment times and locations are available for accessibility. Career interest inventories and other specialized testing tools are available in the Career/Transfer Center.

**Counseling:** Students meet with educational counselors through walk-in and personalized appointments. Students learn about educational options including transfer requirements, associate degrees, certificate programs, enrich-
ment courses and weekend offerings. Counselors assist students in identifying their educational goals and in developing individualized plans to achieve them.

**Student Progress follow-up:** Students excelling in their course work are notified of honor lists and scholarships. Students encountering academic difficulties are referred to appropriate college services by counselors, instructors and staff members. Students having special needs are directed to additional follow-up resources within the college and community.

**SUMMARY**

Students who participate in matriculation have an increased potential for success. They are more motivated, knowledgeable and prepared to achieve their educational goals. For further information on matriculation, please call the Counseling Office at (408) 288-3750.

**EXEMPTION CRITERIA**

All students entering San José City College are expected to participate fully in matriculation services. They are also expected to meet course skill level requirements and prerequisites. Students may be exempted from assessment, orientation and/or counseling on the basis of the following criteria:

- Students who have earned an associate degree or higher from an accredited institution.
- New students transferring from a community college or a four-year institution.
- Students who, in the opinion of the Dean of Counseling and Matriculation, or designee, would not directly benefit from participating in orientation, assessment and/or counseling.

**PROCESS**

_Students who have earned an associate degree or higher from an accredited institution or are transferring from another community college or a four-year institution will need to provide the Office of Admissions and Records with written documentation._

Students who believe that they would not directly benefit from participating in orientation, assessment and/or counseling and have never attended a previous accredited institution must file a Matriculation Waiver Form available in the Office of Admissions and Records.

**ASSESSMENT FOR ENTRY PLACEMENT**

Assessment for entry placement in reading, writing and mathematics is expected of all first-time matriculating students, except for those students who have completed required English and mathematics skill courses. New matriculating students who have earned an associate degree or higher from an accredited institution are not required to take the assessment.

Students are strongly encouraged to complete the no-cost assessment as the scores are used for advisory purposes during counseling sessions. Scheduled dates and times are available through the Office of Admissions and Records. The results are available immediately or shortly after completing the assessment. Assessed students are directed to speak with a counselor or faculty advisor, in the related academic discipline, to determine course placements which are based upon multiple measures. Multiple assessment measures for entry placement decisions may include, but are not limited to, the following factors: assessment results, prior coursework or experience, goal definition, motivation, academic status, self-assessment and study skills.

**PREREQUISITES, COREQUISITES AND OTHER LIMITATIONS ON ENROLLMENT**

All prerequisites or corequisites identified in San José City College’s catalog and class schedule were established according to state laws as outlined in the District’s Model Plan. The following information is provided in compliance with those laws.

Except for district priority registration procedures for continuing students and courses or programs with prerequisites or corequisites, all San José City College classes are open to enrollment on a “first come first served” basis until they are filled to maximum capacity.

**DEFINITIONS:**

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

**PREREQUISITES, COREQUISITES, AND ADVISORIES ON RECOMMENDED PREPARATION CHALLENGE**

The San Jose/Evergreen Community College District adopts the following in order to provide for the establishing, reviewing, and challenging of prerequisites, corequisites, advisories on recommended preparation and certain limitations on enrollment in a manner consistent with law and good practice.

A student may challenge any prerequisite or corequisite on one or more of the grounds listed below. The student shall bear the initial burden of showing that grounds exist for the challenge. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll in the course or program in question. Grounds for challenge are:

- The prerequisite or corequisite has not been established in accordance with the district’s process for establishing prerequisites and corequisites;
- The prerequisite or corequisite is in violation of Title 5;
- The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
- The prerequisite or corequisite is unlawful discrimination.
• The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;

• The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.

**PROCESS:**

Students who believe that they have completed the prerequisite(s) or corequisite(s) for a course listed in the schedule of classes or catalog for any of the reasons should do the following:

• Complete a Prerequisite Challenge Form at the Counseling Office;

• Make an appointment to see a counselor to help you review your experience and guide you in the challenge process. If the counselor cannot make a determination about your experience, he or she will refer you to the instructional dean who supervises the area in which you wish to take the course;

• If there are any unresolved issues after you meet with the instructional dean, you may present your case to the Dean of Counseling and Matriculation.

• When space is available in a course when a student files a challenge to the prerequisite or corequisite, the college shall reserve a seat for the student and allow the student to enroll in the course if the challenge is successful.

**Non歧视 Statement**

It is the policy of this District that, unless specifically exempted by statute, every course, course section or class, the Full Time Equivalent Students (FTES) of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College(s) and who meets such prerequisites as may be established pursuant to Title 5 of the California Administrative Code, commencing with section 58100.

San Jose/Evergreen Community college District does not discriminate on the basis of race, religion, color, gender, national origin, age, disability, marital status, Vietnam-era Veteran, sexual orientation, organizational affiliation or political beliefs. The lack of English language skills will not be a barrier to admission to or participation in vocational education programs. SJECCD is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as amended, Sections 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

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

**Director of Diversity and Americans with Disabilities Act Coordinator:**

Sam Ho  
Diversity Director  
College Union, Diversity Office  
Telephone: (408) 288-3755

**Title IX and Gender Equity Coordinator:**

Claudia Consigny  
Dean of Counseling and Matriculation  
Counseling Office, Room C 22  
Telephone: (408) 288-3772

**Disabled Students Program:**

Zeke Garcia  
Dean of Special Programs  
Karen Pullen  
Coordinator, Disabled Students Program  
Room 310  
Telephone: (408) 288-3747

**Affirmative Action Officer:**

Dr. Chui L. Tsang  
President  
Room 506  
Telephone: (408) 288-3725

**Non-smoking Policy**

San Jose/Evergreen Community College District prohibits the smoking of cigarettes, pipes, cigars and other combustible substances in all District buildings, facilities and District vehicles.

**Release of Student Information**

All official records of the College are held as confidential, and 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 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 Department of Education, the administrative head of an education agency, State Education officials or their respective designees or the U.S. Office of Civil Rights.

3. Officials authorized to review records in conjunction with a student’s application for, or receipt of, Financial Aid.
4. Officials of schools in which the student may plan to enroll, provided that the student receives a copy of this record if desired.

5. Officials of government authorized to subpoena records, provided that there is a reasonable attempt to notify the student when such records are subpoenaed.

A record of access of all persons in categories 2, 3, 4 and 5 is maintained in the student’s file folder. No other person may obtain information about a student without the student’s written consent.

Statistical information concerning the student body which contains no personally identifiable data is made available to the public in various forms. The College also makes available to the public the names of students who are graduating, the names of students who are placed on the “Honor’s List,” and participants in athletic events unless students request, in writing to the Director of Admissions and Records, that their names be withheld from any such list. Such requests must be submitted prior to the opening day of each semester.

Students who wish copies of documents in their files must request this service in writing through the Office of Admissions and Records. A cost of $1 per page copied (exclusive of the San José City College transcript for which there is a separate charge) is assessed the student for this service. Copies of transcripts from other colleges will not be supplied. No copies of any kind will be made if the student has any indebtedness to the College or District.

**SEXUAL HARASSMENT/ DISCRIMINATION**

The San Jose/Evergreen Community College District is committed to maintaining an environment free of sexual harassment and all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware both that the district is concerned and prepared to take action to prevent and correct such behavior, and that individuals who engage in such behavior are subject to discipline. The district is committed to following the provisions of federal and state laws prohibiting sexual harassment or discrimination in employment and educational programs and services, without regard to race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, political beliefs, organizational affiliation, sexual orientation, gender, or age.

**DEFINITION**

Unwelcome sexual advances, requests for sexual favors, and other verbal comments or conduct of a sexual nature shall constitute sexual harassment when:

- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that student or employee, including, but not limited to, the individual’s academic or work evaluation; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic or work performance by creating an intimidating, hostile, or offensive academic or work environment. (Title IX of the Education Amendments of 1972).

Sexual harassment and discrimination may consist of verbal, written or physical contact of a sexual nature which:

- Is conditioned upon an employment benefit or an educational outcome
- Unreasonably interferes with an individual’s work performance, educational objectives, academic or other educational performance
- Unreasonably interferes with employment practices including but not limited to hiring or any other term, condition, or privilege of employment or academic performance; is used as a basis for educational decisions affecting the individual’s submitting to or rejecting the harassment or discrimination
- Creates an intimidating, hostile, or offensive working or learning environment (EEOC, 1990, Guidelines on Discrimination Because of Sex, CA Education Code 212.5, Title IX)

**Forms of Harassment include the following:**

- Derogatory posters, notices, or other forms of written materials, such as letters, photographs, or drawings;
- Repeated leering or sexually aggressive gestures which the alleged perpetrator knows are unwanted by the person(s) at whom they are directed
- Unwelcome sexual advances (CA Education Code, 212.5, Title IX)
- Requests for sexual favors (CA Education Code, 212.5 Title IX)
- Any behavior, standards, criteria, or methods that limit, segregate, or classify any individual because of gender, sexual orientation, or physical appearance (CA Education Code, 230)
- Barriers that impede accessibility to programs, services, or facilities (CA Education Code, 230)

The District recognizes that confidentiality is important to all parties involved in a sexual harassment/discrimination investigation. To the extent possible, the confidentiality of the complainant, respondent and witnesses shall be protected. Individuals interviewed in accordance with these policies are directed to assist in maintaining such confidentiality.

The District shall not tolerate retaliation against any individual for initiation, pursuit or assistance with a complaint of sexual harassment/discrimination. Any individual who retaliates against any District employee and/or student in violation of the policy may be subject to disciplinary action. Any individual who believes that she/he has been a victim of sexual harassment/discrimination may file a complaint under the District’s Procedure for Resolution of Discrimination/Harassment Complaints within one year of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts of the sexual harassment/discrimination incident.

Each campus is responsible for identifying a Title IX officer. An individual may file a sexual harassment or sexual discrimination complaint with the campus Title IX officer, who will notify the District Affirmative Action Officer of all claims of sexual harassment or discrimination at the time the complaint is received. An individual may also file a complaint of illegal harassment or discrimination with the Office of Civil Rights, United States Department of Education, 1275 Market Street, 14th Floor, San Francisco, CA 94103, at the time of filing a complaint with the campus Title IX.
IX officer, during, or after use of the campus sexual harassment or discrimination complaint process, or without using the campus sexual harassment or discrimination complaint process at all. A complaint filed with the Office for Civil Rights must be put in writing no later than 180 days after the occurrence of the possible harassment or discrimination.

The District shall notify employees, students and the public of this sexual harassment and sexual discrimination policy and of the procedure for investigation of complaints.

**SOLICITING FUNDS OR BUSINESS ON CAMPUS**

Requests by on-campus student groups to solicit funds shall be approved by the student government, as well as by the Dean of Counseling and Matriculation. Representatives of colleges, representatives of the armed forces and representatives of business firms or governmental agencies offering employment or opportunity for services may be granted time and appropriate space for recruitment of students upon approval of the Dean of Counseling and Matriculation.

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.

**STANDARDS OF STUDENT CONDUCT**

Students and visitors to San José City College and Evergreen Community College are expected to adhere to academic and behavioral Standards of Student Conduct.

**Academic standards** include honesty, satisfactory academic performance, and regular attendance.

**Behavioral standards** include showing mutual respect to students and college staff and adherence to District/College rules and regulations and State/Federal laws.

By following these standards, students will conduct themselves in a manner that fosters a positive learning and working environment for students and staff, maintains order on the campus, and protects the rights of the individual and the interests of the District. Violation of these standards on District-owned or controlled property, or at a District-sponsored activity, could result in the consequences outlined in this section. Decisions will be made based on factual information in accordance with due process procedures as outlined by the college and the California Education Code.

**ACADEMIC STANDARDS**

**Violations**
- Altering grades
- Altering or forging college documents, records, or identification
- Copying from someone’s test or allowing someone to copy your test
- Copying from an author’s work without giving credit (plagiarism)
- Doing an assignment (e.g., a term paper or essay) for another student or asking, paying, bribing, or blackmailing someone to do an assignment for you
- Sitting in for someone in class or on a test or having someone sit in class for you if not authorized by the instructor
- Submitting work previously presented in another class if not authorized by the instructor
- During an exam, using or consulting other test or course material not authorized by the instructor
- Possession of an examination or materials not authorized by the instructor. Consequences may include one or more of the following actions by appropriate college officials as shown in parentheses:
  - Receiving a failing grade on the test, paper, or exam
  - Course grade lowered, possibly resulting in course failure
  - Verbal or written reprimand/warning
  - Suspension for a longer specified time
  - Expulsion from college

**ACADEMIC PERFORMANCE**

**Standards and Consequences**
- Cumulative GPA below 2.0 after attempting at least 12 semester units of letter grades
  - Consequence: Academic Probation
- 50% or more of 12 or more semester units attempted recorded as “I”, “W”, or “NC”
  - Consequence: Progress Probation
- Cumulative GPA of less than 2.0 in the next two subsequent terms of enrollment after being placed on Academic Probation.
  - Consequence: Academic Dismissal
- 50% or more of units attempted recorded as “I”, “W”, or “NC” in the next two subsequent terms of enrollment after being placed on Probation.
  - Consequence: Progress Dismissal
- Consistent failure to submit or perform assigned work
  - Consequence: Dismissal from the class or college

**ATTENDANCE**

**Standards and Consequences**
- Absences more than the number of times the class meets in one week.
  - Consequence: The student may be dropped at the discretion of the instructor

**BEHAVIORAL STANDARDS**

**Violations**
- Behavior on district property or at district-sponsored functions which is in violation of district/college rules/ regulations or state/federal laws/regulations, including but not limited to:
1. Behavior that interferes with the normal operations of the college, including obstruction or disruption of the teaching, learning, and administrative process.
2. Applying undue pressure on an instructor to alter a grade.
3. Threat or act of physical harm directed against a student, visitor or college employee.
4. Willful damage to or theft of district property.
5. Threat or act of stalking, sexual assault, or rape.
6. Possession of an object used as a weapon to threaten bodily harm.
7. Use of fraudulent identification.
8. Unauthorized possession, duplication, or use of keys to any district premises, or unauthorized entry to or use of college or district premises.
9. Unauthorized copying or an attempt to copy computer software; an unauthorized entry or attempt to enter a system; or intentionally introducing a virus.
10. Unlawful possession, sale, use of or under the apparent influence of illegal drugs or alcohol.
11. Willful defiance of college officials, faculty, staff, or police officers who are giving lawful direction.
12. Disorderly, lewd, indecent, or obscene conduct or expressions (including willful profanity and/or vulgarity with intention to threaten, intimidate, or offend).
13. Gambling (money or its equivalent exchanged and not part of an approved campus activity/event).
14. Harassment or discrimination based on gender, race, religion, culture, disability, sexual orientation or age.
15. Failure to comply with the terms of any disciplinary sanction imposed in accordance with the Code of Student Conduct.

Consequences may include one or more of the following actions:

1. **Verbal Reprimand/Warning**: Verbally reprimanding students for inappropriate behavior and warning the continuation of the conduct will cause disciplinary action.
2. **Written Reprimand/Warning**: Written notification of inappropriate behavior and written warning that continuation of the conduct will cause disciplinary action, noted in student’s file.
3. **Suspension**: Exclusion from classes, privileges, activities, or the college for a specified period of time, noted in student’s file (instructors may suspend a student for the remainder of a class period and the next class period; Administrators or President may suspend a student for a longer specified time).
4. **Expulsion**: Termination of student’s right and privileges, noted in student’s file.

**PARKING OF VEHICLES**

Any violation or violations of law, ordinance, regulation, or rule regulating or pertaining to the parking of vehicles in District parking lots shall not be cause for the suspension or expulsion of a student, excepting violations which are disruptive to the educational programs of the district.

**DUE PROCESS PROCEDURES**

Any district official who suspends a student for more than one entire class or day of instruction must provide his or her immediate supervisor and the College President a written report which includes:

- The name of violating student
- A statement of the alleged violation(s) with date, time and place
- Names of witnesses (if any)
- Sanction(s) to be imposed

Within three working days of receiving the report, the President must notify the student by certified mail of the following:

- Reason or reasons for suspension or dismissal
- Length of suspension or dismissal
- Conditions for removal of suspension or dismissal
- The right to appeal the suspension or dismissal through the college grievance process

When it appears likely that the grievance process will proceed for a period beyond that of the suspension, the student may request immediate reinstatement from the instructor or District official who imposed the suspension. If agreement cannot be reached to reinstate the student during the review process, the student may petition the President for reinstatement. The President may reinstate the student until the review process is completed by informing all involved parties in writing of the reason for reinstatement.

If the grievance process finds in the student’s favor, the student shall be held harmless and will be allowed to make up missed work.

The President shall report all suspension of students to the District Chancellor.

Instructors shall be encouraged to clearly establish and uniformly enforce rules for proper classroom demeanor.

**STUDENT GRIEVANCE**

The San Jose/Evergreen Community College District is committed to fostering a safe, positive learning environment where students can pursue their educational goals and participate in college-sponsored activities that promote intellectual growth and personal development. To this end, students are provided protection and due process of their individual rights against unfair and improper action by any member of the district community.

If a student believes that he/she has been subjected to unjust action or denial of his/her rights under District/College rules and State/Federal laws, he/she will be given an opportunity to seek resolution through use of the Student Grievance Complaint Procedure. A grievance may be initiated by a student against: a) another student, b) a faculty member, c) an administrator, d) a member of the classified staff or e) board member, for the following reasons:

1. Imposition of a sanction (violation of academic standards, academic performance, and behavior standards along with the consequences outlined) without due process.
2. Violation of student’s rights according to the “Student and College Rights and Responsibilities,” (included in District policy pending board approval).
3. Violation of “Standards of Student Conduct.”
4. Violations of rights as enumerated in State/Federal laws, including but not limited to:
   • Federal and State Constitution
   • California Education Code
   • Title V - Calif. Code of Regulations
   • Title VII of the Civil Rights Act of 1964, and Section 12940 \textit{Et. Seq.} of California Government Code, which prohibits discrimination on the basis of sex, race, color, or national origin
   • Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex
   • Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability
   • Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability
   • The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age
   • California Labor Code, Section 1102.1, which prohibits discrimination based on actual or perceived sexual orientation

**STUDENT GRIEVANCE REVIEW BOARD**

A Student Grievance Review Board shall be established to allow a hearing for those students who believe that they have been unjustifiably penalized or suffered grievous personal abuse by actions of any member of the certificated or classified staff of San Jose/Evergreen Community College District.

**STUDENT ORGANIZATIONS**

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

**FINANCIAL RESPONSIBILITIES; STUDENT BODY ASSOCIATIONS AND STUDENT ORGANIZATIONS**

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

- The student body association shall be responsible for student body association expenses and shall not be responsible for the financial obligations of student organizations not under its sponsorship and/or jurisdiction.
- Approved expenses of staff members assigned to supervise student body association activities may be borne within the college budget. The expenses of staff members assigned to supervise other student sponsored events may be borne by the appropriate student organization.
- The college shall be reimbursed by any student organization for all toll calls made on its behalf.
CHAPTER 10 — FACULTY AND ADMINISTRATORS

(Date of original appointment follows names)

Adamczeski, Madeline (1999) – Chemistry
B.S., Ph.D., University of California, Santa Cruz

Ahlberg, David (1991) – Mathematics/Science
B.S., University of Wisconsin; M.S., Carnegie Mellon University

Antonelli, Sharon (1974) – Child & Family Studies
B.A., M.A., San José State University

Bebawi, Sabri (2000) – English as a Second Language
B.A., M.A., Fullerton State University

Behroozi, Bahram (1970) – Music
B.A., M.A., San José State University

Bell, Judith (1996) – Art
B.A., M.A., Fullerton State University; M.F.A., Claremont Graduate School

Benninghofen, Suzanne (1986) – Counseling/Guidance/Psychology
B.A., M.A., San José State University; Ph.D., The City University, London, U.K.

Berke, Michael (2001) – Foreign Language (French)
B.A., M.A., University of California, Santa Barbara

Bettencourt, Laura (1998) – Extended Opportunity Program
B.A., San José State University; M.A., Santa Clara University

Black, James D. (1991) – Business/Real Estate
B.S., M.B.A., San José State University

Blair, Michelle (2000) – English
B.A., State University of New York at Purchase; M.F.A., Columbia University

Bonanno, Bert (1969) – Dean, Athletics & Physical Education
B.A., M.A., San José State University

B.S., University of Nevada

Butler, Patrick (1974) – Counseling/Psychology
B.A., M.S., San José State University; Licensed Marriage, Family and Child Counselor

Carr, Percy (1975) – Physical Education/Basketball Coach
B.A., M.A., Fresno State University

Castaneda, Susie (1987) – Cosmetology
B.A., M.A., National University

Chapa, Aurelio (Javier) (2000) – English
B.A., University of California, Berkeley; M.A., Holy Names College

Chiem, Lila (1997) – Extended Opportunity Program
B.A., M.S., San Francisco State University

Chiodo, Christine D. (1977) – Disabled Students Program
(A.B.I. Students) Physical Education
B.A., San Diego State University; M.A., Pepperdine University; Certified Corrective Therapist

Chu, Hang (2001) – Counseling/Guidance
B.A., M.A., San José State University

Connolly, Kieron (2000) – Air Conditioning & Refrigeration
Electronic Engineering NCEA, Department of Education
Cork Institute of Technology, Ireland

Conroy, Mary (1985) – Child & Family Studies/Psychology
B.A., City College of New York; M.A., University of Minnesota; Ph.D., Stanford University

Cornejo, Donna (1988) – Business
B.S., M.B.A., San José State University; M.A., University of San Francisco

Consigny, Claudia (2001) – Dean, Counseling/Guidance
B.A., Bradley University; Ed.M., Temple University

Covarrubias, Jesus (1997) – Social Science
B.A., University of California, Berkeley; M.A., Stanford University

Covey, Arthur (Bill) W. (1979) – Construction Technology
B.A., M.A., Los Angeles State University

Crawford, Marylin (2001) – Counseling/Guidance
B.A., San José State University; M.A., University of California, Santa Cruz

Crawford, Philip J. (1974) – Administration of Justice/Sociology
B.A., M.A., San José State University; J.D., Santa Clara University

Cruz-Johnson, Celia (2001) – Reading
B.A., M.A., Inter American University of Puerto Rico

Dallas, Sharon (2001) – Cosmetology
A.S., San José City College; Licensed Cosmetologist

D’Eliscu, Peter (1996) – Biology
B.S., University of California, Irvine; M.A., San José State University; Ph.D., University of Arizona

Dick, Michael (2001) – Cosmetology
B.A., San Francisco State University

Divinia, Michael (1986) – Mathematics
A.B., Dickinson College; M.S., Ph.D., University of Rochester

Dodge, Lucy (1999) – Computer Information Systems
B.A., University of California, Santa Barbara; M.A., San José State University; M.S., National University

Espinosa, Alexandrina (1965) – Foreign Language (Spanish)
A.B., M.A., San José State University

Ferrell, Linda (1999) – Business Education
B.A., University of California, Davis; M.B.A., University of Santa Clara

Fischer, Russell G. (1966) – Librarian
A.B., M.A., San Francisco State University; B.L.S., M.L.S., University of Toronto

Flores, Thomas (1988) – Machine Technology
DeAnza College

Frazier, Christopher (2001) – Mathematics
B.A., M.A., University of California, Santa Cruz

Frey, Kevin (1990) – Music/Humanities
B.M.E., Iowa State University; M.M., University of Colorado

Frodyma, Marc (1997) – Physical Science
B.S., Worcester Technical Institute; M.S., University of Idaho; Ph.D., University of Massachusetts

Fukui, Ikuko (1991) – Foreign Language (Japanese)/Social Science
B.F.A., Kobe College, Japan; M.A., Stanford University

Garcia, Esequiel (1975) – Dean, Special Programs
B.A., M.A., San José State University
Garcia, Maria (1975) – Counseling/Guidance
B.A., San José State University;
M.A., University of California, Berkeley

Gay, Howard (1981) – Physical Education/Football Coach
B.Ed., M.Ed., University of Hawaii

Gaydos, Beth (1993) – Biological Science
B.A., University of California, Santa Cruz;
M.A., San José State University

Gerster, Patrick (1999) – Dean, Humanities & Social Science
B.A., College of St. Thomas;
M.A., Ph.D., University of Minnesota

Gibson, Zenolia Anderson (1971) – Director, Transfer Center
B.A., M.A., San José State University;

Gosak, Alice (1980) – English as a Second Language
B.A., Beloit College;
M.A., University of California, Los Angeles

Gregor, Michelle (2002) – Ceramics
B.F.A., University of California, Santa Cruz;
M.F.A., San Francisco State University

Gressley, Nancy (1980) – Counseling
B.S.Ed., Ohio University;
M.Ed., Kent State University

Haas, Stephen (1977) – Physical Education/Cross Country and Track & Field Coach
B.A., Occidental College, Los Angeles;
M.S., Los Angeles State University

Hanson, Kathleen (1989) – English as a Second Language
B.A., St. Louis University;
M.A., San José State University

Harper, Timothy (1975) – Counseling/Guidance/Management & Supervision
B.A., Hayward State University;
M.A., Santa Clara University

Heiliger, Linda (1977) – Photography/Art
B.A., Brooklyn College;
M.A., San Francisco State University

B.A., M.A., University of California, San Diego

Helliwell, Carole LaRae (1991) – Mathematics
B.A., Northwest Nazarene College;
M.S., Eastern Washington State College

Hernandez, Marcos (1997) – Electronics
B.A., University of Guanajuato, Mexico

Ho, Mail Le (2001) – Ethnic Studies
B.A., University of California, Davis;
M.S.W., University of California, Berkeley

Holbrook, Heidi (2002) – English
B.A., Washington State University;
M.A., University of Idaho, Moscow

Huerta, Samuel (1968) – Physical Education/Women’s Volleyball Coach
B.S., M.S., California State Polytechnic University, San Luis Obispo

Hunter, Charles Frederick (1969) – English/Reading
B.A., Lawrence College;
M.S., University of Wisconsin

Huntze-Rooney, Deborah (1991) – Physical Education/Women’s Softball Coach
B.A., Chico State University;
M.Ed., Arizona Pacific University

Ibarra, Rufino H. (1985) – Physical Science
B.S., University of Philippines;
Ph.D., University of Minnesota

James, Laura (1996) – Dental Assisting

Janowski, Lois (1988) – English/Reading
B.A., M.A., San José State University

Joesten, William (1977) – English
B.A., M.Ed., San José State University

Kendall, Martha (1972) – English/English as a Second Language/Humanities
B.A., University of Michigan;
M.A., Stanford University;
M.A., San José State University

Kendrick, Eleanor (1981) – Mathematics
B.S., University of Florida;
M.A., San José State University

Keuser, Lydia (1977) – Business/Computer Applications
B.A., M.A., San Francisco State University

King, Joseph T. (1991) – Librarian
B.A., University of California, San Diego;
M.L.S., University of California, Los Angeles

Koski, Jill (2001) – Work Experience Coordinator, WIN Program
B.A., M.A., San José State University

Lahai, Momoh (1998) – Electronics/Telecommunications
B.A., San José State University

Lazik, Iyun (2001) – Chemistry
B.S., Lander University;
Ph.D., Clemson University

Ledesma, Gary (2001) – Counseling
B.A., San José State University;
M.A., Santa Clara University

Levesque, Ronald (1990) – English as a Second Language
B.A., University of Connecticut;
M.A., Southern Illinois University

Levinson, Melanie (1999) – English
B.A., University of California, Riverside;
M.A., University of California, Irvine;
Ph.D., Pennsylvania State University

Liem, Henry (1999) – Philosophy
B.S., Oklahoma State University;
M.A., University of Texas, Austin;
M.A., San José State University;
J.D., University of California, Berkeley

Listenbee, Jimmylee (1969) – Dance/Humanities
B.A., Butler University;
M.A., Teachers College

Lockett, Regina (1990) – English/Humanities
B.A., M.A., San Francisco State University

Lopez, Ann Aurelia (1969) – Biological Science
B.A., University of California, Riverside;
M.A., University of California, Santa Barbara

B.A., Eastern Washington University;
M.A., Ph.D., Purdue University

Lund, Lois (1997) – Dean, Language Arts
B.A., M.A., University of Iowa

Lundie, Clem (2001) – Computer Information Systems
A.S., Community College of the Air Force

MacGowan, Ciaran (1998) – Multimedia
B.S., the Queen’s University of Belfast (Ireland)

Manian, Padma (2000) – History/Women’s Studies
B.A., University of Madras (India);
M.A., Jawaharlal Nehru University (India);
Ph.D., Miami University - Ohio

Martin, Leandra (1997) – Mathematics
B.S., Arizona State University;
M.S., Iowa State University

Martinez, Maricela (1998) – Counseling/Adelante
B.A., Northridge State University;
M.A., San José State University

Mathias, Eve B. Page (1992) – Art/Humanities
B.A., Boston University;
M.A., M.F.A., San José State University

McAfee, Diane (1969) – English
B.A., Middlebury College;
M.A., Claremont Graduate School
McElroy, Daniel (1985) – Computer Information Systems
B.S., Weber State College

Mellema, Wilbur (1985) – Mathematics
B.A., Calvin College;
M.A., University of California, Los Angeles;
M.A., Michigan State University

Mendoza, Donna (1990) – Drama/Humanities
A.B., University of California, Berkeley;
M.A., Ph.D., University of California, Santa Barbara

Muench, Margaret (1980) – Reading/Writing Center
B.A., University of California, Santa Barbara;
M.A., University of California, Los Angeles

Mullen, Gerald W. (1980) – Electronics
B.S., Fresno State University;
M.A., San José State University

Needman, Janet (1999) – Health Services Nurse
B.S., M.S., San José State University

Newton, Mark A. (1993) – Biological Science
A.B., University of California, Berkeley;
Ph.D., Arizona State University

Nguyen, Patricia (1980) – English as a Second Language
B.A., M.A., Southern Illinois University

Nguyen, Teddy (1991) – Computer Technology/Electronics
B.S., University of California, Berkeley;
M.S.E.E., University of Santa Clara

Nicholas, Joann (1980) – Sign Language/Counseling
B.S., State University of New York at Albany;
M.A., New York University

Norris, Denise (1992) – Dean, Instructional Technology and Learning Resources
B.A., M.A., San José State University

Oberg-Hearn, Terri (1989) – Physical Education/Women’s Basketball Coach
B.S., Fullerton State University;
M.A., San José State University

Pacheco, Tolentino (1998) – Electronics
A.A., West Valley College

Pawlusyn, Nancy (2001) – Journalism/English
B.A., Massachusetts College of Art
M.A., Simmons College

Petersen, Kimberly (1998) – Director, WIN Program
B.A., Chico State University;
M.A., San José State University

Potterton, James (1980) – Psychology
B.A., Webster College;
M.A., Southern Illinois University;
Ph.D., University of California, Santa Barbara

Price, Ben S. (1966) – Psychology
A.B., M.A., San José State University;
Licensed Marriage, Family and Child Counselor

Pullen, Karen (1999) – Disabled Students Program
B.S., Ball State University;
M.A., New York University

Quach, Tin (1997) – Mathematics
B.A., Fresno State University;
M.S., University of California, Riverside

Ramirez-Bost, Carol (1997) – Cosmetology

Reininger, Robert (1978) – Electronics/Computer Technology
B.S., California State Polytechnic University, Pomona

Reyes, Hermosa (1997) – Early Childhood Education
B.S., University of Philippines;
M.S., E.D., Northern Illinois University

Rice, Leslie (2001) – English
B.A., Brigham Young University;
M.A., California State University, Hayward

Robb, Douglas (1997) – Physical Education/Baseball Coach
B.A., M.A., Saint Mary’s College of California

Rookstool, Judy (1979) – Counseling
B.A., University of California, Santa Barbara;
M.A., San José State University;
Ed.D., University of San Francisco

Samuelson, D. James (1986) – Dean, Mathematics and Science
B.A., Cornell College;
M.A., University of California, Berkeley;
Ph.D., University of California, Santa Barbara

Santos, Priscilla (1990) – Counseling/Guidance
B.A., M.A., San José State University;
Ed.D., University of San Francisco

B.A., M.A., San José State University

Schirrmacher, Robert (1987) – Child & Family Studies
B.A., Michigan State University;
M.A., University of Detroit;
Ph.D., University of Illinois

Shaw, Spencer (1981) – Mathematics
B.E.E., Catholic University of America;
M.S., Stanford University

Shelton, Merylee (1988) – Communication Studies
B.A., Creighton University;
M.A., San Francisco State University

Simonson, Novella (1990) – English/English as a Second Language
B.A., M.A., San José State University

Skulte, John (1990) – English/English as a Second Language/Humanities
B.A., Brooklyn College;
M.A., Ph.D., Indiana University

Solem, Cynthia (1996) – English as a Second Language/English
B.A., University of Wisconsin;
M.A., San Francisco State University

Soman, Anuradha (2000) – Computer Applications
B.S., M.S., Karnataka University, Dharwar, India;
M.A., Stanford University

Song, Choo (John) (1993) – Chemistry/Physical Science
B.S., Mount Union College;
Ph.D., Michigan State University

Stagnaro, Donald W. (1986) – Physical Education/Golf Coach
B.A., University of the Pacific;
M.B.A., Saint Mary’s College

B.A., University of Arizona;
M.A., Fresno State University;
Ph.D. University of Reno

B.A., University of California, Davis;
M.A., San José State University

Tran, Angela (2000) – Mathematics
B.A., M.S., San José State University

Trieu, Hung (1997) – Economics
B.S., Hayward State University;
M.A., San Francisco State University;
M.A., Ph.D., University of California, Santa Cruz

Tsang, Chui L. (1997) – President, San José City College
B.A., University of California, Berkeley;
Ph.D., Stanford University

Tsin, Stephen (1999) – Marketing/Business
B.S., M.B.A., Golden Gate University

Vujjeni, Kishan (1990) – Dean, Business & Service Careers
M.S., Northern Carolina Agricultural and Technical State University;
M.S., Jackson State University

Wahler, Dennis (1982) – Business
B.S., Metropolitan Institute, London, England;
M.B.A., University of Phoenix

B.S., California State University, San Bernardino;
M.S., California State University, Los Angeles;
Ph.D., University of Southern California
Williams, Russell Todd (1977) – Librarian
  B.S., Iowa State University;
  M.A.L.S., San José State University

Wilson, Patricia (1976) – Dental Assisting
  B.A., Saint Mary’s University

Wing, Robert (1996) – Librarian
  B.S., University of California, Davis;
  M.L.S., San José State University

Witte, Mary Jennifer (1990) – Health Sciences (EMT)/Tech Prep/VATEA
  R.N., Mercy Hospital School of Nursing, Cedar Rapids, Iowa

Woodhead, Barry (1985) – Physical Education
  B.A., Humboldt State University;
  M.A., San Francisco State University

Yancey, David (1981) – Administration of Justice/History/Political Science
  B.A., Sacramento State University;
  M.A., San José State University

Young, Carole (1990) – Counseling/Guidance
  B.A., M.A., San José State University

Youngblood, Sharon (1987) – Business/Accounting
  B.A., San José State University;
  M.A., United States International University
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department/Program</th>
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<tbody>
<tr>
<td>Aldama, Debra</td>
<td>Admissions &amp; Records Technician</td>
<td>Admissions and Records</td>
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<td>Amador, Frank</td>
<td>Admissions &amp; Records Technician</td>
<td>Admissions and Records</td>
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<tr>
<td>Barger, Jo Ann</td>
<td>Program Assistant</td>
<td>Counseling and Student Services</td>
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<tr>
<td>Bechdol, Shauni</td>
<td>Instructional Lab Technician II</td>
<td>Athletics and Physical Education</td>
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<td>Begum, Talath</td>
<td>Nutrition Aide</td>
<td>Child Development Center</td>
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<td>Borella, Diane</td>
<td>Instructional Assistant</td>
<td>Language Arts</td>
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<td>Caldwell, Julinda</td>
<td>Senior Division Administrative Assistant</td>
<td>Language Arts</td>
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<tr>
<td>Campbell, James</td>
<td>Network Technician</td>
<td>Instructional Technology</td>
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<td>Casillas, Guadalupe</td>
<td>Program Assistant</td>
<td>Academic Senate</td>
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<tr>
<td>Chen, Kimberly</td>
<td>Instructional Assistant</td>
<td>Disabled Students Program</td>
</tr>
<tr>
<td>Choy, Stephen</td>
<td>Outreach Specialist/Recruitment</td>
<td>Special Programs</td>
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<tr>
<td>Coletto, Patricia</td>
<td>Admissions &amp; Records Coordinator II</td>
<td>Admissions and Records</td>
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<td>Connor, Allison</td>
<td>Costumer</td>
<td>Drama</td>
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<td>Cooper, Frank</td>
<td>Instructional Lab Technician II</td>
<td>Machine Technology</td>
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<td>Covey, Barbara</td>
<td>Instructional Assistant</td>
<td>Mathematics</td>
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<tr>
<td>D’Anna, Jeanette</td>
<td>Job Developer/Placement Officer</td>
<td>WIN Program</td>
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<td>Dominguez, Estella</td>
<td>Instructional Assistant</td>
<td>Mathematics</td>
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<td>Driver, Dennis</td>
<td>Instructional Assistant</td>
<td>Computer Information Systems (Title III)</td>
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<td>Easton, Steve</td>
<td>Instructional Assistant</td>
<td>Mathematics</td>
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<td>Esherick, Faith</td>
<td>Employment Services Technician II</td>
<td>Office of Academic Support</td>
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<td>Espino, Corinne</td>
<td>Program Assistant</td>
<td>Campus Diversity Office</td>
</tr>
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<td>Esquivel, Carla</td>
<td>Staff Assistant II</td>
<td>Special Programs</td>
</tr>
<tr>
<td>Francisco, Judith</td>
<td>Library Assistant</td>
<td>Library</td>
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<tr>
<td>Franklin, Debra</td>
<td>Senior Library Technician</td>
<td>Library</td>
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<td>Frederick, Tasha</td>
<td>Outreach/Recruitment Specialist</td>
<td>Special Programs</td>
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<tr>
<td>Friesen, Shirley</td>
<td>Senior Division Administration Assistant</td>
<td>Business &amp; Service Careers</td>
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<td>Geer, Bruce</td>
<td>Network Technician</td>
<td>Instructional Technology</td>
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<td>Giacomazzi, James</td>
<td>Athletic Program Support Specialist</td>
<td>Athletics and Physical Education</td>
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<td>Gonzales, Virginia</td>
<td>Evaluations Specialist</td>
<td>Admissions and Records</td>
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<td>Gonzalez, Sandra</td>
<td>Admissions and Records Technician</td>
<td>Admissions and Records</td>
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<td>Gonzalez, Socorro</td>
<td>Instructional Assistant III</td>
<td>Cosmetology</td>
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<td>Green, Jennifer</td>
<td>Schedules and Catalog Technician</td>
<td>Office of Academic Support</td>
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<td>Greene, Patricia</td>
<td>Staff Assistant II</td>
<td>WIN Program</td>
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<tr>
<td>Hager, Robert</td>
<td>Network Technician</td>
<td>Instructional Technology</td>
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<td>Hager, Susan</td>
<td>Curriculum Specialist</td>
<td>President’s Office</td>
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<td>Harrington, Margaret</td>
<td>Articulation Specialist</td>
<td>Counseling and Student Services</td>
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<td>Harris, Veronica</td>
<td>EOP&amp;S Eligibility Specialist</td>
<td>Special Program</td>
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<td>Heemskerk, Michele</td>
<td>Instructional Lab Technician II</td>
<td>Dental Assisting</td>
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<td>Hoffman, Deborah</td>
<td>Child Development Specialist II</td>
<td>Child Development Center</td>
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<td>Hoffman, Heidi</td>
<td>Staff Assistant IV</td>
<td>Business Services</td>
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<td>Hopkins, Roxie</td>
<td>Instructional Assistant II</td>
<td>Cosmetology</td>
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<tr>
<td>Huston, J. Timmons</td>
<td>Assessment Specialist</td>
<td>Counseling and Service Careers</td>
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<td>Ingeneri, Maureen</td>
<td>Admissions and Records Technician</td>
<td>Counseling and Service Careers</td>
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<td>Jimenez, Linda</td>
<td>Staff Assistant IV</td>
<td>Business Services</td>
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<tr>
<td>Joesten, Kathryn</td>
<td>Police Dispatcher</td>
<td>Campus Police</td>
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<tr>
<td>Jones, Steve</td>
<td>Instructional Lab Technician II</td>
<td>Athletics and Physical Education</td>
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<tr>
<td>Kline, Diane</td>
<td>Financial Aid Specialist III</td>
<td>Financial Aid Office</td>
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<td>Name</td>
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<tr>
<td>Kreibich, Mary</td>
<td>Senior Division Administrative Assistant</td>
<td>Applied Science</td>
</tr>
<tr>
<td>Kua, Rex</td>
<td>Instructional Lab Technician I</td>
<td>Applied Science</td>
</tr>
<tr>
<td>Lai, UC</td>
<td>Laboratory Clerk</td>
<td>Language Arts</td>
</tr>
<tr>
<td>Lakandula, Benito</td>
<td>Staff Assistant II</td>
<td>WIN Program</td>
</tr>
<tr>
<td>Le, Anna</td>
<td>Staff Assistant II</td>
<td>Business and Services Careers</td>
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<tr>
<td>Liu, Di</td>
<td>Instructional Assistant</td>
<td>Language Arts</td>
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<td>Lopez, Janeth</td>
<td>Senior Division Administrative Assistant</td>
<td>Special Programs</td>
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<td>Technical Director</td>
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Language Arts

Thompson, Roi Ann........Senior Division Administrative Assistant
Math and Science

Tran, Tuyet.........................Financial Aid Specialist I
Financial Aid Office

Trigueiro, Maria............Child Development Specialist I
Child Development Center

Truong, Anh......................Financial Aid Specialist III
Financial Aid Office

Varela, Mary...................Child Development Aide
Child Development Center

Vasquez, Carol..............Student Retention Assistant
Language Arts

Vieyra, Sandra.............Adelante Program Specialist
Math and Science

Vo, Samantha.................Senior Administrative Assistant
President’s Office

Vo, Samantha.................Senior Administrative Assistant
President’s Office

Vu, Kim Huyen................Child Development Aide
Child Development Center

Vu, Oanh Cam................Child Development Aide
Child Development Center

Vu, Peter........................Library Technician
Library

Vukelich, Anthony.........Instructional Lab Technician II
Applied Science

Wilson, Jennifer........Division Administrative Assistant
Humanities and Social Science

Woodman, Brenda........Instructional Lab Technician III
Cosmetology

Wright, Mary....................Staff Assistant I
Counseling and Student Services

---

**SUPERVISORY PERSONNEL**

Brodie, Marilyn.........................WIN Supervisor

Burke, M. Patricia..............Financial Aid Supervisor

Canoy, Eugenio............Technology and Media Services Supervisor

Dominguez, John...............Maintenance Supervisor

Herndon, Sharon.............Business Services Supervisor

Hood, Sherry....................Reprographics Supervisor

Lofsted, Ruth..................Bookstore Operations Supervisor

Maxwell, Jared................Custodial Supervisor

Parker, David...................Accountant

Short, Patricia..............Administrative Services Supervisor

---

**MANAGEMENT PERSONNEL**

Calegari, Michael...........Director of Administrative Services
and Fiscal Operations

Clabough, Tom....................Maintenance Manager

Gordon, Bruce.............Custodial Manager

Ho, Kimsanh..................Director of Campus Diversity

Mibach, Rodolfo............Faculty Project Manager

Peterson, Kimberly........Director of WIN Program

Renteria, Phillip...........Director of Campus Life

Rodriguez, Henry............Director of Grounds Manager

Tsang, Chui L................President

Wolfe, Nancy...............Director of Grants and Development

---

**EMPLOYEES AT SAN JOSE CITY COLLEGE WITH PRIMARY ASSIGNMENT TO DISTRICT OFFICE**

Aldama, Alejandro.............Custodian I

Andrade, Emanuel...........Equipment/Vehicle Mechanic

Aragon, Robert...............Custodian I

Atchazo, Lolito...............Custodian I

Broggi, Jason...............District Mail Services Technician

Buenrostro, Javier........Custodian II

Cadile, Dale..................Bookstore Services Coordinator

Castro, Deo....................Police Officer I

Chapman, Elaine............Senior Administrative Assistant

Chiodo, Peter.............Facilities Maintenance Worker

Cooper, Gary................Groundskeeper/Arborist

Durbin, Phillip...............Painter

Engdahl, Pete...............Traffic and Campus Services Officer

Fasbinder, Jeffrey........District Graphics Designer/Reprographics

Flores, Antonio...........Police Officer II

Guevara, Daniel...............Custodian I

Hattman, Colleen..........Merchandising Specialist

Heck, Eugene................Electrician

Juntado, Arnold...........Electrician

Killili, Simon............Custodial II

Lam, Cam.....................Account Clerk/Bookstore

Lara, Jose.....................Custodial II
Lee, Donald.................................Police Officer II
Lopez, Maria.................................Custodian I
Machado, John...............................Carpenter
Martinez, Gilberto..........................Custodian II
Medlock, David.........................Equipment/Vehicle Maintenance
Miranda, Felipa..............................Custodian I
Mogensen, Robert..........................Custodian I
Monarrez, Juan..............................Custodian I
Nelson, Scott...............................Bookstore Services Clerk
Nguyen, Tho Van...........................Bindery Clerk
Nguyen, Nam...............................Offset Press Operator II
Preciado, Antemio..........................Custodian I
Quinones, Mario............................Facilities Maintenance Worker
Reis, Emanuel...............................Groundskeeper I
Rodriguez, Rogelio........................Custodian I
Romero, Patricia...........................Bookstore Services Clerk
Rosas, Lorenzo............................Custodian I
Ruiz, David.................................Custodian II
Ruiz-Rodriguez, Evangelina..............Custodian I
Salazar, Richard...........................Hardware Specialist
Salgado, Andrew............................Groundskeeper II
Shirley, Robert.............................Custodian I
Spencer, Stephen.........................Staff Assistant III/Reprographics
Torrevillas, Rodolfo.......................Groundskeeper II
Valdes, Rene...............................Custodian II
Valencia, Daniel...........................Police Officer I
Velasquez, Ana.............................Custodian I
Villa, Faustino..............................HVAC/Plumber
Vo, Nam....................................Offset Press Operator II
Vo, Khanh..................................Offset Operator III
CHAPTER 12 — ADVISORY COMMITTEES

ACCOUNTING

Mary Roensch, CPA
Senior Director of Accounting
Johnson & Johnson

Joe Torretto
Alumni/Fiscal Officer
Santa Clara County Assessor’s Office

Karey Lucas
Vishay Siliconix

Dr. Joseph Mori
Chair Accounting and Finance
San Jose State University

Jeff West
Director of Finance
Credence Systems Corporation

Lou Coffaro, CPA
Small Business Owner

Mary Chambers, CPA
Chief Financial Officer
Diana Fruit Co; Inc.

Jeff Coate, CPA
Senior Accountant
Deloitte & Touche LLP

AIR CONDITIONING / REFRIGERATION

Raymond Balaora
San Jose State University

David Buchanon
Facilities First

Bob Dills
Western Allied Service Co.

Bill Eshelmann
AC Service and Design

John Hawk
San Jose State University

Jerry Hurwitz
J & J Air Conditioning

Jerry Kissinger
Intel

Frank Martins
Phillips Semiconductor

John Meeks
O’Connor Hospital

Steve Murphy
Engineered by Murphy

Duane Oberquell
Santa Clara Valley Medical Center

Ted Santos
San Jose State University

John Starelli
Stationary Engineers

Ton Crabb, Vice President
Manufacturing Operations
Stratacom

Gale S. Iguchi
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Cypress Semiconductor

Carla Lindsey
Alumni/Supervisor, Legal Clerk
Santa Clara County Superior Court

Christine Vogensen
Human Resources Representative
Axil Computer, Inc.

Bob Winsor
President
General Programming

Mr. Richard Corr
Security Specialists

Ms. Brenda Childress
Silver Creek High School

Mr. John Floren
Alumni/PT Instructor

Mr. Bud LoMonaco
LoMonaco Jewelry Store Owner

Mr. Ken Percival
Alumni/Hewlett Parkard

Mr. Tony Sgro
Sgro Promo Associates

CHILD AND FAMILY STUDIES

Doris Fredericks
Choices for Children

Robert Freiri
Saint Elizabeth’s Day Home

Yolanda Garcia
WestEd- Institute for Early Childhood Professional Development

Ernestine Howard
Center for Employment Training

Dawn Perry
Community Family Services

Deborah Simons
City of San Jose

Anna Trujillo
Santa Clara County Head Start
Santa Clara County Office of Education

COMPUTER INFORMATION SYSTEMS /
COMPUTER APPLICATIONS

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Phoenix Technologies, Ltd.

Val Szymanski
Solaris Engineering Manager
Sun Microsystems

Mike Toppa
Ask Jeeves

Luis Chanu
On Site Network Solutions

BUSINESS

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Alumni/General Manager
Pro Stainless Inc.

Mr. John Floren
Alumni/PT Instructor

Mr. Bud LoMonaco
LoMonaco Jewelry Store Owner

Mr. Ken Percival
Alumni/Hewlett Parkard

Mr. Tony Sgro
Sgro Promo Associates

Mr. Joe Cogar
Alumni/General Manager
Pro Stainless Inc.
CHAPTER 12 — ADVISORY COMMITTEES

James Staffort
Highsoft, Inc.

Scott Holmgren
Highsoft, Inc.

Betty Breisch
Estaff

Janel Nannusch
County of Santa Clara Social Services

Christopher Clark
MMC Networks, Inc.

Ron Dodge
Human Resources
United Parcel Service

Ken Pfeiffer
eBusiness Strategies

Larry Gee
IBM Corporation

Lupe Amezquita
Hewlett-Packard

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Associate Professor
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John Alvarez
Area Sales Manager
East Bay District, United Parcel Service

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Business Development
Mobile ID

Lisa Rathjens
Manager-Development Education
Palm Computing, Inc.

Bill Cullifer
Executive Director
World Organization of Webmasters

CONSTRUCTION TECHNOLOGY

Ansehl Pike
Amity Furniture Service

Tom Sanders
C.B. Tools & Supply, Inc.

Joe Cota
Independent Construction Service Co.

Steve Demkowski
S.J. Demkowski Construction

Ken Maggi
Maggi Construction Co.

David Gill
Roth Wood Products

David S. Thomas
Woodwork Institute of California

Cosmetology

Rudy Castenada
Casteze

Norma Varnedell
Elegant and Natural Kosmetik

James Craig
James Craig Salon

Keri Jordon
Hairs Inn

Denise Aquaristi
Special FX

Monica Foster
Sarah Jones

Ron Scott
MG for Hair

Laura Bruton
Creative Hair Design

DENTAL ASSISTING

Judy Bock, R.D.A.

Carol McCutcheon, D.D.S.

Ken Smith, D.D.S.

Eric Werner, D.D.S.

Dennis Wong, D.D.S.

Richard Evans, D.D.A.

Gina Glemming, R.D.A.E.F.

Isabel Clifford, R.D.A.

Charlene Williams, R.D.A.

ELECTRONICS/COMPUTER TECHNOLOGY

Jerry Kissinger
Intel Corporation

Jerry Stevens, Instructor
Electronics

Martha Halliwell
Bart

Bruce Clamton
Bart

David Hoffman
IBM

Lucille Jurgens
Komag, Inc.

Ray Tanaka
Compaq Computers

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AT&T Cablevision

Fred Banchero
Condor Systems

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Condor Systems

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Santa Clara Emergency Medical Services

Bill Patterson, EMT–1

Arden Lawson, DC
Palmer College of Chiropractic West
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Director
San Jose City College Student Health Services

American Medical Response Paramedics
Field Supervisors

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International Medicine in Bosnia, India, Africa, Central America, FEMA physician

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Campbell, CA 95008

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California Nurses Association
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San Jose, CA 95126

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SEIU Local 715
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Ronald Lind
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San Jose, CA 95113

Eric Taylor
Carpenters Local 405
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San Jose, CA 95125

Machine Technology

John Barnes
Machine Technology

Seth Bates
San Jose State University

John Branlund III
Brandlund Inc.

Rodney Bromme, Instructor
Machine Technology

Ron Gamble
NOVA Workforce Investment Board

Dave Licata
Lockheed Missiles & Space Company, Inc.

Richard Lucero
Guidant Corporation

Ruth Madelana
Workforce Silicon Valley

Calvin Sellers
Stryker Endoscopy

Real Estate

Mr. Jim Black, Member
Santa Clara County Board of Realtors,
Education Committee Representative
Bay East Association of Realtors,
MLS Participant

Brian O’Neil
O’Neil Appraisal Services

Jesse Votaw
Broker-Officer
Foundation Trust Mortgage Securities

Sign Language

Joann Bartley, ASL Instructor
San Jose City College

Sandra Amundsen, ASL Instructor
San Jose City College

Nancy Gressley, Counselor
San Jose City College

Carol Chen McLaggan, Interpreter
San Jose State University

Shelley Lawrence, Interpreting Instructor
Ohlone College

Patricia Lessard, Interpreting Instructor
Ohlone College

Laser Technology

Ted Conley
New Focus

Sarah Diggs
Bolt Systems

Richard Duesbury
Coherent

Joel Harrington
JDS Uniphase

Jean-Marie Hertier
Coherent

Breck Hitz
LEOMA

Jim Richards
JDS Uniphase

Fred Schumacher
Spectra Physics

Yvonne Wagner
Lightwave

Debbie Well
Spectra Physics

Jin Vargas
Spectra Physics
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