San José/Evergreen Community College District

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San José City College

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Catalog Acknowledgements

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Jennifer Green - Layout
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Dear Students and Community Members,

Welcome to San José City College! I hope you will take advantage of this exceptional and affordable educational opportunity right here in your neighborhood.

For over 85 years, San José City College has served as one of the Silicon Valley’s premiere institutions of higher education. SJCC is a dynamic, exciting community of faculty, staff, and students. As a college with great diversity, we also bring a global perspective to both our students and our curriculum. We offer first-class academic instruction, numerous mentoring and support programs, exciting opportunities for personal growth, and a student-centered philosophy that drives everything we do here. SJCC is committed to social justice, equity, and community, and we strive to be accessible to all learners who wish to improve their skills, better their lives, or reach their dreams.

At San José City College, our goal is to provide the best possible educational experience to each of our students. Our commitment to diversity helps us lead our students on journeys of discovery, leadership, and community. While maintaining a strong sense of tradition, we also keep our eyes on the future and the challenges of an interdependent, multicultural, and technologically-advanced global society. Our commitment to academic and workforce education is our commitment to the future of San Jose.

Our campus continues to change as we construct new buildings and facilities to support our students and expand our successful programs. San José City College is now the “newest” traditional campus in the Silicon Valley. We have already completed new buildings for Science, Technology, Learning Resources, Student Services, Career Technology, and Cosmetology. We are also in the design phase for our new Mathematics and Visual and Performing Arts buildings. As President, I sincerely thank the community members for their financial support which has made it possible for us to create the "new vision" for SJCC.

The catalog you hold in your hands contains a wealth of information about our academic and technical programs, but SJCC is much more than just our programs. SJCC is also a beautiful campus filled with a diverse, supportive faculty and staff. I invite you to become more familiar with our campus by coming for a visit, and I invite you to become part of the exciting changes taking place here in the heart of San José.

Sincerely,

Michael L. Burke, Ph.D.
President
Dear Students and Community Members,

I am honored to present San José City College’s 2009-2010 college catalog, and hope you enjoy using it as a blueprint for your future. This catalog is much more than a list of academic and workforce education classes that our college has to offer—it contains a wealth of information about programs we have established on campus to help ensure your postsecondary education success.

San José City College’s lively urban campus is just minutes from downtown San José, and our location very much dictates our vibe—a campus with a can-do attitude! Our busy college grounds are enjoying a 21st century makeover that is propelling the campus into a thoroughly modern vision that spills over into our academic and workforce programs. Starting at the top with the college president, Dr. Michael Burke, we are committed to embracing and celebrating the diversity that is the Silicon Valley. When you walk across our campus, you will see that diversity mirrored in the faces of our students, faculty and support staff.

The quality of our programs at San José City College is second-to-none. Our teaching staffs, including those who are preparing our students for transfer to a four-year program, and our workforce teaching staff, are committed to meeting the needs of students as well as our community in this rapidly changing world. San José City College is extremely proud of our responsive workforce education programs. Our ability to assess the needs of community business and employers, and then to create programs that fulfill those needs and provide well-prepared employees, is a mission we are proud to accept and adapt to. You can be certain of the relevance of our workforce programs—whether you are interested in dental assisting, cosmetology, manufacturing, laser technology, or construction management, there is a program waiting for you at San José City College.

The San José/Evergreen Community College District prides itself on the relationships established with the K-12 programs in the San José and Milpitas area. It is important for every resident to know that the community college system is accessible to anyone who wishes to participate in its transfer, workforce or personal enrichment classes. Whether you are coming to our campus for English as a Second Language, preparation for a university degree, gaining new job skills or sharpening old ones, your time at San José City College will be well spent.

On behalf of everyone at the San José/Evergreen Community College District, I wish to thank you for considering San José City College and letting us become an important part of your life. You are part of the tapestry that is our campus, and we are honored to serve you and your family by being your community college.

Rosa G. Pérez
Chancellor, San José/Evergreen Community College District
CONTENTS

Chapter 1 – General Information
Our Commitment to Your Education ........................................... 7
History of the College ............................................................... 7
College Mission Statement ....................................................... 8
College Philosophy ................................................................. 8
General Education Philosophy ................................................. 8
Accreditation ............................................................................ 9
Granting of Degrees ............................................................... 9
Academic Senate ....................................................................... 9
Organization of College .......................................................... 9
Divisions and Programs ........................................................... 10

Chapter 2 – Admissions and Registration Procedures
Application for Admission ....................................................... 12
Residency Requirements .......................................................... 12
AB 540 ................................................................................. 14
International Students ............................................................. 14
Transcripts from Other Colleges .............................................. 14
Assessment ............................................................................. 15
Credit by Examination ............................................................ 15
College Entrance Examination Board Advanced Placement Program (CEEB) and College Level Examination Program (CLEP) ............................ 15
Limits on Pre-Collegiate Basic Skills Units ................................ 15
Credit for Military Service ...................................................... 15
Admission Guide ..................................................................... 16
Assessment and Advisement/Counseling Information ............... 17
Classification of Students ........................................................ 17
Minimum Unit Requirements .................................................. 18
Maximum Unit Load .................................................................. 18
Retention of Student Files ....................................................... 18
Parking Permits ...................................................................... 18
Fees ....................................................................................... 18

Chapter 3 – Student Life
Introduction .............................................................................. 22
Activities and Clubs ............................................................... 22
Associated Students .............................................................. 23
CalWORKS Program ............................................................ 23
Campus Store ......................................................................... 23
Career/Transfer Center .......................................................... 23
CARR Program ..................................................................... 24
Child Development Careers Program ..................................... 26
College Information and Recruitment ..................................... 24
Counseling Center ................................................................. 24
Disabled Students Program and Services (DSP&S) .................... 25
Educational Plans .................................................................... 24
Extended Opportunity Program and Services/Cooperative Agencies Resources for Education (EOP&S/CARE) ...................................................... 25
Financial Aid ........................................................................... 27
Health Services ....................................................................... 24
International Student Services .............................................. 26
Job Placement Office ............................................................. 26
Office of Student Life ............................................................ 26
Phi Theta Kappa International Honor Society......................... 26
Transfer Admission Agreement/Guarantee (TAA/TAG) ............. 27
Veterans Information ............................................................. 27
Workforce Initiative Network (WIN Program) ......................... 27

Chapter 4 – Instructional Resources and Special Program Programs
Special Academic Programs .................................................... 32
Puente Program ....................................................................... 33
Transfer Express ..................................................................... 33
Support Services ..................................................................... 33
Child Development Center ..................................................... 33
ESL Lab ................................................................................. 34
Library Services ....................................................................... 34
Reading/Writing Center .......................................................... 35
Tutoring Center ....................................................................... 35
Specialized Courses ............................................................... 35
Distance Education Courses ................................................. 35
Study Options ......................................................................... 36
Service Learning Program ...................................................... 36
Enrichment Activities ............................................................ 37

Chapter 5 – Associate of Science Degrees and Certificates
Certificate Requirements ......................................................... 38
Graduation Requirements, Associate of Science Degree .............. 38
General Education Courses ..................................................... 40
Accounting .............................................................................. 42
Administration of Justice ...................................................... 42
Air Conditioning and Refrigeration ......................................... 43
Alcohol and Drug Studies ...................................................... 44
Art ......................................................................................... 44
Business .................................................................................. 47
Computer Applications .......................................................... 47
Computer Information Systems .............................................. 48
Computer Programming ......................................................... 48
Network Administration .......................................................... 49
Web Application Developer ................................................... 51
Construction Technology ....................................................... 52
Cosmetology ............................................................................ 53
Dental Assisting ...................................................................... 54
Early Childhood Education ..................................................... 55
Esthetics .................................................................................... 55
Facilities Maintenance Technology ......................................... 55
General Degree ................................................................. 56
Labor Studies ......................................................................... 57
Laser Technology ................................................................... 57
Machine Technology ............................................................. 58
Media Arts .............................................................................. 59
Real Estate .............................................................................. 60

Chapter 6 – Associate of Arts Degrees
Certificate Requirements ......................................................... 62
Graduation Requirements, Associate of Arts Degree ................. 62
General Education Courses ..................................................... 64
Associate of Arts Degree Index ............................................... 65
Administration of Justice ....................................................... 65
Alcohol and Drug Studies ...................................................... 66
Art ......................................................................................... 66
Business Administration ......................................................... 67
California State University General Education-Breadth .......... 67
Chemistry .............................................................................. 69
Computer Science ............................................................... 69
Construction Technology ....................................................... 70
General Degree ................................................................. 70
Intersegmental General Education Transfer Curriculum (IGETC) 71
Labor Studies ......................................................................... 74
Liberal Arts ............................................................................. 74
Liberal Studies ......................................................................... 75
Media Arts .............................................................................. 76

Chapter 7 – Transfer to Four-Year Institutions
Transfer Admission Agreements (TAA) ..................................... 78
Transfer Admission Guarantees (TAG) ...................................... 78
Admission to the University of California, All Campuses .......... 79
Intersegmental General Ed. Transfer Curriculum (IGETC) ......... 80
Lower Division Transfer Pattern (LDTP) ................................... 81
Admission to California State University System ..................... 81
It is the policy of this District that, unless specifically exempted by statute, every course, section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any 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, catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the Administration of the San José/Evergreen Community College District or San 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.

Open Enrollment Policy: It is the policy of this District that, unless specifically exempted by statute, every course, section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College(s) and who meets such prerequisites as may be established pursuant to Title V of the CA Administrative Code, commencing with Section 59100.
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 are 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 more than three-quarters of a century, San José City College provides San Jose and Milpitas residents with community college education of the highest quality. From its modest beginnings in 1921, San José City College has delivered its educational mission with integrity and vitality.

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

Today, the San José/Evergreen Community College District (formed in 1963) serves more than seven hundred thousand residents within its 303 square mile boundaries, including the San 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 16,000 day and evening students, contrasted with 86 in 1921. The number of graduates has also increased. In 2005-2006, over 432 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: 30% Asian, 8% African American, 31% Hispanic, 12% other, and 19% Caucasian. Comprehensive programs targeting the following student populations further reflect diversity: disabled, re-entry, socio-economically disadvantaged, and immigrant and international students from over 70 countries.

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

**COLLEGE MISSION STATEMENT**

SJCC Mission Statement:

The mission of San Jose City College is to effect social justice by providing open and equitable access to quality education and programs that both challenge and prepare individuals for successful careers and active participation in a diverse, global society.

To fulfill our commitment to student learning and to assist students of all ages and backgrounds in achieving their education, employment, and life-long learning goals, we offer the following:

- Two year college degrees and certificates
- Lower-division transfer and general education courses
- Basic skills and English as a Second Language instruction
- Career and technology training

The Mission Statement was adopted by the College Planning Council on May 8, 2009.

**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 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.

**GENERAL EDUCATION PHILOSOPHY**

All students who complete a degree program at San José City College will engage in an organized program of general education that:

- Fosters personal growth and lifelong learning
- Presents and helps them interrelate to a broad range of human knowledge and thought
- Expands their range of scientific, intellectual, and aesthetic experiences, interests, and abilities
- Develops effective personal, interpersonal, and social skills
- Assists in the process of clarifying and applying values in their daily lives
- Fosters a sense of civic responsibility
- Expands their understanding of national and global affairs
- Fosters the student’s sense of individuality in the context of the larger world
- Fosters an appreciation of the oneness of human kind

Helping our students achieve these general education learning outcomes is a shared responsibility in all coursework. General education learning outcomes include a specific focus on such topics as:

- Aesthetic sensitivity
- Civic responsibility and involvement
- Civility
• Computer competency
• Critical analysis/logical thinking
• Individual, cultural and international diversity
• Ethical principles
• Historical sensitivity
• Information competency
• Personal integration
• Interpersonal skills
• Oral communication
• Political awareness
• Scientific and quantitative reasoning
• Social responsibility
• Working in groups
• Written communication
• Critical reading skills
• Economic theory

All students will achieve these learning outcomes, in part, through participation in a general education core curriculum that includes work in:

• Written Communication
• Oral Communication
• Critical Thinking
• Physical Sciences
• Life Sciences
• Quantitative Reasoning
• Fine Arts, Humanities
• Social and Behavioral Science
• Lifelong Understanding and Self Development
• Physical Health and Activity
• Cultural Diversity/Ethnic Studies

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

Approved by SJCC and EVC Senates Spring 2004; Approved by Board of Trustees June 8, 2004

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

On July 7, 1964, the Board of Trustees of the San José/Evergreen Community College District authorized the establishment of an academic senate at San José City College. Our Senate became operative during the Fall of 1964.

The San José City College Academic Senate represents faculty in all academic and professional matters. As provided by The California Educational Code, Title V, and District Policy, the District’s Board of Trustees normally accepts all recommendations from the Academic Senate regarding such matters as curriculum, accreditation, professional development, and program review. In other words, the Academic Senate shares in the governance of our district in the case of academic and professional matters.

The Senate also shares responsibility for the development of all other District policies with the Associated Students, the administration, and classified staff through the quadripartite shared governance procedure.

The Senate appoints all faculty members to District committees and task forces, exclusive of collective bargaining committees.

The Academic Senate normally meets on the first and third Tuesdays of each month at 2:10 p.m. in the Community Conference Room, SC204. All staff and students are invited to attend its meetings.

ORGANIZATION OF THE COLLEGE

The administrative leader of the District is the Chancellor. The College President is the Chief Administrative Officer of the campus.

The Vice President of Academic Affairs is the Chief Instructional Officer of the campus, with general supervisory responsibility for basic skills, transfer, and career preparation programs as well as for the instructional faculty.

The Vice President of Student Affairs is the Chief Student Affairs and Services Officer for the campus. Student Affairs and Services include, but are not limited to, the following: Judicial Affairs, Admissions & Records, Counseling, International Students, Financial Aid, Student Health Services, Career/Transfer Center, Student Life, Associated Student Government, Athletics, Retention and Support Programs, Physical Education and Athletics, and Student Activities.

The Vice President of Administrative Services function as the Chief Financial Officer of the college. He directs the development and administration of the college’s budgeting process and is designated as the Campus Safety Officer.

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 José/Evergreen Community College District. Accreditation information may be found in the Library, Deans’ Offices, the Vice Presidents’ Offices, and the President’s Office.
Instruction is divided into academic divisions, each under the supervision of a Dean who is responsible for coordinating the various departments within the particular division. Career programs are coordinated with cooperation from advisory committees, consisting of representatives from organized labor, the professions, industry, business and where appropriate, State of California licensing agencies. Advisory committees make both course and program recommendations to the staff.

Student Services is divided into three divisions and three major departments: Counseling and Matriculation; Retention and Support Programs; Physical Education and Athletics; Student Life; Admissions & Records; and Workforce Initiative Network (WIN). The division of Counseling and Matriculation is primarily responsible for Counseling, Matriculation, the Career/Transfer Center, Guidance courses, Assessment, Orientation, Student Health Services and International Students. The division of Retention and Support Programs has the responsibility for Extended Opportunity Programs and Services (EOP&S), Disabled Students Programs and Services (DSP&S), Scholarships, Financial Aid, and Veterans Re-Entry Services.

<table>
<thead>
<tr>
<th>ACADEMIC AFFAIRS’ DIVISIONS AND PROGRAMS</th>
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<tbody>
<tr>
<td><strong>Applied Science and Technology</strong></td>
</tr>
<tr>
<td>Air Conditioning/Refrigeration (HVACR)</td>
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<td>Construction Technology</td>
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<td>Facilities Maintenance Technology</td>
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<td>Glazing Apprenticeship</td>
</tr>
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<td>Laser Technology</td>
</tr>
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<td>Machine Technology</td>
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<td>Meatscience Apprenticeship</td>
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<td>Solar</td>
</tr>
<tr>
<td>Work Experience</td>
</tr>
<tr>
<td><strong>Business Education and Service Careers</strong></td>
</tr>
<tr>
<td><strong>Business Education</strong></td>
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<tr>
<td>Accounting</td>
</tr>
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<td>Business</td>
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<td>Computer Applications</td>
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<td>Computer Information Systems</td>
</tr>
<tr>
<td>Marketing</td>
</tr>
<tr>
<td>Real Estate</td>
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<tr>
<td><strong>Service Careers</strong></td>
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<td>Cosmetology</td>
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<td>Dental Assisting</td>
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<tr>
<td>Health Education</td>
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<tr>
<td>Health Sciences (Emergency Medical Technician and Emergency Clinical Technician)</td>
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<tr>
<td>Medical Assisting</td>
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| Humanities and Social Sciences           |
| **Humanities**                           |
| Art                                      |
| Dance                                    |
| Honors Program                           |
| Humanities                               |
| Multimedia/Digital Arts                  |
| Music                                    |
| Philosophy                               |
| Photography                              |
| Theater Arts                             |
| **Social Sciences**                      |
| Administration of Justice                |
| Alcohol and Drug Studies                 |
| Anthropology                             |
| Early Childhood Education                |
| Economics                                |
| Education                                |
| Ethnic Studies                           |
| Family & Consumer Studies                |
| Geography                                |
| Global Studies                           |
| History                                  |
| Labor Studies                            |
| Political Science                        |
| Psychology                               |
| Social Science                           |
| Sociology                                |
| UMOJA Program                            |

| Language Arts                            |
| Communication Studies                    |
| English                                  |
| English as a Second Language             |
| Foreign Languages                        |
| Journalism                               |
| Learning Skills                          |
| Library Studies                          |
| Puente Program                           |
| Reading                                  |
| Sign Language                            |
| Writing                                  |

| Mathematics and Sciences                 |
| Anatomy                                  |
| Astronomy                                |
| Biology                                  |
| Biotechnology                            |
| Botany                                   |
| Chemistry                                |
| Environmental Science                    |
| Geology                                  |
| Mathematics                              |
| Meteorology                              |
| Microbiology                             |
| Oceanography                             |
| Physics                                  |
| Physiology                               |
STUDENT AFFAIRS & SERVICES’ 
DIVISIONS AND PROGRAMS

Admissions and Records

Counseling and Matriculation
  Counseling
  Matriculation
  Assessment
  Career/Transfer Center
  Guidance courses
  Health Services
  International Students
  Veterans Counseling

Physical Education & Athletics
  Adaptive Physical Education
  Physical Education
  Intercollegiate Athletics
    Baseball (Men's)
    Basketball (Men's and Women's)
    Cross Country (Men's and Women's)
    Football (Men's)
    Golf (Men's)
    Softball (Women's)
    Track & Field (Men's and Women's)
    Volleyball (Women's)

Student Life
  Student Activities
  Student Conduct
  Student Government
  Student Government course
  Student Grievances
  Information Desk & Outreach/Recruitment

Retention and Support Services
  Disabled Students Program & Services (DSP&S)
  Extended Opportunity Programs & Services (EOP&S)
  Cooperative Agencies Resources for Education(CARE)
  Financial Aid
  Scholarships
  Veterans Re-entry Services

Workforce Initiative Network (WIN) Program
  CalWORKS
  Job Placement
  Career Pathways - Foster Youth
Chapter 2 — Admissions and Registration Procedures

Application for Admission

Admission to San José City College is open to a high school graduates or to those who are 18 years of age or older.

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. If you wish an application and related information be mailed to you, call our Outreach Department at (408) 288-3708.

Supplemental Application - Cosmetology

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

Residency Requirements

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

2. Students who have completed three (3) or more years in a California high school and have earned a high school diploma, or its equivalent, may be exempt from non-resident tuition. Please check with the Office of Admissions and Records. For more information, see page 14 – AB-540.

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

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 2009-2010 academic year, tuition will be $191 per unit.

*exceptioned by #2 under "Requirements"

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

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 care have been domiciled in California during the year immediately prior to the residency determination date. This exception shall continue until the student has attained the age of majority and has resided in California the minimum time necessary to become a resident, so long as continuous full-time attendance is maintained at an institution.*

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

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

"Institution" as defined by this section means any university or college of the California State University, the University of California, or any California Community College.

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

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

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

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

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

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

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

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

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

Non U.S. citizens — 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.

**AB 540**

If the student is not a United States citizen, or permanent resident, or on a visa that allows the student to establish California residency, then the student must be able to certify that they have applied for some form of permanent immigration status at least one year and one day prior to the beginning of the semester. Beginning January 1, 2002, AB 540 required that certain nonresident and undocumented students who have completed three years of high school in California and received a California high school diploma or equivalent, be exempted from paying nonresident tuition.

California residency can also be exempted and or established in other ways. Please consult the staff in the Office of Admissions and Records for specific residency requirements.

**INTERNATIONAL STUDENTS**

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

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

International students are required to pay the non-resident tuition, enrollment fees, and health fees at time of registration. Students should purchase health insurance to cover their medical needs immediately after registration. Information about various health insurance plans can be obtained through the International Student Program Office. Students must pay tuition and all other mandatory fees at the time of registration. All international students must follow United States Citizenship and Immigration Services guidelines as well as SJCC's International Student Program policies.

Prospective students interested in attending San José City College should request an International Student Application form from the International Student Program Office located on the second floor of the Student Center at San José City College. For more information, call (408) 288-3149 or visit the Web site, [http://www.sjcc.edu/Reg/students/intlstudents.html](http://www.sjcc.edu/Reg/students/intlstudents.html).

**TRANSFERS FROM OTHER COLLEGES**

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

All persons who plan to be candidates for the Associate in Arts or Science degree must file official transcripts from all colleges attended with the Office of Admissions and Records a minimum of eight weeks prior to graduation. These transcripts are to be sent directly from the former institutions to the Office of Admissions and Records and cannot be accepted directly from the student. All transcripts become the permanent property of San José City College.
At the time of graduation, the grade point average of all work attempted at all other accredited institutions of higher education is calculated into the grade point average at San José City College to determine eligibility for graduation.

**Assessment**

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

**Credit by Examination**

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

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

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

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

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

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

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

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

**Non-Collegiate Courses**

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

**Limits on Pre-Collegiate Basic Skills Units**

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

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

1. Students enrolled in one or more courses of English as a Second Language (ESL);
2. Students identified by the district as having a learning disability…
3. …any student who shows significant, measurable progress toward the development of skills appropriate to his or her enrollment in college-level courses. Such students need to petition for a waiver of the limitation on remedial coursework with the Counseling Administrator on the campus.

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

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

**Credit and Military Service**

Upon submission of a copy of the DD-214 (Discharge), persons who have completed a minimum of 185 days of active duty in the United States Armed Forces may receive 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. Complete and submit Free Application for Federal Student Aid (FAFSA) to the Office of Financial Aid.
3. Schedule and take the Assessment.
4. After you complete the Assessment, you will be directed to the Counseling Office for advisement.
5. Register for class(es) by calling (408) 223-0300, or visit https://myweb.sjeccd.org, or in person at the Office of Admissions and Records.
6. Obtain a basic ID card (free) or a photo ID card for a small fee in the Student Center. You will need this card to check out books and for other services.

**Returning Student – Not on Probation or Dismissal:**

1. Complete and submit an Application for Admission to the Office of Admissions and Records.
2. Complete and submit Free Application for Federal Student Aid (FAFSA) to the Office of Financial Aid.
3. Schedule a required counseling appointment by calling (408) 288-3750.
4. Clear any holds you may have before registering.
5. Register for class(es) by calling (408) 223-0300.
6. Obtain a basic ID card (free) or a photo ID card for a small fee in the Student Center. You will need this card to check out books and for other services.

**Returning Student – On Academic Probation and/or Academic Dismissal Status:**

1. Complete and submit an Application for Admission to the Office of Admissions and Records.
2. Complete and submit Free Application for Federal Student Aid (FAFSA) to the Office of Financial Aid.
3. Schedule a required counseling appointment by calling (408) 288-3750.
4. Obtain a registration date.
5. Clear any holds you may have before registering.
6. Register for class(es) by calling (408) 223-0300.
7. Obtain a basic ID card (free) or a photo ID card for a small fee in the Student Center. You will need this card to check out books and for other services.

**New Transfer College Student (student who has attended another college):**

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

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

**High School Students planning to enroll at San José City College (SJCC) must do the following:**

1. Complete and submit an Application for Admission to the Office of Admissions and Records (A & R), first floor of the Student Center. Please bring photo ID (high school student body card, California ID, etc.) when submitting the application.
2. Complete and submit an Attendance Approval for Special Part-time High School Students form (R-40). The form is available online at: [http://www.sjcc.edu/Reg/Apply/forms_apply.html](http://www.sjcc.edu/Reg/Apply/forms_apply.html)
3. Schedule and take the Assessment for English, Math, or ESL by calling (408) 288-3170.
4. Schedule an appointment with a counselor to discuss class selection based on assessment results by visiting the Counseling Center or by calling 408-288-3750.
5. Register in person at A&R for class(es) listed on the mandatory high school student R-40 form signed by the high school principal, counselor, and parent or guardian. High school students are only eligible to enroll in classes for vocational purposes or as substitutes for courses not available through their high schools and may not enroll in PE or basic skills courses.
6. Obtain a basic SJCC student ID card (free) or a SJCC student photo ID card for a small fee (payable at A & R) at the Information Desk, first floor of the Student Center. This card will be needed to check out books, make copies in the Library and Library computer lab, and for other services.
7. Attend the first class meeting. If the class is FULL or CLOSED, [ask the instructor for a 4 digit add code](http://www.sjcc.edu/Reg/Apply/forms_apply.html), then take the add code to A&R and register in person.
8. Complete and submit a new Application for Admission for every term/semester of enrollment and a new Attendance Approval for Special Part-Time High School Students form (R-40). This information applies to new, returning, and continuing students.

**Students who are either: under 18; not attending High School; have not passed the California High School Proficiency Exam or GED; or are Home-schooled and want to enroll at San José City College must do the following:**

1. Complete and submit an Application for Admission to the Office of Admissions and Records (A & R), first floor of the Student Center.
2. Complete and submit the Special Part-Time Student Admission (R-42) form. This form requires a letter of recommendation from the principal of the school of record and indicating the student’s level of maturity and ability to benefit from advanced scholastic or vocational work.
3. Schedule and take an assessment for English, Math or ESL by calling the Assessment Office at 408-288-3170 after submitting the college application to A & R.
4. Schedule an appointment with a counselor to discuss class selection based on assessment results by visiting the Counseling Center or by calling 408-288-3750.
5. Schedule an interview the Director of A&R by calling 408-288-3103 to approve special admissions to the College. At this time, submit all paperwork which includes the R-42 form, principal’s letter, Hold Harmless Agreement (all found in the original packet received from A & R), the School District Affidavit for Home-schooled students, and college assessment results to the Director of A&R during the interview. If approved, a registration date and time will be assigned.
6. Register for class(es) in-person at A&R.
7. Obtain a basic ID card (free) or a photo ID card (small fee) at the Information Desk, first floor of the Student Center. This card will be needed to check out books, make copies in the Library and use the Library computer lab and other services.

There are several factors that high school students and their parents/guardians should be aware of when registering for SJCC courses. High School students:

1. They are considered adults with regard to their records; all records are confidential unless released by the student and are protected by regulations of the Federal Education Rights and Privacy Act (FERPA).
2. They are held to the same standards as regular students in terms of class conduct and course requirements.
3. They may not enroll in more than 11 units (Students are strongly recommended not to take more than 3-6 units.) High school students approved to take more than 11 units may be charged all appropriate fees.
4. They may not enroll in PE or basic skills courses; courses are only eligible for enrichment, vocational purposes or as substitutes for courses not available thought their high schools.
5. They may not register for courses not on a R-40 form. Additional R-40 forms may be required.
6. Courses completed at their high schools do no guarantee adequate preparation for college level courses, assessment and/or SAT/AP scores may be used to determine placement levels.

Open Curriculum Class(es) only for students over 18 years of age or High School Graduates*:

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

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

ASSessment AND AdviceMENT/Counseling Information

1. New, first time college students are required to take the Assessment in Math, English or ESL prior to orientation and registering for class(es) after meeting with a counselor or academic advisor.
2. After taking the assessment, students should meet with a counselor or academic advisor to choose classes based upon assessment results. This can be done by calling the Counseling Center at (408) 288-3750.
3. Students who enroll in Open Curriculum classes ONLY or EMT classes ONLY are exempted from the Assessment and advisement.
4. All high school students (R-40), junior high and special admit students (R-42) are required to take the Assessment and attend an advisement/counseling session.
5. A student may be exempted from the Assessment if the student has one of the following:
   • A transcript indicating an A.A./A.S., B.A./B.S., M.A./M.S. or a higher degree.
   • A transcript indicating completion of college-level English or Math needed as prerequisites.
   • Life experience that requires basic skills, e.g., a journalist would not have to take a writing exam.
   • Occupational experience that would substitute for a course prerequisite, e.g., several years of tune-up experience might exempt you from certain automotive classes.

CLASSIFICATION OF STUDENTS

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

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

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

*An Open Curriculum class is one that has no prerequisites of any kind. However, some courses such as ESL 342, 343, 344, READ 350 and MATH 310 may require that Assessment results be on file prior to the first day of class. Courses with prerequisites require assessment unless student meets one of the bullets in item #5 under Assessment and Advisement Information.
Summer Session:
- Full-time student — registered for 4 or more units.
- Part-time student — registered for fewer than 4 units.
- Half-time student — registered for 2 units or more but fewer than 4 units.

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

Minimum Unit Requirements
To maintain eligible status in the categories listed below, students must carry a minimum program of new work as 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.

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

All automobiles must have the permit placed on the left-hand bottom corner of the front windshield. Violation of parking rules can result in citations ranging from $37 to $300. Disabled Person Parking spaces and red zones are enforced at all times. Please read the posted signs and follow instructions printed on parking permits.

Regulations are enforced in all lots beginning the first day of classes.

All motorcycles must have a current permit affixed to the right front fork and must be parked in designated motorcycle stalls. Motorcycles may not park in regular vehicle stalls. If an auto permit is purchased and students desire to ride a motorcycle some days of the week, they may have the motorcycle permit at no charge, provided they show ownership for both vehicles. However, if students initially purchase a motorcycle permit for $14, they may purchase an auto permit for an additional $26 with proper documentation.

Purchase of a semester permit does not guarantee a parking space; it merely gives the student the convenience of not having to purchase a daily permit.

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

Students who lose or misplace their permit must report it to Admissions and Records immediately. Stolen permits should be reported to the District Police Department on campus. Additional fees are charged for replacement of lost or stolen permits. The College District is not responsible for damage or loss to your vehicle.

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

Checks or Money Orders should be made payable to San José/Evergreen Community College District (SJ/ECCD). The colleges also accept Visa and Mastercard.
ENROLLMENT FEES
All students who meet California residency status will be required to pay enrollment fees of $26 per unit. *

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

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

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

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

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

HEALTH SERVICES FEE
All students will be required to pay a $17 health fee at the time of registration for Fall and Spring classes. Effective Spring 2009 the BOGFW will no longer cover the health fee. Current health fee is $17.00, but it is subject to change. Health fees are mandatory with the following exceptions:

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

Requests for waiver or refund of Health Fee are made at the Office of Admissions & Records. These requests should be made at the beginning of each semester.

NON-RESIDENT/INTERNATIONAL STUDENT TUITION
Tuition for non-residents and international students for the 2009-2010 fiscal year is $191 per unit. In addition, students must pay enrollment fees and health fees. Personal checks are not accepted for tuition. Payments must be made in cash, certified check, travelers’ checks, or Visa/MasterCard.

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

PARKING FEE

- $40 for regular Fall and Spring Semester permit for automobiles
- $20 for Regular Fall and Spring Semester Financial Aid recipients
- $14 for Regular Fall and Spring Semester for Motorcycle permit
- $8 for Summer Semester permit for Automobiles
- $4 for Summer Semester permit for Motorcycles
- $2 DAY permit

PARKING INFORMATION/TIPS
Parking regulations WILL be enforced in ALL STAFF parking lots.
- There is no free parking during the Summer Session
- You must be a student to purchase a permit.
- You must go to MyWeb to order a parking permit, to verify address where the permit will be delivered, and to select payment method.
- You may use any computer (fr. home, work, campus when purchasing with a credit card VISA/MC (debit), AMEX, Discover, for faster delivery of permit.
- You must use campus computers (LRC, Registration Cove, Cyber Café) only to order permits if you wish to pay with cash. After ordering on-line go to A&R for payment. The College District is not responsible for damage or loss to your vehicle.
RECORDS FEES

Transcripts

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

Student’s Schedule

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

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

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

Verification of Enrollment

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

FEE WAIVER

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

FEE DEFERRAL

• Indentured apprentices fulfilling related instruction are exempt from enrollment, health fees, and nonresident tuition for apprentice-related classes.
• Working students may be eligible to have their college fees reimbursed by their employer. Students are advised to contact a Human Resources representative at their place of work. The college will not send a bill to the student’s place of work and does not accept second party checks.
• California resident high school students taking classes for high school credit and/or college credit will NOT be required to pay enrollment and health fees.
• Non-resident high school students taking courses for college credit are not exempt from the non-resident tuition.

REFUND OF FEES

Any student eligible for and requesting a refund of an enrollment fee, will be refunded any material fee associated with the class.

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

Students must complete and submit the Refund Request form to the Office of Admissions and Records by the appropriate deadlines. Deadlines are published in the Schedule of Classes each semester. Fees may not be transferred or credited from one semester/session to another. Refunds for the AS sticker require that the sticker be returned with the refund form. Fees for classes dropped after the refund deadline cannot be applied to any additional classes added to the student’s schedule. Instead, the student will be charged per unit enrollment fee and/or per unit fee for non-resident tuition. Students who officially add a class after the refund deadline date are not entitled to a refund.

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

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

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

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

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

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 classes.

• Processing Timeline for Refunds

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

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

RETURNED CHECKS

A processing fee of $10 is charged for each returned check.

PARKING PERMIT REFUND

Refunds for Parking Permits will be accepted, provided the student completes and submits the Refund Request form within the first 10 class days of the semester to Admissions and Records. 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.
Student Services are designed to assist students to meet their educational needs. Through the use of online services such as registration, a Web-based catalog, online schedule of classes, and flat screen monitors throughout the campus, students are provided with current information about programs, course offerings, and activities.

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 have the opportunity to develop the necessary skills for successful learning and career choices by enrolling in an orientation to college course, and/or a course that is designed to prepare them for college or career success.

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

Activities and Clubs

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

Numerous student clubs representing a variety of interests and purposes are active throughout the year. All students are invited to explore the many opportunities available and are encouraged to organize or select an existing club 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 Student Life, Student Center, Room SC115J, or (408) 298-2181, ext. 3837.

Associated Student Clubs that have been sponsored by the AS are:

- Art Club
- Black Student Union
- Christian Club
- Exceptional Students Club
- English Conversation Club
- Journalism Club
- Latinos Unidos Sobresaliendo
- MEChA
- Mental Health Client Club

IN THIS CHAPTER:

- Activities and Clubs
- Associated Students
- CalWORKS
- Campus Store
- Career/Transfer Center
- CARR Program
- College Information and Recruitment
- Counseling Center
- Educational Plans
- Disabled Students Program and Services (DSP&S)
- EOP&S/CARE
- International Student Services
- Job Placement Office
- Phi Theta Kappa International Honor Society
- Office of Student Life
- Child Development Careers Program (formerly TANF-CDC)
- Transfer Admission Agreement (TAA/TAAG)
- Veterans Information
- WIN Program
- Financial Aid
ASSOCIATED STUDENTS

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

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

CALWORKS PROGRAM

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

The CalWORKS support staff at SJCC consists of a CalWORKS liaison, a counselor, a job placement officer, a work experience coordinator, and program assistants who work together to make each student’s school-to-work transition a rewarding experience.

Vocational training programs are linked to career ladders, which allow students the opportunity to continue their educational and professional goals while employed.

The CalWORKS office is located in the Student Center. Office hours are Monday – Friday, 8 a.m. – 5 p.m. or call (408) 288-3743.

CAMPUS STORE

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

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

Students may now order books online from the SJCC Campus Store at http://campusstore.sjcc.edu. Books can be shipped to students or held in the store for pickup.

The Campus Store is located in the Student Center at Leigh and Moorpark. For more information, contact the Campus Store at (408) 288-3737.

CAREER/TRANSFER CENTER

The Career/Transfer Center (CTC) provides students with valuable information on career exploration and college/university requirements. In addition to career exploration resources, the CTC also assists students who are transferring to four-year colleges or universities. The CTC provides transfer reference materials, brochures, college catalogs, and Internet access and many additional resources. 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 colleges and universities
- Assistance with CSU, UC, and private college/university admission applications.
- Extensive resource library with information on careers and four-year institutions
- Visits from representatives of four-year colleges and universities
CHAPTER 3 — STUDENT LIFE

• EUREKA - a computer database for researching occupations, majors, colleges and scholarships
• Internet access for educational research
• Information on how to get guaranteed admission to selected four-year colleges and universities
• Current information about transfer-related events at SJCC and at four-year colleges
• Transfer Preparation Workshops which include:
  — UC/CSU and private college/university admission requirements and application procedures
  — Writing the personal statement for UC and other colleges/universities
  — Financial Aid
  — ASSIST (online database program)
  — Writing Skills Test (WST) preparation
• Transfer College Fairs
• Bus tours to selected four-year colleges

The CTC is located in the Student Center. Visit our Web site for updated transfer information and links: http://www.sjcc.edu/SServices/Services/Transfer/transfer.html or call (408) 298-2181 ext. 3763

C.A.R.R. PROGRAM
CREATIVE ATHLETIC RETENTION RESPONSE

MISSION STATEMENT
The San José City College C.A.R.R. Program is committed to providing student athletes with the proper resources necessary to insure their growth and development while maintaining the highest levels of integrity, equity, pride and tradition. San José City College is committed to representing a unit composed of a comprehensive set of student assistance programs designed to facilitate successful student persistence through the completion of the Associate in Arts degree and the Associate in Science degree. The C.A.R.R. Program provides opportunities for academic, athletic, and personal development, which fosters growth in decision making and planning, and the fulfillment of career and life goals.

The main purpose of the C.A.R.R. Program is to provide an alternative learning resource center for San José City College students, with a special emphasis on student-athlete population, a comprehensive array of academic support services and programs designed to enhance academic achievement, cultivated good study habits and skills, and also assess the needs of students. Improving and/or maintaining academic success is the central theme, and resources are designed and implemented with this theme at its core. The C.A.R.R. Program is designed to guide students in the development of their academic potential and motivate them to become self directed learners.

The academic progress of student athletes is encouraged through academic counseling, encouraging compliance, academic eligibility requirements, carefully monitoring degree progress, providing opportunities and support to all student athletes in their integration into the academic community of San José City College.

For more information, contact the C.A.R.R. Program at (408) 288-3739

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 staff encourages all new students to register for Guidance courses: Orientation to College, College Success, Career and Life Planning, and College Study Techniques during their first year in college.

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

COUNSELING CENTER

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

EDUCATIONAL PLANS

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

In addition to counseling services, guidance courses are offered to ensure students’ personal, academic, and career success. For more information, contact the Counseling Center at (408) 288-3750
DISABLED STUDENTS PROGRAM AND SERVICES (DSP&S)

The Disabled Students Program and Services (DSP&S) provides support services and instruction for students with disabilities attending San José City College. The goal of our program is to provide student services to insure success in academic and vocational programs.


The following services are available to students: academic, personal and vocational counseling, interpreters, mobility assistance, readers, parking, individual assessment, large print books, registration assistance, tutoring and learning ability assessments.

Specialized courses offered through DSP&S are Diagnostic Learning, Writing and Reading Strategies, Introduction to College, Career Planning, Adaptive Physical Education, Adaptive Word Processing and Computer Assisted Instruction.

For more information, contact DSP&S in the Student Center or call (408) 288-3746 (Voice), (408) 294-3447 (TTY). The DSP&S office is located on the first floor of the Student Center. The DSP&S office hours are Monday – Thursday, 8:30am – 6:00pm and Friday, 8:30am – 5:00pm.

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

EOP&S and CARE are comprehensive programs designed to assist low-income students with their educational pursuits. The goals of the programs are to provide eligible students the opportunity and support necessary to undertake and complete their education at San José City College. The EOP&S Program provides support with additional financial assistance, application fee waivers, tutoring, transfer services, career and academic counseling. The CARE program provides support with subsidized childcare, 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 income program requirements. Contact the EOP&S/CARE Program (408) 288-3788 or TTY (408) 294-3447 (Hearing Impaired) to obtain additional information. The EOP&S/CARE office is located in the Student Center. The office hours are Monday–Thursday, 8 a.m.–6 p.m., and Friday, 8 a.m. – 5 p.m.

HEALTH SERVICES

The San José/Evergreen Community College District provides access to a medical provider (Medical Doctor, Nurse Practitioner or Physician Assistant), mental health counselor, 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, TB skin tests, and immunizations. Pregnancy tests, STD testing, pap smears, laboratory services, and other medical care are available for a minimal fee. First aid is also offered to students during Student Health Services office hours.

Not included in the Health Fee are X-rays, 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.

Ilness 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.

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

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

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

- time off to access services
- no/limited/ may resume participation excuse
- excuse from class, excuse tardiness

SJCC Health Services ensures the privacy and security of all health information. All services are confidential as defined by the Federal regulations Health Insurance Portability and Accountability ACT (HIPAA).
The Student Health Services Office is located in the Student Center. Office hours are Monday – Thursday, 8:30 a.m. to 8:00 p.m., closed for lunch from 12:00 p.m. - 1:00 p.m., and closed on Fridays. For more information on community links, click on the Services button and choose the Health Services page at www.sjcc.edu.

INTERNATIONAL STUDENT SERVICES
San José City College offers many programs, services and opportunities for international students to excel in their academic studies and assists our students to transfer to a college or university of their choice. All international students are eligible for the college’s international student services. International Program Staff assists international students through academic, personal and occupational counseling.

For more information, contact the International Student Program Office at (408) 288-3149.

JOB PLACEMENT OFFICE
Job Placement provides students and alumni individualized assistance in the job search process: job search techniques, current job binders/board, Internet access, job/internship referrals, resumé development, mock interviews, workshops, fax, and other job-related resources for gaining meaningful employment.

Job Placement is located on the second floor of the Student Services Center in Room 216. Patricia Greene, Job Placement Specialist, is available:

- Monday–Thursday, 10 a.m. – 6 p.m.
- Friday, 8:30 a.m. – 4 p.m.

Please call (408) 288-3783 for additional information.

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

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

OFFICE OF STUDENT LIFE
The Office of Student Life provides students with activities and events that enhance their educational experience at San Jose City College. It is the center of all student related activities. Student Life supports and coordinates, in collaboration with the Associated Students, student clubs and campus organizations, the planning, development, and implementation of social, cultural, and recreational activities. All students are invited to explore the many opportunities of involvement available to them. Students are encouraged to select and participate in activities that are of value and interest to them.

The Office of Student Life is responsible for:

- Associated Students (Student Government)
- Cyber Cafe
- Information Center
- Phi Theta Kappa International Honor Society
- Information/Event Postings and Signage
- Student Ambassador Program
- Student Clubs
- Student ID/ Photo ID
- Student Lounge
- Vendors

The Office of Student Life also manages the College Information and Outreach department and Student Discipline. For more information, contact the Office of Student Life at (408) 298-2181, ext. 3837.

CHILD DEVELOPMENT CAREERS PROGRAM (FORMERLY TANF-CDC)
The Child Development Careers Program is a collaboration of organizations with a common goal and vision to offer the opportunity of a life long career path as an Early Childhood educator. Through an integrated training program of classes and work experience, participants are prepared to become an Associate Teacher or a Teacher through the California Child Development permit process. Participants receive the highest quality preparation, training and education.

Requirements:

- Individuals must be a current or former CalWORKs recipient
- Individuals must express a genuine interest in pursuing a career in Early Care and Education field
- Must be enrolled at SJCC and declare ECE as their major
- Will participate in specially designed workshops, work experience, job interviews, monthly support meetings and cohort meetings
- Must have the ability to pass fingerprint and background clearance and TB test
- Must be a US citizen or permanent resident
Benefits of Participation:
- Receive education, training and certification in the field of Early Care and Education
- Help with tuition and books
- Help to gain experience by providing placement at a high quality Child Care facility
- Career counseling and an educational plan
- One-on-one support from an Early Childhood Mentor Teacher
- Networking with other ECE students

For more information please contact Cam Martian at (408-298-2181x3565) or the WIN Program at (408) 288-3150.

**TRANSFER ADMISSION AGREEMENT (TAA)**
**TRANSFER ADMISSION GUARANTEE (TAG)**

San José City College and selected four-year colleges and universities have joined together to enhance the transfer process for students by developing TAA/TAGs. Students are GUARANTEED admission to partnered four-year colleges and universities by completing the requirements of the TAA/TAG.

For more information, please visit the Counseling Center or call (408) 288-3150; or contact the Career/Transfer Center at (408) 288-3763.

**VETERANS INFORMATION**

Assistance to veterans on campus is provided by the Veterans Coordinator located in the Financial Aid Office. The Veterans Coordinator 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.

Students receiving Veteran’s benefits must file the DD-214 with Admissions and Records and the Veterans Coordinator within the first eight weeks of the semester. Credit granted for military schools is based on recommendation of the American Council on Education.

**FINANCIAL AID - VETERANS INFORMATION**

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

**WORKFORCE INITIATIVE NETWORK (WIN PROGRAM)**

San José/Evergreen Community College District’s Workforce Initiative Network (WIN) Program offers work force education programs to students. This innovative program provides students an opportunity to obtain an education and earn a certificate or degree in a variety of high demand occupations. The WIN Program provides free childcare, transportation, academic and personal counseling, guidance classes, paid work study, job placement assistance, High Tech Career Center, and employment retention services. The WIN support staff at SJCC consists of a WIN liaison, job placement officer, work experience coordinator, and program assistant who work together to make each student’s school-to-work transition a rewarding experience. The WIN Program serves CalWORKs students.

For more information, call (408) 288-3743 or visit the office in the Student Center.

**FINANCIAL AID**

**MISSION**

The mission of the Financial Aid Office is to help students pursue their educational goals by making college affordable. We are committed to providing quality service to students and assist them through the financial aid process. As a division of Student Affairs, our goal is to nurture, support and empower students in developing and meeting their educational, career and personal goals at San José City College. The Financial Aid Office looks forward to assisting students and making the process a positive experience!

**ELIGIBILITY**

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

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

It is possible for the eligibility criteria to vary from one program to another. The criteria listed above outline the eligibility criteria for Federal Student Aid. Eligibility criteria for other types of aid such as scholarships may vary. Please visit the Financial Aid Office or the SJCC web-site for more information.

**APPLYING FOR FEDERAL STUDENT AID**

To apply for federal aid, student must:

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

**WHEN TO APPLY**

A FAFSA is valid for one academic year. Students who wish to receive aid from one academic year to the next must renew their FAFSA each academic year. The FAFSA is valid from July 1 through June 30 each year. This means that the FAFSA will be in effect for Fall, Spring and Summer in that order – for example: the 2009-2010 FAFSA is valid from July 1, 2009 through June 30, 2010; this FAFSA will be considered during the Fall 2009 and Spring 2010 semesters as well as Summer 2010.

Students may submit a FAFSA starting on January 1 each year, which will take effect the following academic year – for example: starting January 1, 2009, students may submit their FAFSA for the 2009-2010 Academic Year. For that year, students may submit their FAFSA as late as June 30, 2010.

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

**HOW FINANCIAL NEED IS DETERMINED**

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

Sample FAFSA NEED Analysis

<table>
<thead>
<tr>
<th>Total Cost of Attendance:</th>
<th>$11,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Expected Family Contribution:</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>= Financial Need:</td>
<td>$9,000.00</td>
</tr>
</tbody>
</table>

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

**EXPECTED FAMILY CONTRIBUTION (EFC)**

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

**COST OF ATTENDANCE**

Cost of Attendance (COA) is a 9-month estimate of expenses that a student incurs. It includes the enrollment fees and an allowance for books and supplies, transportation, and living expenses. The 2009-2010 COA budgets are listed below reflecting standard expenses for a 9-month period.

<table>
<thead>
<tr>
<th>Living At Home</th>
<th>Living Independently</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees**</td>
<td></td>
</tr>
<tr>
<td>$728</td>
<td>$728</td>
</tr>
<tr>
<td>Book/Supplies</td>
<td></td>
</tr>
<tr>
<td>$1,638</td>
<td>$1,638</td>
</tr>
<tr>
<td>Personal/Misc.</td>
<td></td>
</tr>
<tr>
<td>$3,096</td>
<td>$2,826</td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
</tr>
<tr>
<td>$1,044</td>
<td>$1,170</td>
</tr>
<tr>
<td>Room and Board</td>
<td></td>
</tr>
<tr>
<td>$4,644</td>
<td>$11,160</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
<tr>
<td>$11,150*</td>
<td>$17,522*</td>
</tr>
</tbody>
</table>

* Pro-rated for programs shorter or longer than the 9-month academic calendar.

**Fees include enrollment fee @ $26/unit (28 units per year), AS Activity fee ($5 per semester), and the Health fee ($17 per semester). All fees are subject to change.

Non-Resident Fees: $191 per unit, plus the enrollment fee of $26 per unit. Extenuating circumstances, as documented by the student and approved by the Financial Aid Office, may yield an adjustment in the COA. Students attending summer session will have a prorated COA

**FINANCIAL AID DISBURSEMENTS**

San José City College generally disburses student financial aid checks twice per semester: early-September and mid-October for fall; early-February and mid-March for spring.

• Federal Work Study checks are paid on the 10th of each month
• Cal Grant checks are disbursed once per semester, usually October and March
• Federal Stafford Loan checks are sent to SJCC and are disbursed to students when received.
• Disbursement times may vary based on file completion date and awards being finalized. Please contact the Financial Aid Office for more information

TYPES OF AID AVAILABLE

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

FINANCIAL AID PACKAGING POLICY

Once the student financial aid file is complete (FAFSA and other supporting documents completed and submitted) the financial aid office will determine eligibility for all types of aid. The student will then be packaged. The financial aid package includes all types of aid the student is eligible for and interested in. The financial aid office will then inform the student of their financial aid package or award.

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

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

BOARD OF GOVERNORS FEE WAIVER – BOGW

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

• The student or student’s family is receiving AFDC, SSI, or General Assistance.
• Dependents of deceased or disabled veterans who are eligible for benefits under the California Veterans Dependents Educational Assistance Program and Dependents of deceased or disabled California National Guard members certified by the Adjutant General’s Office.
• The student’s household meets the following income standards:

<table>
<thead>
<tr>
<th>Number in Household</th>
<th>Total Family Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Including student)</td>
<td>(2008 Adjusted Gross Income and/or Untaxed Income)</td>
</tr>
<tr>
<td>1</td>
<td>$ 15,600 or less</td>
</tr>
<tr>
<td>2</td>
<td>$ 21,000 or less</td>
</tr>
<tr>
<td>3</td>
<td>$ 26,400 or less</td>
</tr>
<tr>
<td>4</td>
<td>$ 31,800 or less</td>
</tr>
<tr>
<td>5</td>
<td>$ 37,200 or less</td>
</tr>
<tr>
<td>6</td>
<td>$ 42,600 or less</td>
</tr>
</tbody>
</table>

Add $5,400 for each additional dependent.

• The student has demonstrated need as defined by the FAFSA.

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

SATISFACTORY ACADEMIC PROGRESS

To be eligible for Federal Student Aid, the US Department of Education requires that all students meet and maintain Satisfactory Academic Progress (SAP) towards a degree or certificate. The Financial Aid Office at San Jose City College has established a policy that evaluates SAP using the following methods:

Qualitative: The Financial Aid Office has established a minimum, cumulative grade point average (GPA) of 2.0 for students who have attempted 48 units or more. This is to ensure that the students’ GPA is consistent with requirements for receipt of degree, certificate or transfer status.

Quantitative: By Federal Regulation, a student’s eligibility is limited to 150% of the advertised program length. This is to ensure that students complete their program within the maximum period of time (Max Time-Frame).

Incrementally: Incremental completion requirements are established consistently with Max Time-Frame rules. This is to ensure that students complete a sufficient percentage of units from term to term in order to complete their educational objective within the Max Time-Frame.
Meeting Satisfactory Academic Progress

1. SAP in college will start the first semester of enrollment
2. All financial aid applicants must have a declared academic program with the Admissions & Records Office (A&R) that:
   a. Leads to an Associate Degree, or
   b. Is at least a two-year program which is acceptable for transfer to a four-year institution, or
   c. Is an approved Certificate program of at least 15 weeks requiring a minimum of 16 semester units or 600 clock hours
3. Students who have attempted 48 units or more must maintain at least a 2.0 GPA
4. The Max Time-Frame is set at 90 attempted degree applicable units for completion of a two-year academic program – about 60 units required for two-year programs. The time frame is prorated for programs that are less than or greater than 60 units and/or for programs measured in clock hours. Degree applicable units that are transferred in from another institution will be used toward the Max Time-Frame and prorated accordingly
   a. Students who are required to complete basic skills English and/or Math courses in order to meet their educational goals are allowed up to 30 units or two full-time semesters in addition to their program length. Students who require English as a Second Language (ESL) courses as a prerequisite to their degree/certificate program will have additional semesters/units in their Max Time-Frame calculation
5. In order to complete a Degree, Certificate or Transfer program within the Max Time-Frame prescribed by Federal Regulation, students are required to complete a minimum number of units per semester, based on enrollment status at the end of the add/drop period:

   Required Completion

   Full-time (12 units or more) – must complete at least 10 units
   ¾ -time (9-11.5 units) – must complete at least 7.5 units
   ½ -time (6-8.5 units) – must complete at least 5 units

   Failure to meet the above completion requirements, per semester, will result in a student being placed on probation or denial status
   a. Only units with grades of A, B, C, D and P are considered completed units
   b. F, NC, W, RD and I grades are considered attempted and not completed. I and RD grades should be reported to the Financial Aid Office once records are updated
   c. Course repeats are limited to the quantity stated in the College Catalog. Students may repeat courses only when an unsatisfactory grade was received. Repeated courses are counted as part of the Max Time-Frame evaluation
6. Students who complete less than 50% of their attempted units in any semester will be denied financial aid for the following semester
7. Applicants who were previously denied and have successfully appealed must comply with the terms and conditions of their reinstatement for continued eligibility

Probation Status

Students will be placed on probation status if any of the following apply:

- Completing more than 50% but less than the minimum required per semester
- Cumulative GPA is less than 2.0 with less than 48 units attempted
- Placement on Academic Probation by A&R

Students may receive aid while on Probation status, however, Probation status will be removed the following semester only if the minimum unit requirement for the semester is met and their cumulative GPA is above 2.0. Students are notified of their probation status by mail or e-mail.

Denial Status

Students will be placed on denied status if any of the following apply:

- A&R places them on Academic/Progress Dismissal
- Cumulative GPA is less than 2.0 after attempting 48 units or more
- Attempting 150% or more of the required units for their program
- Completing less than 50% of the attempted units during a semester
- Failing to meet the conditions previously set by the Financial Aid Appeals Committee
- Failing to meet the minimum unit completion requirement or their cumulative GPA is less than 2.0 while on probation status

Appeal Process

Students not meeting SAP standards are notified of their Financial Aid Denial by mail or e-mail. The letter will be sent with the Petition for Reinstatement of Financial Aid, instructions on how to complete the form and the deadline date (students are still encouraged to submit a complete petition as soon as possible, by or before the deadline).
Students may petition for reinstatement of Financial Aid if there were extenuating circumstances that impeded their academic progress. On the petition form students should describe, in detail, the circumstances that contributed to their denial as well as a specific plan on how to improve and continue to progress academically.

During the appeals process, the Financial Aid Office may request additional documentation based on certain circumstances. Among those circumstances that may require additional documentation are:

- Student medical issues/conditions
- Family emergencies
- Other various circumstances that may be out of the student’s control

Students who have exceeded the Max Time-Frame must submit an Educational Plan. This should be developed, reviewed and signed by a counselor. The Educational Plan should outline the courses that remain to be completed in order for the student to complete their educational objective at SJCC.

Only complete petitions will be reviewed. The committee will review all documentation received as well as transcripts and other financial aid records. Students wishing to receive recommendations for reinstatement from instructors, counselors and others must submit written recommendations from these sources. The committee will not contact others for recommendations.

All Petitions for Reinstatement of Financial Aid will be evaluated on a case-by-case basis.

If the appeal is approved, the committee will inform the student of the approval and the conditions which must be met in order to retain their award for the following semester. Failure to meet the conditions will result in continued denial status.

Students whose appeals are denied must meet all standards of SAP in order to be reinstated for the following semester.

All Petitions for Reinstatement of Financial Aid must be signed by a counselor. Students are required to schedule an appointment with a counselor to review their petition, plan for improvement and Educational Plan (if applicable). Drop-in sessions will not be accepted by counselors to review petitions.

FINANCIAL AID CONSORTIUM AGREEMENT

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

The Financial Aid Office is located in the Student Center, SC-103. For detailed information, contact the Financial Aid Office, (408) 288-3741 or e-mail at sjccfa@sjcc.edu.
Chapter 4 — Instructional Resources and Special Programs

SPECIAL ACADEMIC PROGRAMS

ACCELERATED DEGREE PROGRAM

The Accelerated Degree Program offers fast-track courses for students who want to finish their degrees in a timely manner. Courses are offered evenings in six and eight week blocks. Students concentrate on one course at a time and can finish the program in 2-1/2 years if they are eligible at the ENGL 001A level. Most courses are offered off-campus in business-like training rooms.

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

HONORS PROGRAM

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

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

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

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

MIDDLE COLLEGE

A partnership between San Jose Unified School District and San José City College, Middle College is an accelerated program designed to offer a unique option to high school students who are academically capable. It assists students in completing high school while beginning their college careers. Selected junior and senior students take their core subjects, English and Social
For more information, contact the Office of SJUSD at 408-536-6187, Middle College Program Office at (408) 288-3100, or the Office of the Vice President of Student Affairs at (408) 288-3190.

**OFFSITE PROGRAMS**

Several programs and classes are offered throughout the San Jose community in places such as public buildings or schools. All of San José City College classes are open to admitted students who meet course prerequisites regardless of the location at which they are offered. Because the offerings are developed to respond to community requests or needs, the courses may begin or end at times other than the standard schedule on campus. These offerings are listed in each semester’s class schedule and at www.sjcc.edu.

**PUENTE PROGRAM**

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

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

In addition to the English/Counseling/Mentoring components, Puente offers supplementary courses in reading and math. Faculty teaching these classes work with the Puente counselor to provide additional support and educational experiences for the students.

The Puente Program offers students support and guidance, individualized counseling, tutoring, transfer assistance, scholar-ships, and campus and community involvement. The Puente Office is located in Room SC 201J. For additional information please call Maricela Martinez at (408) 288-3798.

**TECH PREP**

Tech Prep programs focus on the integration and articulation of curricular pathways between high school and college programs. The Tech Prep program provides academic and vocational preparation in an identified career pathway. Tech Prep students begin their program of study in a secondary institution and then transition into a post secondary institution to earn an advanced technical degree or certification. Career pathways are academically rigorous and provide students with not only the fundamental skills that are required for post secondary admission but also the technical skills that will enable them to have successful careers in California’s new, highly technical economy. High school students who receive certificates for completion of articulated courses should take them to the Admissions and Records Office Coordinator at the time they register for classes.

**TRANSFER EXPRESS PROGRAM**

The Transfer Express Program offers a block schedule of General Education courses required for minimal transfer requirements for the University of California (UC) and California State University (CSU), as well as the requirements after two years of full time study at San José City College. Students in the program are guaranteed enrollment in Transfer Express courses. To be eligible, students must be ready to enroll in ENGL 001A and MATH 013 or higher.

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

**UMOJA PROGRAM**

The Umoja Program is an academic learning community and resource. A Kiswahili word meaning “Unity”, Umoja engages students in culturally responsive curriculum, supporting the legacy of the African Diaspora.

The program is dedicated to increasing the retention and graduation rates of African-Americans as well as other underrepresented student populations at SJCC.

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

For further information, contact coordinators:

Khalid White (408) 298-2181 x3050, email: khalid.white@sjcc.edu

Pamela Turner, (408) 298-2181 x3293, email:pamela.turner@sjcc.edu
**SUPPORT SERVICES**

**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, staff and our neighboring community. Children must be two years to five years of age. Parents must be enrolled in a minimum of nine daytime units of coursework in order to receive subsidized care. 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 COMPUTER LAB**

The Computer Lab is open to all registered San José City College students and staff. The Computer Lab is equipped with 100 flat screen Dell computers. Two printers are available for student use. Students have access to the Internet, Microsoft Office, Maple 9, and several other programs.

**Location:** Learning Resource Center – L101

**Hours:** Monday – Thursday, 8:30 a.m. – 9 p.m., and Friday, 8:30 a.m. – 2 p.m.

*For more information, contact Priscilla C. Munoz, LRC Supervisor x3312*

**ESL LAB**

The ESL Lab provides instructional assistance, interactive software programs on more than 50 computers, and multimedia materials for English language learners. Fixed unit (.5 unit) lab courses are required for students enrolled in ESL 091, 302, 312, 342, and ESL 344. Optional lab courses can be taken with all other ESL courses. The ESL lab is located on the first floor of the Library, Room L120. Instructors are scheduled daily to assist students with all language skills. Students are also welcome to use our online lab at [http://www.eslstation.net](http://www.eslstation.net) to access learning links for each language skills across all levels of the curriculum.

*For more information, contact the ESL Department.*

**HUMANITIES AND SOCIAL SCIENCES LAB**

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

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

*For more information, contact the Humanities & Social Sciences Division.*

**LIBRARY SERVICES**

The Library offers a highly useful collection of print, audiovisual and electronic resources housed in a state-of-the-art building. Printed materials include a shared collection of library materials with Evergreen Valley College, current subscriptions to print and electronic journals and a large pamphlet collection. The library also houses a large reserve collection. Other resources include DVD, CD players and VCR stations. Study areas are found throughout the library with access to hardwired and wireless Internet connection. There is an electronic research area, audiovisual equipment and coin- or card-operated copying machines are also available.

Reference librarians are available to provide instruction and to assist students in locating information. Library orientations and workshops are held in the Electronic Resource Lab. The SJCC Student ID card serves as a Library card.

For students wishing to learn more about the Library and how to use it effectively are encouraged to enroll in LIB 015 (3 units) – Electronic Research and the Internet. The Library also offers a course, LIB 022 (1 unit) – Internet Research Strategies, which is focused on using the Internet for academic research.

*For more information, contact the Library.*

**SELF-PACED MATH CENTER**

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

*For more information, contact the Math Division.*
TECHNOLOGY LABS

A variety of technology-rich computer labs support students in technology-intensive programs such as Cisco Academy, Network Administration, Computer Programming, Multimedia/Digital Arts, and Getting Started computer classes. Labs are staffed with instructors and instructional assistants and have 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.

For more information about the Multimedia/Digital Arts Lab, contact the Humanities and Social Science Division.

For more information about the Virtual Reality and Laser Labs, contact the Applied Science Division.

TECHNOLOGY SKILLS CENTER

The Technology Skills Center (TSC) L113, located on the first floor of the Learning Resource Center, is available for faculty and staff to reserve for classroom and instructional use. Twenty-four Dell computer stations are available.

For more information, contact Priscilla C. Munoz, LRC Supervisor, at ext. 3312 or Priscilla.Munoz@sjcc.edu.

TUTORING CENTER

The Tutoring Center supports SJCC students by providing free one-to-one and group tutoring in most academic subjects offered on campus. Students must be referred by their instructor/counselor to receive tutoring services. Students will need to register for LS210 - Supervised Tutoring - a no-credit and no-unit lab. Student tutors are faculty recommended, have received a “B” grade or better in the course, and have completed tutor training.

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

For referral to the Tutoring Center, please see your instructor or counselor.

Location: Learning Resource Center – L105
Contact: Priscilla C. Munoz, LRC Supervisor, (408) 298-2181 ext. 3312, Priscilla.Munoz@sjcc.edu
Hours: Monday – Thursday, 8:30 a.m. – 9 p.m. and Friday, 8:30 a.m. – 1 p.m.

SPECIALIZED COURSES

DIRECTED STUDY COURSES

Directed study courses allow individuals and small groups of students to enhance their individual instructional programs by studying independently under the direction of faculty members in specific or related disciplines. The students and faculty members, in consultation with the Division Dean, work together to develop individualized learning contracts which specify the learning objectives and activities to be completed as well as the number of units to be earned. A Directed Studies contract between the student and faculty member will be developed to identify how students will demonstrate mastery of learning objectives to receive course credit.

For more information, contact the division offices.

WORK EXPERIENCE EDUCATION COURSES

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

For more information, contact the Work Experience Office, room 308-A or call (408) 298-2181, ext. 3817.

**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 course work and interact with their instructor and fellow students over the Internet using Web pages, e-mail, discussion lists, chat rooms, specialized computer programs and other technology. Students in these classes have the flexibility of studying from any location and at anytime that fits into their schedules. Students are to contact their instructor about orientation to the course management system. The final examination may be taken on campus.

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 or may simply require that crucial exams be taken on campus. Students taking distance education courses are expected to have access to a computer with a connection to the Internet. There are computer labs on campus where the work can be completed, but hybrid and online courses are designed so that a student does not have to come to campus as often as a student taking a traditional on-campus class.

**Web-Enhanced Classes**

Most instructors are using the Internet as a supplement to their traditional on-campus class. Classroom dialog and conversation can be continued outside of the class meeting time using discussion lists, e-mail or chat. The class syllabus, calendar information and assignments can be posted on the Internet so that a student can access them from anywhere, at anytime. Computers are available on-campus to complete those assignments that are to be done using an online course management program.

For more information, contact the division dean.

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**Study Options**

**Learning Communities**

A Learning Community is a group of students who are enrolled in at least two courses together. Instructors cooperate to integrate instruction so that the two subjects are connected in stimulating ways. In a Learning Community, students —

- Fulfill requirements for two or more courses in one organized package
- Build a convenient class schedule
- Gain deeper understanding of the material
- Make friends readily with students in the linked courses
- Hear different points of view from more than one instructor
- Reinforce learning in one class by working on related projects in another
- Enhance their critical thinking skills by synthesizing ideas from two or more disciplines
- Learn from and support their classmates in an atmosphere of shared community

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

**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 provided ongoing training and support, a guidebook, and interactive workshop materials to guide and facilitate learning within a small group of students. The peer leader serves as a role model and provides the students with hands-on models, problem sessions, and other multidimensional methods for learning the class material. Students who participate in this project have the opportunity to become peer-leaders themselves in subsequent semesters and participate in joint programs with San Jose State University and the University of California that offer scholarships, internships and other support activities.

For more information, contact the Math and Science Division.

**Project-Based Learning**

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

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

The Service Learning Program was established in Fall 1997 to provide opportunities for voluntary service in the community. Partnerships with over 60 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 life-long learning in our rapidly changing world. Our community partners welcome the service by our students, and they proudly support the academic goals of these students.

Information on the project is available in the Service Learning 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, students have 24-hour access to program information and can sign-up online at the website. 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) 288-3176, Ronald.levesque@aol.com, or visit the Service Learning Office, located in the Student Center, Room 216H. Office hours for the coordinator are posted each semester. For 24-hour access, go to Website: www.sjcc.edu/slp.

Enrichment Activities

ART GALLERY

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

For more information, contact the Humanities and Social Sciences Division at (408) 288-3708.

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. A FieldTurf artificial football field and a Super X Mondo all weather track are athletic facilities second to none in America. The fitness complex with modern weight and cardiovascular equipment provides classes and supports the athletics program.

For more information, contact the Athletics Department at (408) 288-3708.

CAMPUS MEDIA

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

For more information, contact the Language Arts Division.

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

For more information, contact Associated Students.

COLLEGE THEATER

Each year, the College Theater serves as a performance venue for a variety of theatre arts, 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 & Social Sciences Division.
IN THIS CHAPTER:

- Certificate Requirements
- Graduation Requirements A.S. Degree
- General Education Courses
- A.S. Degree and Certificate Index
- A.S. Degree and Certificate Listings, Contact Information, and Requirements

CERTIFICATE REQUIREMENTS

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

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

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

Grades earned in non-degree applicable courses do not count in their GPA used in relationship to an A.A. or A.S. 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 core consisting of a minimum of 18 semester units in a specialized or related field of study. The core may be in a special field or a general studies area. A grade of “C” or better is required in core courses for the degree.

II. A general education pattern, which shall include:

<table>
<thead>
<tr>
<th>CONTENT AREA</th>
<th>A.S. DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. English Language Communication and Critical Thinking</td>
<td></td>
</tr>
<tr>
<td>Written Communication</td>
<td>3 units</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>3 units</td>
</tr>
<tr>
<td></td>
<td>6 units</td>
</tr>
</tbody>
</table>
B. **Scientific Inquiry and Quantitative Reasoning**
   Select one laboratory course for 3 units 3 units

CONTENT AREA (continued)  A.S. DEGREE

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

D. **Social Science***
   Select two courses for 6 units
   from the Social Science list 6 units

E. **Lifelong Learning 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 core courses requiring 10 or more science units will have satisfied this requirement.

**** Area D Social Science list - HIST 017A and HIST 017B OR HIST 001 and POLSC 001
   Cultural Pluralism/Ethnic Studies: Students may take a cultural pluralism/ethnic studies class in either Area C or Area D.

**** Lifelong Learning 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 degree, 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 - ENGL 001A, English Composition
2. Written expression - ENGL 001A, English Composition
3. Mathematics – MATH 013, 013S or equivalent Math course, or Intermediate 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, core, and general education – applicable courses to total at least 60 units.

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

VI. Residence requirements:

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

2. A minimum of two courses (no fewer than 6 units) must have been completed in the core at the college awarding the degree, certificate, or area of emphasis. 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 core 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 degree requirements provided that the catalog is not more than seven (7) years old by the time of graduation. A major division may grant an exception to this requirement when the student is able to verify competency equivalent to this requirement.

(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.
RECIPIRICITY 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:

- Chabot
- De Anza
- Evergreen Valley
- Foothill
- Gavilan
- Las Positas
- 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 Division Dean when considering the graduation appeal.

GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Area A: English Language Communication and Critical Thinking –</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>One course from each area for 6 units</td>
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</tr>
<tr>
<td>Written: ENGL 001A with a “C” or better grade</td>
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</tr>
<tr>
<td>Oral: COMS 010, 020, 020N, 040, 045</td>
<td>3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Area B: Scientific Inquiry and Quantitative Reasoning –</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>One course for 3 units</td>
<td></td>
</tr>
<tr>
<td>Science With Lab:  ANAT 001, ASTRO 010 &amp; 010L;</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 001, 020, 021, 064, 071, 072, 074; CHEM 001A,</td>
<td></td>
</tr>
<tr>
<td>001B, 015, 032A, 032B; ENVIR 010: GEOL 010 &amp; 010L,</td>
<td></td>
</tr>
<tr>
<td>011; PHYS 002A,004A, 004B, 004C, 004D; PHYSYC 040</td>
<td></td>
</tr>
<tr>
<td>Cosmetology Major Only: COS 010A, 010B, 105A, 105B</td>
<td></td>
</tr>
<tr>
<td>Dental Assistant Major Only: DENT 151</td>
<td></td>
</tr>
</tbody>
</table>

| Area C: Arts and Humanities –                                |       |
| One course from each area for 6 units                        |       |
| C1: Arts: ART 091, 092, 096; DANCE 002;                     | 3     |
| HUMNT 001; MUSIC 083, 091, 095, 099; PHOTO 022;              |       |
| THEAT 020, 022, 022, 040                                     |       |
| C2: Humanities: CHIN 001A, 001B; ENGL 001B, 010, 010, 028, | 3     |
| 033, 061, 063, 065, 073, 078, 079, 080, 081, 084A, 084B,     |       |
| 086A, 086B; ETH 030; FREN 001A, 001B, 002A, 002B, 003A,     |       |
| 003B, 015, 016, 017, 018; HUMNT 002, 003; JAPAN 001A, 001B, |       |
| 002A, 002B; PHIL 010, 011, 012, 051, 065, 070; SL 001A,     |       |
| 001B, 002A, 002B; SPAN 001A, 001B, 002A, 002B, 022A, 022B;  |       |
| VIET 001A, 001B                                            |       |

| Area D: Social Science –                                     |       |
| Two courses for 6 units                                      |       |
| Option 1: HIST 001, and POLSC 001; -OR-                     | 6     |
| Option 2: HIST 01A, and HIST 017B                           |       |

| Area E: Lifelong Learning and Self-Development –            |       |
| One course for 3 units                                      |       |
| FCS 019, 070; GUIDE 096; HED 011; PSYCH 020; 035, 060, 092,| 3     |
| 096, 100; THEAT 005                                        |       |

GENERAL EDUCATION PROGRAM/CORE REQUIREMENT 18-36 ELECTIVES: A.S./A.A. Degree Applicable Courses 0-18 ADDITIONAL GRADUATION REQUIREMENTS General Education Requirements including 24 Cultural Pluralism/Ethnic Studies: ENGL 033, 080; ETH 026, 027, 030; SL 015; HIST 009, 021, 024; SSCI 020, 031, 040 Physical Activity: DANCE 010, 020, 021, 023, 040, 050, 051, 062, 064, 066, 067; FOLK 010; PED 001, 008, 009, 010, 012, 013, 017, 018, 019, 023, 024, 024A, 030, 034, 038, 039, 040, 041, 042, 044, 046, 048, 052, 055, 056, 098; APE 030E, 041E, 042E, 056E Math Competency: MATH 013, 013S; with a “C” or better grade OR qualifying test score.

TOTAL 60

ASSOCIATE OF SCIENCE DEGREE AND CERTIFICATE INDEX

ACCOUNTING
— A.S. Degree
— Certificate: Achievement Level 2

ADMINISTRATION OF JUSTICE
— A.S. Degree

AIR CONDITIONING AND REFRIGERATION
— A.S. Degree
— Certificate: Achievement Level 2 Achievement Level 3
ALCOHOL AND DRUG STUDIES
— A.S. Degree
— Certificate:
  Achievement Level 2
Achievement Level 3

ART
— A.S. Degree

BUSINESS
— A.S. Degree:
  Entrepreneurship
  Management
  Marketing
— Certificate:
  Achievement Level 2
  Entrepreneurship
  Management
  Marketing
Achievement Level 3
  Entrepreneurship
  Management
  Marketing

COMPUTER APPLICATIONS
— A.S. Degree
— Certificate:
  Achievement Level 2
Achievement Level 3

COMPUTER INFORMATION SYSTEMS
— A.S. Degree
  Computer Programming
  Network Administration
    General Networking
    Microsoft Networks – MCSE
    CISCO Networks – Security
    CISCO Networks – Wireless LANs
    CISCO Networks – CCNP
    UNIX Networks
Web Developer
— Certificate:
  Achievement Level 2
  Computer Programming
  JAVA Enterprise Programming
    JAVA Enterprise
    J2EE Web Component Developer
    J2EE Business Component Developer
    SOA for Managers & Business Analysts
  MS.NET Application Development
  Network Administration
    Microsoft Networks – MCSE
    Microsoft Networks – MCSA
    UNIX Networks
    CISCO Networks – CCNA
    CISCO Networks – Security
    CISCO Networks – Wireless LANs
    CISCO Network – CCNP
    Network Security
    General Networking
Web Developer
Achievement Level 3
  Computer Programming
  Network Administration
    CISCO Network - CCNP
Web Developer

CONSTRUCTION TECHNOLOGY
— A.S. Degree
— Certificate:
  Achievement Level 1
Achievement Level 2
Achievement Level 3

COSMETOLOGY
— A.S. Degree
— Certificate:
  Achievement Level 3

DENTAL ASSISTING
— A.S. Degree
— Certificate:
  Achievement Level 3

EARLY CHILDHOOD EDUCATION
— A.S. Degree
— Certificate:
  Achievement Level 2

ESTHETICS
— Certificate:
  Achievement Level 2

FACILITIES MAINTENANCE
— A.S. Degree
— Certificate:
  Achievement Level 3

GENERAL DEGREE
— A.S. Degree

LABOR STUDIES
— A.S. Degree
— Certificate:
  Achievement Level 3

LASER TECHNOLOGY
— A.S. Degree
— Certificate:
  Achievement Level 2
  Achievement Level 3
  Achievement Level 3
  Achievement Level 3
  Achievement Level 3

MACHINE TECHNOLOGY
— A.S. Degree
— Certificate:
  Achievement Level 2
  CNC Machine Operator
  Entry Level Machinist
Achievement Level 3
  CNC CAD/CAM Machinist
CHAPTER 5 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

MEDIA ARTS
— A.S. Degree
Print Media
Web/Interactive Design
Motion Arts
— Certificate:
Achievement Level 2
Print Media
Web/Interactive Design
Motion Arts
Achievement Level 3
Print Media
Web/Interactive Design
Motion Arts

REAL ESTATE
— A.S. Degree
— Certificate:
Achievement Level 2

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, see your counselor, visit the Career/Transfer Center, or contact the following:
E-mail: Linda.Ferrell@sjcc.edu
Accounting Department: (408) 298-2181 ext. 3231
Business & Service Careers Division: (408) 288-3131
San José City College Web site: www.sjcc.edu

Students must satisfactorily complete the following courses with a grade of "C" or better. An advanced course in the certificate must be taken at San José City College. The student may achieve an employment skill through this one-year program.

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

DEGREE REQUIREMENTS
ACCTG 020 Financial Accounting 5
ACCTG 021 Managerial Accounting 5
ACCTG 030 Computerized Accounting 3
ACCTG 062 Cost Accounting 4
ACCTG 063 Intermediate Accounting 4
ACCTG 097 Accounting of Income Tax 3
BUS 007A Business Language Skills 3
BUS 071 Legal Environment of Business 3
CIS 041 Introduction to Computer Information Systems 3
APPROVED ELECTIVES – choose 2 units from the list of approved electives 2
TOTAL 35

DEGREE REQUIREMENTS
DEGREE REQUIREMENTS 35
PHYSICAL ACTIVITY 1
GENERAL EDUCATION PATTERN /
GRADUATION REQUIREMENTS 24
TOTAL 60

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

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 agencies and institutions, private security agencies, and judicial administration. 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 in correctional administration are designed to prepare people for employment as juvenile group counselors, adult correctional officers, or probation aides.

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

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

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

DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 010 Introduction to Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>AJ 011 Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>AJ 013 Criminal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AJ 014 Contemporary Police Issues</td>
<td>3</td>
</tr>
<tr>
<td>AJ 015 Introduction to Investigations</td>
<td>3</td>
</tr>
<tr>
<td>PROGRAM SPECIFIC ELECTIVES</td>
<td>12</td>
</tr>
<tr>
<td>Complete one of the options listed below</td>
<td></td>
</tr>
<tr>
<td>GENERAL ELECTIVES</td>
<td>35</td>
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<tr>
<td>PHYSICAL ACTIVITY</td>
<td>1</td>
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<tr>
<td>GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS</td>
<td>24</td>
</tr>
<tr>
<td>TOTAL</td>
<td>60</td>
</tr>
</tbody>
</table>

APPROVED SPECIFIC ELECTIVES:

1. AJ classes not used in the core sequence above:
   - AJ 103 Patrol Procedures
   - AJ 104 Report Writing
   - AJ 111 Juvenile Law and Procedures
   - AJ 112 Introduction to Evidence
   - AJ 113 Crime and Violence in America
   - AJ 121 Advancement in Judicial Branch Careers

2. A combination of Administration of Justice courses, plus other courses such as SOC 010, 011; PSYC 012, 060, 096, 099; PHOTO 022; SPAN 091A, 091B; SSCI 020, 031, 032, 040; ETH 026, 027, 030

3. Completion of the full sequence of the Basic Police Academy consisting of LE 160, 161, 162

4. Completion of the Basic Police Academy (LE 154).

AIRC 122 Refrigeration Principles 4
AIRC 131 Intermediate Air Conditioning 4.5
AIRC 132 Refrigeration Service 4.5
FMT 100 Introduction to Facilities Operations 3

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

CERTIFICATE OF ACHIEVEMENT LEVEL 3:

Air Conditioning and Refrigeration Technology

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>AIRC 121 Electrical Principles for Air Conditioning/Refrigeration</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 122 Refrigeration Principles</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 131 Intermediate Air Conditioning</td>
<td>4.5</td>
</tr>
<tr>
<td>AIRC 132 Refrigeration Service</td>
<td>4.5</td>
</tr>
<tr>
<td>AIRC 141 Hydronics and Air Distribution</td>
<td>3</td>
</tr>
<tr>
<td>AIRC 142 Air Conditioning Control Systems</td>
<td>4</td>
</tr>
<tr>
<td>CIS 041 Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>FMT 100 Introduction to Facilities Operations</td>
<td>3</td>
</tr>
<tr>
<td>APPROVED ELECTIVES</td>
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DEGREE REQUIREMENTS:

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<tr>
<th>COURSE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>AIRC 121 Electrical Principles for Air Conditioning/Refrigeration</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 122 Refrigeration Principles</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 131 Intermediate Air Conditioning</td>
<td>4.5</td>
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<tr>
<td>AIRC 132 Refrigeration Service</td>
<td>4.5</td>
</tr>
<tr>
<td>AIRC 141 Hydronics and Air Distribution</td>
<td>3</td>
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<tr>
<td>AIRC 142 Air Conditioning Control Systems</td>
<td>4</td>
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<tr>
<td>CIS 041 Introduction to Computer Information Systems</td>
<td>3</td>
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<tr>
<td>FMT 100 Introduction to Facilities Operations</td>
<td>3</td>
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<td>APPROVED ELECTIVES</td>
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DEGREE REQUIREMENTS

<table>
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<tr>
<th>COURSE</th>
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<td>4</td>
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<tr>
<td>AIRC 122 Refrigeration Principles</td>
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<td>AIRC 141 Hydronics and Air Distribution</td>
<td>3</td>
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<tr>
<td>AIRC 142 Air Conditioning Control Systems</td>
<td>4</td>
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<tr>
<td>CIS 041 Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>FMT 100 Introduction to Facilities Operations</td>
<td>3</td>
</tr>
<tr>
<td>APPROVED ELECTIVES</td>
<td>36</td>
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DEGREE REQUIREMENTS

<table>
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<tr>
<th>COURSE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>AIRC 121 Electrical Principles for Air Conditioning/Refrigeration</td>
<td>4</td>
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<tr>
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<td>FMT 100 Introduction to Facilities Operations</td>
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<td>APPROVED ELECTIVES</td>
<td>36</td>
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DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>COURSE</th>
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<tbody>
<tr>
<td>AIRC 138 Work Experience</td>
<td>1-2</td>
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<tr>
<td>AIRC 145 Sheet Metal Principles</td>
<td>2</td>
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<tr>
<td>CNSTR 102A Residential Construction Plumbing</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 102B Residential Construction Commercial Wiring</td>
<td>3</td>
</tr>
<tr>
<td>FMT 104 Electrical Concepts for Facilities Maintenance Technicians</td>
<td>2</td>
</tr>
<tr>
<td>FMT 105 Introduction to Industrial Electronics and Controls</td>
<td>2.5</td>
</tr>
<tr>
<td>FMT 120 Low and High Pressure Boilers</td>
<td>3</td>
</tr>
<tr>
<td>FMT 122 Introduction to Programmable Logic Controllers</td>
<td>4</td>
</tr>
<tr>
<td>FMT 123 Intermediate Programmable Logic Controllers</td>
<td>4</td>
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</tbody>
</table>
Alcohol and Drug Studies

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

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

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

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

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

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

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

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

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

A minimum of three (3) courses in the program must be taken at San José City College. A grade of "C" or better is required in each course for the degree and certificate.

CERTIFICATE OF ACHIEVEMENT LEVEL 2:

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

27

CERTIFICATE OF ACHIEVEMENT LEVEL 3:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 010</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 099</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 011</td>
<td>Social Problems</td>
<td>3</td>
</tr>
</tbody>
</table>

36

DEGREE REQUIREMENTS:

| Completion of Certificate of Achievement Level 2 | 27 |
| Physical Activity                                | 1  |
| General Education Pattern / Graduation Requirements | 24 |
| **TOTAL**                                        | **61** |

APPROVED ELECTIVE:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS 078</td>
<td>Current Issues in Alcohol and Drug Treatment</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Art

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

CAREERS IN:
- Advertising Photography
- Dark Room Technician
- Fashion Design & Illustration
- Fine Art Framing
- Floral Arranging and Design
- Graphic Design
- Interior Design
- Illustration
- Portrait Photography
- Printing Press Work
- Silk Screen Tee-Shirts
- Textile Design
- Window and Retail Display
RELATED OCCUPATIONS:
Animation  
Architecture  
Art Education & Teaching  
Art Direction  
Film & Video Production  
Home/Commercial Building  
Painting  
Home Contracting and Remodeling Design  
Industrial Ceramics  
Landscaping  
Marketing & Advertising  
Medical Illustration  
Photo Journalism  
Service Bureau Technician

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:
Judith Bell:  (408) 298-2181 ext. 3226
San José City College Web site:  www.sjcc.edu

A minimum of 3 courses in the degree must be taken at San José City College. A grade of "C" or better is required in each course in the major for graduation.

DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 012</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 013</td>
<td>Three-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 014</td>
<td>Color</td>
<td>3</td>
</tr>
<tr>
<td>ART 024</td>
<td>Beginning Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 025</td>
<td>Expressive Drawing  <strong>OR</strong></td>
<td>3</td>
</tr>
<tr>
<td>ART 026</td>
<td>Representational Drawing and Perspective</td>
<td></td>
</tr>
<tr>
<td>ART 091</td>
<td>Survey of Art History: Prehistoric through Gothic</td>
<td>3</td>
</tr>
<tr>
<td>ART 092</td>
<td>Survey of Art History: Renaissance to the Present</td>
<td>3</td>
</tr>
</tbody>
</table>

AREA OF EMPHASIS: Select one non-duplicated course from the following areas:

Drawing and Painting

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 025</td>
<td>Expressive Drawing  <strong>OR</strong></td>
<td>3</td>
</tr>
<tr>
<td>ART 026</td>
<td>Representational Drawing and Perspective</td>
<td></td>
</tr>
<tr>
<td>ART 055A</td>
<td>Life Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 055B</td>
<td>Life Drawing II</td>
<td>3</td>
</tr>
<tr>
<td>ART 060</td>
<td>Beginning Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 061</td>
<td>Beginning Painting II</td>
<td>3</td>
</tr>
</tbody>
</table>

Photography

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHOTO 022</td>
<td>Beginning Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 062</td>
<td>Intermediate Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 070</td>
<td>Beginning Color Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 071</td>
<td>Intermediate Color Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 098</td>
<td>Directed Study</td>
<td>3</td>
</tr>
</tbody>
</table>

DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAJOR AND AREA OF EMPHASIS</td>
<td>36</td>
</tr>
<tr>
<td>PHYSICAL ACTIVITY</td>
<td>1</td>
</tr>
<tr>
<td>GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS</td>
<td>24</td>
</tr>
<tr>
<td>TOTAL</td>
<td>61</td>
</tr>
</tbody>
</table>

BUSINESS

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

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:

ENTREPRENEURSHIP

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

MANAGEMENT

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

MARKETING

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

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:
Jim Black:  (408) 298-2181 ext 3233
E-mail:  James.Black@sjcc.edu

or
Momoh Lahai  (408) 298-2181 ext. 3636
E-mail:  Momoh.Lahai@sjee.edu

Business and Service Careers Division:  (408) 288-3131
San José City College Web site:  www.sjcc.edu
Chapter 5 — Associate of Science Degrees and Certificates

♦ BUSINESS: ENTREPRENEURSHIP ♦

CERTIFICATE OF ACHIEVEMENT LEVEL 2:  UNITS
Choose one of the following:  3-5
ACCTG 020  Financial Accounting  OR  5
ACCTG 101  Bookkeeping for Small Business  3
Plus all of the following:
BUS 068  Small Business Management  3
BUS 071  Legal Environment of Business  3
BUS 082  Introduction to Business  3
BUS 120  Marketing Principles  3
CIS 041  Introduction to Computer Information Systems  3

CERTIFICATE OF ACHIEVEMENT LEVEL 3:  UNITS
Completion of Certificate of Achievement Level 2  18-20
Choose 12-14 units from the following:  12-14
ACCTG 021  Managerial Accounting  5
BUS 068  Small Business Management  3
BUS 112  Advertising, Promotion, & Sales  3
BUS 120  Marketing Principles  3
BUS 124  International Marketing  3
BUS 126  Retail Management  3

DEGREE REQUIREMENTS:  UNITS
Completion of Certification of Achievement Level 3  30-34
Choose 6 units of non-duplicated courses from Certification of Achievement Level 3 or from the following:  6
BUS 060  Fundamentals of Business  3
MATH 063  Elementary Statistics  3
ECON 010A  Principles of Macroeconomics  3
Theory
ECON 010B  Principles of Microeconomics  3
Theory
ENGL 001B  English Composition  3
MATH 061  Finite Mathematics  3

PHYSICAL ACTIVITY  1
GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS  24
TOTAL  61-65

♦ BUSINESS: MARKETING ♦

CERTIFICATE OF ACHIEVEMENT LEVEL 2:  UNITS
Choose one of the following:  3-5
ACCTG 020  Financial Accounting  OR  5
ACCTG 101  Bookkeeping for Small Business  3
Plus all of the following:
BUS 112  Advertising, Promotion & Sales  3
BUS 113  Principles of Management  3
BUS 124  International Marketing  3
BUS 126  Retail Management  3
CIS 041  Introduction to Computer Information Systems  3

CERTIFICATE OF ACHIEVEMENT LEVEL 3:  UNITS
Completion of Certificate of Achievement Level 2  18-20
Choose 12-14 units from the following:  12-14
ACCTG 021  Managerial Accounting  5
BUS 068  Small Business Management  3
BUS 113  Principles of Management  3
BUS 124  International Marketing  3
BUS 126  Retail Management  3
BUS 135  Human Relations and Leadership  3

DEGREE REQUIREMENTS:  UNITS
Completion of Certification of Achievement Level 3  30-34
Choose 6 units of non-duplicated courses from Certification of Achievement Level 3 or from the following:  6
BUS 060  Fundamentals of Business  3
MATH 063  Elementary Statistics  3
ECON 010A  Principles of Macroeconomics  3
Theory
ECON 010B  Principles of Microeconomics  3
Theory
ENGL 001B  English Composition  3
MATH 061  Finite Mathematics  3

PHYSICAL ACTIVITY  1
GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS  24
TOTAL  61-65

♦ BUSINESS: MANAGEMENT ♦

CERTIFICATE OF ACHIEVEMENT LEVEL 2:  UNITS
Choose one of the following:  3-5
ACCTG 020  Financial Accounting  OR  5
ACCTG 101  Bookkeeping for Small Business  3
Plus all of the following:
BUS 071  Legal Environment of Business  3
BUS 082  Introduction to Business  3
BUS 113  Principles of Management  3
BUS 135  Human Relations and Leadership  3
CIS 041  Introduction to Computer Information Systems  3

CERTIFICATE OF ACHIEVEMENT LEVEL 3:  UNITS
Completion of Certificate of Achievement Level 2  18-20
Choose 12-14 units from the following:  12-14
ACCTG 021  Managerial Accounting  5
BUS 068  Small Business Management  3
BUS 113  Principles of Management  3
BUS 124  International Marketing  3
BUS 126  Retail Management  3
BUS 135  Human Relations and Leadership  3

DEGREE REQUIREMENTS:  UNITS
Completion of Certification of Achievement Level 3  30-34
Choose 6 units of non-duplicated courses from Certification of Achievement Level 3 or from the following:  6
BUS 060  Fundamentals of Business  3
MATH 063  Elementary Statistics  3
ECON 010A  Principles of Macroeconomics  3
Theory
ECON 010B  Principles of Microeconomics  3
Theory
ENGL 001B  English Composition  3
MATH 061  Finite Mathematics  3

PHYSICAL ACTIVITY  1
GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS  24
TOTAL  61-65
DEGREE REQUIREMENTS:  

**UNITS**

Completion of Certification of Achievement Level 3  30-34  
Choose 6 units of non-duplicated courses from Certification of Achievement Level 3 or from the following:  6

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 060</td>
<td>Fundamentals of Business Statistics OR</td>
<td>3</td>
</tr>
<tr>
<td>MATH 063 A</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 010 A</td>
<td>Principles of Macroeconomics Theory</td>
<td>3</td>
</tr>
<tr>
<td>ECON 010 B</td>
<td>Principles of Microeconomics Theory</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 001 B</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 061</td>
<td>Finite Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

**PHYSICAL ACTIVITY**  1

**GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS**  24

**TOTAL**  61-65

**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 program and at least 24 units must be General Education units. An Associate of Science Degree and two levels of certificates are available: Certificate of Achievement Level 2 and Certificate of Achievement Level 3. The certificate programs can be completed without the General Education requirements and includes the following courses:

- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft PowerPoint
- Microsoft Outlook

Microsoft Office Specialists Certification, the premier in Microsoft desktop certification, is a globally recognized standard for demonstrating desktop skills which helps to meet the demand for qualified and knowledgeable people in the modern workplace. Our courses and certificates will prepare students to take the Microsoft Office Specialist (MOS) Exams. Certified individuals report increased competence and productivity as well as increased credibility with their employers, co-workers, and clients. Employers around the world know that it is a smart decision to hire certified candidates and, certification can be an employee's ticket to better career opportunities.

After successful completion of the series of tests for MOS, students will receive certification authenticating their skills from the certificating agency. There is a registration fee that must be paid before students can take the desired tests.

Upon receiving an Associate of Science Degree, graduates should be able to demonstrate use of following skills: touch keyboarding, document composition/word processing, mail merge, using e-mail, scheduling appointments, using Internet to locate information, file and folder management, oral and written communication skills, preparing presentations, resume writing, creating a portfolio of business documents, and organization skills.

The Computer Applications Program provides in-depth training in careers such as:

- Administrative Assistant
- Office Manager
- Word Processing Specialist
- Office and Administrative Support
- Database Designer
- Document Specialist
- Clerical/Office/Receptionist

**Certificate of Achievement Level 2:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 010 A</td>
<td>Computer Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>CA 011</td>
<td>Speed and Accuracy</td>
<td>1</td>
</tr>
<tr>
<td>CA 015 A</td>
<td>Document Processing</td>
<td>2</td>
</tr>
<tr>
<td>CA 020 D</td>
<td>Microsoft Windows</td>
<td>1</td>
</tr>
<tr>
<td>CA 030 A</td>
<td>Internet for Beginners OR</td>
<td>1</td>
</tr>
<tr>
<td>CIS 131</td>
<td>Introduction to Internet</td>
<td>1</td>
</tr>
<tr>
<td>CA 040 D</td>
<td>Microsoft Word Specialist</td>
<td>1</td>
</tr>
<tr>
<td>CA 045 D</td>
<td>Microsoft Word Expert</td>
<td>1</td>
</tr>
<tr>
<td>CA 050 D</td>
<td>Microsoft Excel Specialist</td>
<td>1</td>
</tr>
<tr>
<td>CA 055 D</td>
<td>Microsoft Excel Expert</td>
<td>1</td>
</tr>
<tr>
<td>CA 065 D</td>
<td>Microsoft Access Expert</td>
<td>1</td>
</tr>
<tr>
<td>CA 070 D</td>
<td>Microsoft PowerPoint Specialist</td>
<td>1</td>
</tr>
<tr>
<td>CA 075 D</td>
<td>Microsoft PowerPoint Expert</td>
<td>1</td>
</tr>
<tr>
<td>CA 080 D</td>
<td>Microsoft Outlook</td>
<td>1</td>
</tr>
<tr>
<td>CA 100 D</td>
<td>Microsoft Office</td>
<td>3</td>
</tr>
<tr>
<td>BUS 007 A</td>
<td>Business Language Skills</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL**  20

**Certificate of Achievement Level 3:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of Certificate of Achievement Level 2</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>CA 060 D</td>
<td>Microsoft Access Specialist</td>
<td>1</td>
</tr>
<tr>
<td>ACCTG 101</td>
<td>Bookkeeping for Small Business OR</td>
<td>3-5</td>
</tr>
<tr>
<td>ACCTG 020</td>
<td>Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>BUS 007 B</td>
<td>Business Writing OR</td>
<td>3</td>
</tr>
<tr>
<td>BUS 008</td>
<td>Business English and Writing</td>
<td></td>
</tr>
</tbody>
</table>

Choose additional of 8 units from the following specific elective course list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 030</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ART 071</td>
<td>Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>BUS 001</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>BUS 113</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 135</td>
<td>Human Relations and Leadership</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Sharon Youngblood: (408) 288-2181 ext. 3241  
E-mail: Sharon.Youngblood@sjcc.edu  
Business & Service Careers Division: (408) 288-3131  
San José City College Web site: www.sjcc.edu

Awarded to students who satisfactorily complete the following courses with a "C" or better grade.

**Certificate of Achievement Level 2:**

**UNITS**

Completion of Certificate of Achievement Level 2  20

**Certificate of Achievement Level 3:**

**Completion of Certificate of Achievement Level 2**  20

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 101</td>
<td>Bookkeeping for Small Business OR</td>
<td>3-5</td>
</tr>
<tr>
<td>ACCTG 020</td>
<td>Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>BUS 007 B</td>
<td>Business Writing OR</td>
<td>3</td>
</tr>
<tr>
<td>BUS 008</td>
<td>Business English and Writing</td>
<td></td>
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</tbody>
</table>

Choose additional of 8 units from the following specific elective course list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
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<tbody>
<tr>
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</tr>
<tr>
<td>ART 071</td>
<td>Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
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</tr>
<tr>
<td>BUS 113</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 135</td>
<td>Human Relations and Leadership</td>
<td>3</td>
</tr>
</tbody>
</table>
CHAPTER 5 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

CA 102D Advanced Microsoft Office 3
CIS 062A Introduction to PC Hardware and Diagnostics 2
CIS 132 Web sites with HTML 3

DEGREE REQUIREMENTS
Completion of Certificate of Achievement 35-37
PHYSICAL ACTIVITY 1
GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 24
TOTAL 60-62

COMPUTER INFORMATION SYSTEMS

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

- Computer Programming
- JAVA Enterprise Programming
- MS.NET Application Development
- Network Administration
- Web Application Solutions

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:
Dan McElroy: (408) 298-2181 ext. 3235
E-mail: Dan.McElroy@sjcc.edu
Business and Service Careers Division: (408) 288-3131
San José City College Web site: www.sjcc.edu

♦ COMPUTER PROGRAMMING ♦

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.

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

CERTIFICATE OF ACHIEVEMENT LEVEL 2 UNITS
CIS 032 Visual Basic .NET OR 3
CIS 073 Visual Basic Programming 3
CIS 041 Introduction to Computer Information Systems 3
CIS 054 C/++ Programming 3
CIS 055 Data Structures 3
CIS 059 Object Orientated Programming 3
CIS 084 JAVA Programming 3
18

CERTIFICATE OF ACHIEVEMENT LEVEL 3 UNITS
Certificate of Achievement Level 2 18
CIS 157 Introduction to UNIX 3
Choose non-duplicated units for the list of approved specific electives. 9
30

DEGREE REQUIREMENTS
Completion of Certificate of Achievement Level 3 30
Choose non-duplicated units from the list of approved electives 6
SUBTOTAL 36
PHYSICAL ACTIVITY 1
GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 24
TOTAL 61

CIS APPROVED ELECTIVES: see page 48-49.

♦ JAVA ENTERPRISE PROGRAMMING ♦

The JAVAEnterprise Programming program combines JAVA and J2EE in a compact, focused format so that students can enter the job market with the full knowledge of J2EE Architecture and will be able to contribute towards J2EE Component development as well as J2EE Application Development. Upon successful completion of this program, students will be able to describe, analyze as well as design and implement the complex J2EE Applications. These courses also prepare the students for the Sub Certified JAVA Technologies Certificates so that students can earn extra qualifications.

This new SJCC certification program is unique in that it combines our previously developed and highly successful foundation programming courses with the new courses. A fundamental knowledge of computer technology, programming structures, and modicum of programming experience are suitable for entry into this program.

Objectives:

1. Full comprehension of the J2EE infrastructure and the available products offering this infrastructure in the market.
2. Use the understanding of J2EE and JAVA architecture in program analysis and requirements analysis for professional business and academic environments.
3. Incorporate Object Oriented Programming (OOP) methodologies into large-scale JAVA-based applications.
4. Design and develop applications suing JSP, servlets, EJB and database access API (application programming interface).
5. Identify and prevent threats to application security in the JAVA and J2EE programming environments.
6. Integrate JAVA and J2EE applications with legacy and non-JAVA systems.

CERTIFICATE OF ACHIEVEMENT LEVEL 2: JAVA ENTERPRISE: J2EE WEB COMPONENT DEVELOPER UNITS
CIS 021 JAVA Servlets 3
CIS 041 Introduction to Computer Information Systems 3
CIS 055 Data Structures 3
CIS 083 J2EE Fundamentals 3
Microsoft .NET architecture is an emerging technology and is a de facto industry standard. This is a certificate that includes two fundamental design courses and six advanced courses in MS.NET programming. One of the current innovative software architectures used to develop web-based programs, the MS.NET series of courses provides students with knowledge of how to design, create, and debug programs written for a variety of academic and business environments. The curriculum includes courses in VB, ASP, and C# that will prepare them for employment as engineers developing software applications for professional and academic environments. Students will write programs in C++, VB.NET, and C# that demonstrate how to apply core .NET concepts within an Object Oriented Programming (OOP) paradigm. Upon successful completion of this program, students will have learned the latest technologies in Web development so that they are prepared for employment as programmers conversant and competent in using MS.NET structures and application tools. The program objectives include the following:

1. Understand how to use the components embedded in VB.NET.

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, troubleshoot, and maintain these networks. The Network Administration Program is designed to train students to fill these needs. Eleven certificates and six Associates in Science Degree specializing in General Networking or MCSE Windows 2003 or CISCO-CCNP, Network Security, Wireless LANs and UNIX are available.

A grade of “C” or better is required in each course. The degree programs require a minimum of 60 units, of which at least 35 units must be in a selected CIS major, a physical education course of 1 unit, and at least 24 units must be General Education units. Several levels of certificates are available in each of the six areas. The certificate programs can be completed without the General Education requirements.
## Chapter 5 — Associate of Science Degrees and Certificates

### Certificate of Achievement Level 2: Units

#### Microsoft Networks-Mcse

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 017A</td>
<td>Windows XP Professional</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017B</td>
<td>Windows 2003 Server</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017C</td>
<td>Windows Server 2003 Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017D</td>
<td>Windows Server 2003 Network Infrastructure</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of the following:
- CIS 017E Exchange Server 2003 3
- CIS 068 Administering Microsoft SQL Server 3

Choose 6 units from the following:
- CIS 041 Introduction to Computer 3
- CIS 014A Internet Principles and Protocols 3
- CIS 017F Windows 2003 Clustering Implementation 3
- CIS 062A Introduction to PC Hardware and Diagnostics 2
- CIS 062B A+ Core PC Hardware Technology 2
- CIS 062C A+ Core PC Operating Systems Technology 2
- CIS 073 Visual Basic Programming 3

#### Microsoft Networks-Mcsa

<table>
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<tr>
<th>Course Code</th>
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<th>Units</th>
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<tr>
<td>CIS 017A</td>
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<tr>
<td>CIS 017B</td>
<td>Windows 2003 Server</td>
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</tr>
<tr>
<td>CIS 017D</td>
<td>Windows Server 2003 Network Infrastructure</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one of the following:
- CIS 017E Exchange Server 2003 3
- CIS 068 Administering Microsoft SQL Server 3

Choose 6 units from the following:
- CIS 041 Introduction to Computer 3
- CIS 014A Internet Principles and Protocols 3
- CIS 017F Windows 2003 Clustering Implementation 3
- CIS 062A Introduction to PC Hardware and Diagnostics 2
- CIS 062B A+ Core PC Hardware Technology 2
- CIS 062C A+ Core PC Operating Systems Technology 2
- CIS 073 Visual Basic Programming 3

### Certificate of Achievement Level 2: Units

#### Cisco Networks-Ccna

<table>
<thead>
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<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CIS 018A</td>
<td>CISCO Network Essentials</td>
<td>3</td>
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<tr>
<td>CIS 018B</td>
<td>CISCO Router and IOS Software</td>
<td>3</td>
</tr>
<tr>
<td>CIS 018C</td>
<td>CISCO Local Area Network Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 018D</td>
<td>CISCO Wide Area Network Design</td>
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Choose non-duplicated units from the list of approved electives

#### Cisco Networks-Security

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CIS 018A</td>
<td>CISCO Network Essentials</td>
<td>3</td>
</tr>
<tr>
<td>CIS 018B</td>
<td>CISCO Router and IOS Software</td>
<td>3</td>
</tr>
<tr>
<td>CIS 018C</td>
<td>CISCO Local Area Network Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 018D</td>
<td>CISCO Wide Area Network Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 019A</td>
<td>CISCO Network Security Fund.</td>
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Choose non-duplicated units from the list of approved electives

#### Cisco Networks-Wireless Lans

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<thead>
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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>CIS 018A</td>
<td>CISCO Network Essentials</td>
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</tr>
<tr>
<td>CIS 018B</td>
<td>CISCO Router and IOS Software</td>
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<tr>
<td>CIS 018C</td>
<td>CISCO Local Area Network Design</td>
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</tr>
<tr>
<td>CIS 018D</td>
<td>CISCO Wide Area Network Design</td>
<td>3</td>
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<td>CIS 019B</td>
<td>CISCO Wireless Local Area Fundamentals</td>
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Choose non-duplicated units from the list of approved electives

#### Cisco Networks-Ccnp

Completion of Certificate of Achievement Level 2: Cisco Networks-Ccna 18

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>CIS 018E</td>
<td>CCNP Advanced Routing</td>
<td>3</td>
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<tr>
<td>CIS 018F</td>
<td>CCNP Remote Access</td>
<td>3</td>
</tr>
<tr>
<td>CIS 018G</td>
<td>CCNP Multi-Layer Switching</td>
<td>3</td>
</tr>
<tr>
<td>CIS 018H</td>
<td>CCNP Network Troubleshooting</td>
<td>3</td>
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#### Network Security

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CIS 018A</td>
<td>CISCO Network Essentials</td>
<td>3</td>
</tr>
<tr>
<td>CIS 019A</td>
<td>CISCO Network Security Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CIS 119A</td>
<td>Network Security and Intrusion Detection</td>
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</tr>
<tr>
<td>CIS 119B</td>
<td>Internet Security Protocols</td>
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Choose non-duplicated units from the list of approved electives

#### General Networking

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CIS 014</td>
<td>Networking TCP/IP on NT 4.0 #688</td>
<td>3</td>
</tr>
<tr>
<td>CIS 014A</td>
<td>Internet Principles and Protocols</td>
<td>2</td>
</tr>
<tr>
<td>CIS 151B</td>
<td>UNIX Shell Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 151D</td>
<td>Linux Network Administration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 157</td>
<td>Introduction to UNIX</td>
<td>3</td>
</tr>
<tr>
<td>CIS 158</td>
<td>UNIX System Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose non-duplicated units from the list of approved electives

---

50
ASSOCIATE OF SCIENCE DEGREE REQUIREMENT

DEGREE: CIS GENERAL NETWORKING
Completion of Certificate of Achievement Level 2:
General Networking 18
Choose non-duplicated units from the list of approved electives 17
PHYSICAL ACTIVITY 1
GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 24
TOTAL 60

DEGREE: CIS MICROSOFT NETWORKS-MCSE
Completion of Certificate of Achievement Level 2:
MCSE Windows 2003 21
Choose non-duplicated units from the list of approved electives 14
PHYSICAL ACTIVITY 1
GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 24
TOTAL 60

DEGREE: CIS CISCO NETWORKS-SECURITY
Completion of Certificate of Achievement Level 2:
CISCO Networks-Security 18
Choose non-duplicated units from the list of approved electives 17
PHYSICAL ACTIVITY 1
GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 24
TOTAL 60

DEGREE: CIS CISCO NETWORKS-WIRELESS LANs
Completion of Certificate of Achievement Level 2:
Wireless LANs 18
Choose non-duplicated units from the list of approved electives 17
PHYSICAL ACTIVITY 1
GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 24
TOTAL 60

DEGREE: CIS CISCO NETWORKS–CCNP
Completion of Certificate of Achievement Level 3:
CISCO-CCNP 30
Choose non-duplicated units from the list of approved electives 5
PHYSICAL ACTIVITY 1
GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 24
TOTAL 60

DEGREE: CIS UNIX NETWORKS
Completion of Certificate of Achievement Level 2:
UNIX Networks 20
Choose non-duplicated units from the list of approved electives 15
PHYSICAL ACTIVITY 1
GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 24
TOTAL 60

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

A grade of “C” of better is required in each course in the certificate program.

CERTIFICATE OF ACHIEVEMENT LEVEL 2:
CIS 020 XML Fundamentals 3
CIS 022 Database Technology 3
CIS 023 JavaScript Programming for the Web 3
CIS 041 Introduction to Computer Information Systems 3
CIS 060 Systems Analysis and Design 3
CIS 084 JAVA Programming 3
TOTAL 36

CERTIFICATE OF ACHIEVEMENT LEVEL 3:
Completion of Certificate of Achievement Level 2 18
CIS 015A Internet Principles and Protocols 3
CIS 020A Advanced XML 3
CIS 023A Advanced JavaScript 3
CIS 024B PHP Programming 3
CIS 024A Perl Programming OR 3
CIS 024C Python Programming 3
CIS 047 Apache, PHP, MySQL 3
TOTAL 36

DEGREE REQUIREMENTS:
Completion of Certification of Achievement Level 3 36
PHYSICAL ACTIVITY 1
GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 24
TOTAL 61

CIS APPROVED ELECTIVES: Choose non-duplicated courses from the following list:
CIS 014 Networking TCP/IP on NT 4.0 #688
CIS 014A Internet Principles and Protocols
CIS 017A Windows XP Professional
CIS 017B Windows 2003 Server
CIS 017C Windows Server 2003 Active Directory
CIS 017D Windows Server 2003 Network Infrastructure

Web Developer
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**

- Building Inspector
- Cabinet Making
- Carpenter
- Ceramic Tile Installer
- Concrete Millwrights
- Construction Management
- Drywall Installer, Taper and Finish
- Electrical
- Estimator
- Roofing
- Texture
- Real Estate Maintenance
- Insulation Installer
- Millwrights
- Painting
- Plasterer
- Plumbing
- Residential Maintenance
- Roofing
- Stage Hand

**Highlights**

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

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

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

**CERTIFICATE OF ACHIEVEMENT LEVEL 1: Residential Carpentry Technology**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CNSTR 101A</td>
<td>Construction Tools, Materials and Processes</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 101B</td>
<td>Residential Construction Framing</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 103</td>
<td>Roof Framing Systems</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 104</td>
<td>Interior/Exterior Finish</td>
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<tr>
<td>Approved Elective</td>
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**CERTIFICATE OF ACHIEVEMENT LEVEL 1: Residential Carpentry Technology**

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<tr>
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<tbody>
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<td>4</td>
</tr>
<tr>
<td>CNSTR 101B</td>
<td>Residential Construction Framing</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 103</td>
<td>Roof Framing Systems</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 104</td>
<td>Interior/Exterior Finish</td>
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</tr>
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<tr>
<td>CNSTR 105</td>
<td>Residential Construction Framing</td>
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<tr>
<td>CNSTR 106</td>
<td>Roof Framing Systems</td>
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<tr>
<td>CNSTR 107</td>
<td>Interior/Exterior Finish</td>
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</thead>
<tbody>
<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>
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</tr>
<tr>
<td>CNSTR 102B</td>
<td>Residential/Commercial Wiring</td>
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<td>CNSTR 104</td>
<td>Interior/Exterior Finish</td>
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<tr>
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**Total Units:** 18

### CERTIFICATE OF ACHIEVEMENT LEVEL 3:

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<td>Construction Tools, Materials and Processes</td>
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<tr>
<td>CNSTR 101B</td>
<td>Residential Construction Framing</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 102A</td>
<td>Residential Construction Plumbing</td>
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<tr>
<td>CNSTR 102B</td>
<td>Residential/Commercial Wiring</td>
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<td>CNSTR 104</td>
<td>Interior/Exterior Finish</td>
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<tr>
<td>CNSTR 106</td>
<td>Construction Blueprint Reading, Estimating, Codes &amp; Specifications</td>
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<td>CNSTR 115</td>
<td>Blueprint Reading</td>
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<tr>
<td>CNSTR 117</td>
<td>Construction Safety Standards</td>
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<td>CNSTR 125</td>
<td>Green Construction</td>
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**Total Units:** 32.5

### APPROVED ELECTIVES

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<tr>
<td>CNSTR 103</td>
<td>Roof Framing Systems</td>
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<td>CNSTR 105</td>
<td>Concrete Construction</td>
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<tr>
<td>CNSTR 107</td>
<td>Seminar in Principles of Contracting</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 109A</td>
<td>Basic Cabinet/Furniture Making</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 109B</td>
<td>Advanced Cabinet/Furniture Making</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 110</td>
<td>Architectural Drawing and Home Planning</td>
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<tr>
<td>CNSTR 111</td>
<td>Basic Woodworking/Clockmaking</td>
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<tr>
<td>CNSTR 112</td>
<td>Supervision of Construction</td>
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<tr>
<td>CNSTR 113</td>
<td>Insurance for Construction</td>
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<td>CNSTR 114</td>
<td>Finance for Construction</td>
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<tr>
<td>CNSTR 116</td>
<td>Estimating</td>
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<td>CNSTR 118</td>
<td>Project Management for Construction</td>
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<td>CNSTR 119</td>
<td>Construction Contracting with the Federal Government</td>
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<tr>
<td>CNSTR 120</td>
<td>Building Code for the Construction Industry</td>
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<tr>
<td>CNSTR 124</td>
<td>Careers in Construction</td>
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<tr>
<td>CNSTR 128</td>
<td>Intro into NEC</td>
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<tr>
<td>CNSTR 130</td>
<td>House Building Practicum</td>
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<tr>
<td>CNSTR 133</td>
<td>LEED Green Associate Exam Preparation</td>
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<td>CNSTR 138</td>
<td>Work Experience</td>
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<td>FMT 100</td>
<td>Introduction to Facilities Operations</td>
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<td>SOLAR 102</td>
<td>Introduction to Photovoltaic Installation</td>
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<tr>
<td>SOLAR 103</td>
<td>NABCEP Exam Preparation</td>
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</table>

* For construction trades journeymen with documentation, up to 16 units of work experience may be used as electives towards the Associate of Science Degree.

### ASSOCIATE OF SCIENCE DEGREE

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Units</th>
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<td><strong>APPROVED ELECTIVES</strong></td>
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<td><strong>PHYSICAL ACTIVITY</strong></td>
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<tr>
<td></td>
<td><strong>GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS</strong></td>
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</tbody>
</table>

**Total Units:** 60

### COSMETOLOGY

The Cosmetology Program is designed to provide those persons interested in becoming a licensed cosmetologist with instruction in technical and theoretical knowledge relating to the basic skills in all phases of cosmetology including current salon techniques and trends. Emphasis is placed on application of skills in hair coloring, permanent waving, chemical relaxing, hair styling, hair cutting, manicuring, skin care, facials and makeup. Instruction in professionalism, salon management, chemistry, anatomy, physiology, sanitation, Cosmetology Act, rules and regulations are included.

The Cosmetology Program is composed of 1600 hours of instruction, to satisfy the requirements of the California State Board of Cosmetology. Once a student is admitted to the Cosmetology Program the student 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 Cosmetology entry positions i.e., hairstylist, facialist, manicurist.

### RELATED OCCUPATIONS

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

Candidates for the Cosmetology Program must file a supplementary application. Applications are available in the Cosmetology Department C101. Orientation meeting attendance is required prior to enrollment.

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

- Cosmetology Department: (408) 288-3710
- Cosmetology Coordinator: (408) 288-3504 ext. 3904
- Business and Service Careers Division: (408) 288-3131
- San José City College Web site: www.sjcc.edu

A grade of "C" or better is required in each theory and lab course. Candidates who satisfy the following requirements may be granted an Associate of Science Degree in Cosmetology:

- Completion of the 1600 hours of instruction specified by the California State Board of Cosmetology.
CERTIFICATE OF ACHIEVEMENT LEVEL 3:  UNITS
COS 010A  Cosmetology Freshman Theory*  5
COS 010B  Cosmetology Senior Theory*  5
COS 105A  Cosmetology Freshman Lab*  16
COS 105B  Cosmetology Senior Lab*  16
COS 105  Cosmetology Professional Skills  11.5
TOTAL   53.5

DEGREE REQUIREMENT:  UNITS
COS 010A  Cosmetology Freshman Theory*  5
COS 010B  Cosmetology Senior Theory*  5
COS 105A  Cosmetology Freshman Lab*  16
COS 105B  Cosmetology Senior Lab*  16
COS 105  Cosmetology Professional Skills  11.5
PHYSICAL ACTIVITY  1
GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS  24
TOTAL   78.5

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

Dental Assisting

Registered Dental Assisting Programs are designed to instruct women and men with the knowledge and skills necessary to perform as dental health care paraprofessionals. Students are taught to assist in all phases of general dentistry and dental specialties including prosthetics, oral surgery, periodontics, endodontics, orthodontics, and pediatric dentistry. Through the Registered Dental Assisting Program students will be taught to perform in expanded functions, trained and licensed in taking dental x-rays, and certified in coronal polishing. The preventive, restorative, business, teaching, and employment aspects of dental assisting are included.

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

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

Students are admitted to the program in the fall and spring semester. Advisory Level 2 Basic Language Skills are critical for entry into DENT 151, 152, 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–$1,000 for the 11 months of the program. Costs are spread out over the 11 months. Approximately $400 is needed to start the first two weeks of the program.

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

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

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

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:
Laura Sanchez: (408) 288-3133
E-mail: Laura.Sanchez@sjcc.edu
Business & Service Careers Division: (408) 288-3131
San José City College Web site: www.sjcc.edu

A student in the Dental Assisting Program must enroll full time in the degree 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 degree classes, the student may complete the General Education Requirements for the A.S. Degree. An advanced course in the program must be taken at San José City College. A grade of “C” or better is required in each program/core course.

CERTIFICATE OF ACHIEVEMENT LEVEL 3:  UNITS
DENT 151  Beginning Dental Assisting 1*  3
DENT 152  Beginning Dental Assisting 2  3
DENT 153  Beginning Dental Assisting 3  1.5
DENT 154  Fundamental Dental Assisting 1  3
DENT 155  Fundamental Dental Assisting 2  3
DENT 156  Fundamental Dental Assisting 3  1.5
DENT 161  Intermediate Dental Assisting 1  3
DENT 162  Intermediate Dental Assisting 2  1.5
DENT 163  Expanded Dental Assisting 1  3
DENT 164  Expanded Dental Assisting 2  1.5
DENT 171  Clinical Dental Assisting 1  2.5
DENT 172  Clinical Dental Assisting 2  2.5
DENT 173  Clinical Dental Assisting 3  2.5
TOTAL   31.5

DEGREE REQUIREMENT
Completion Of Certificate Of Achievement Level 3  31.5
PHYSICAL ACTIVITY  1
GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS  24
TOTAL   60

*Course meets the lab science AS graduation requirement for Dental Assisting Major only.
**EARLY CHILDHOOD EDUCATION**

Graduates of the Associate of Science Degree Program qualify through academic preparation and field experience for work in child centers, pre-schools, day care facilities, infant and toddler centers, and other programs serving young children. They are able to use instructional techniques, which promote intellectual, social, emotional, physical, and creative growth in children.

A grade of "C" or better is required for each course.

**CERTIFICATE OF ACHIEVEMENT LEVEL 2:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 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 Experiences 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 070</td>
<td>Child Development</td>
<td>3</td>
</tr>
</tbody>
</table>

*ECE 103 must be taken at San José City College*

**DEGREE REQUIREMENT**

Completion Of Certificate Of Achievement Level 2 ................................................. 27
PSYCH 092 Developmental Psychology ................................................................. 3
Approved Electives ................................................................................................. 36

**TOTAL** .................................................................................................................. 61

**APPROVED PROGRAM SPECIFIC ELECTIVES:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 016</td>
<td>Storytelling for Children</td>
<td>2</td>
</tr>
<tr>
<td>ECE 017</td>
<td>Language Development and Early Literacy</td>
<td>2</td>
</tr>
<tr>
<td>ECE 018</td>
<td>Children’s Literature and Early Literacy</td>
<td>2</td>
</tr>
<tr>
<td>ECE 098</td>
<td>Directed Study</td>
<td>1-9</td>
</tr>
<tr>
<td>ECE 106</td>
<td>Administration and Supervision of Early Childhood Programs I</td>
<td>3</td>
</tr>
<tr>
<td>ECE 110</td>
<td>Administration and Supervision of Early Childhood Programs II</td>
<td>3</td>
</tr>
<tr>
<td>ECE 120</td>
<td>Family Day Care as a Business</td>
<td>1</td>
</tr>
<tr>
<td>ECE 121</td>
<td>Family Day Care Activities</td>
<td>1</td>
</tr>
<tr>
<td>ECE 138</td>
<td>Work Experience</td>
<td>1-4</td>
</tr>
<tr>
<td>ECE 140</td>
<td>Child Advocacy</td>
<td>1</td>
</tr>
<tr>
<td>ECE 142</td>
<td>Supervision of Adults - The Mentor Teacher</td>
<td>2</td>
</tr>
<tr>
<td>ECE 145</td>
<td>Integrating Children with Special Needs</td>
<td>1</td>
</tr>
<tr>
<td>ECE 146</td>
<td>Child Guidance and Discipline</td>
<td>2</td>
</tr>
<tr>
<td>ECE 147</td>
<td>Multicultural/Anti-bias Curriculum</td>
<td>2</td>
</tr>
<tr>
<td>ECE 191</td>
<td>Infant Toddler Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE 195</td>
<td>The School Age Child Development Behavior, Curriculum Activities</td>
<td>3</td>
</tr>
<tr>
<td>FCS 019</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 010</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**ESTHETICS**

The Esthetics Program is composed of 600 hours of instruction to satisfy the requirements of the California State Board of Cosmetology. Students can earn Certificate of Achievement Level 2 by completing two semesters of course work with classes being held in the evenings and Saturdays. Upon completion of the program, students are eligible to take the State Board Esthetics Examination. The program is intended to prepare students for entry level positions i.e., esthetician, makeup artist, reconstructive makeup artist, cosmetic sales.

**Related Occupations**

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

To be considered for admission, students must apply to the Esthetics department first, followed by General College admission. Applications are available in the Cosmetology Department, C-101 or by mail. Orientation meeting attendance is required prior to enrollment.

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

**CERTIFICATE OF ACHIEVEMENT LEVEL 2:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 130A</td>
<td>Esthetics I</td>
<td>11</td>
</tr>
<tr>
<td>COS 130B</td>
<td>Esthetics II</td>
<td>11</td>
</tr>
</tbody>
</table>

**Total Units** ........................................................................................................ 22

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

- Esthetics Department: (408) 288-3766
- Esthetics Coordinator: (408) 298-2181 ext. 3973
- Business and Service Careers Division: (408) 288-3131
- San José City College Web site: www.sjcc.edu

**FACILITIES MAINTENANCE TECHNOLOGY**

The Facilities Maintenance Technology Program at San José City College will provide students with the skills to begin or advance in a career in facilities maintenance. It was designed by the advisory committee to meet industry requirements. Students will learn the skills and concepts necessary to install, operate, maintain and repair control, piping, and mechanical systems in large commercial, medical, institutional, and industrial buildings. Students will also learn trouble shooting skills, problem solving methods and electrical concepts. Continuous improvement techniques and effective written, verbal, and electronic communication skills will be stressed across the curriculum. Classes are designed in lecture and lecture/lab format to give students a solid foundation in general maintenance skills including HVAC/R. A grade of "C" or better is required for each course.
CERTIFICATE OF ACHIEVEMENT LEVEL 3:  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRC 121</td>
<td>Electrical Principles for Air Conditioning/Refrig.</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 122</td>
<td>Refrigeration Principles</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 131</td>
<td>Intermediate Air Conditioning</td>
<td>4.5</td>
</tr>
<tr>
<td>AIRC 138</td>
<td>Air Conditioning Work Experience</td>
<td>2</td>
</tr>
<tr>
<td>AIRC 142</td>
<td>Air Conditioning Control Systems</td>
<td>4</td>
</tr>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer Systems</td>
<td>3</td>
</tr>
<tr>
<td>FMT 100</td>
<td>Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>FMT 104</td>
<td>Introduction to Facilities Operations</td>
<td>3</td>
</tr>
<tr>
<td>FMT 105</td>
<td>Electrical Concepts for Facilities</td>
<td>2</td>
</tr>
<tr>
<td>FMT 105</td>
<td>Maintenance Technicians</td>
<td>2.5</td>
</tr>
<tr>
<td>FMT 120</td>
<td>Low and High Pressure Boilers</td>
<td>3</td>
</tr>
<tr>
<td>FMT 122</td>
<td>Logic Controllers</td>
<td>4</td>
</tr>
<tr>
<td>FMT 123</td>
<td>Intermediate Programmable Logic Controllers</td>
<td>4</td>
</tr>
</tbody>
</table>

DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of Certificate of Achievement Level 3</td>
<td>40</td>
</tr>
<tr>
<td>PHYSICAL ACTIVITY</td>
<td>1</td>
</tr>
<tr>
<td>GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS</td>
<td>24</td>
</tr>
<tr>
<td>TOTAL</td>
<td>65</td>
</tr>
</tbody>
</table>

GENERAL DEGREE WITH SPECIFIC AREAS OF EMPHASIS

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

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

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

<table>
<thead>
<tr>
<th>Electives (Must be associate degree applicable courses)</th>
<th>14-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYSICAL ACTIVITY</td>
<td>1</td>
</tr>
<tr>
<td>GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS</td>
<td>24</td>
</tr>
<tr>
<td>TOTAL</td>
<td>60</td>
</tr>
</tbody>
</table>

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

AREAS OF EMPHASIS

To satisfy the requirement in the chosen area of emphasis, a student must complete a minimum of 18 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.

AREAS OF CONCENTRATION (General Degree):  


COMMUNICATION STUDIES, DANCE, THEATRE: COMS: 010, 020, 020N, 040, 045; DANCE: 002, 010, 011, 014, 020, 021, 023, 024, 040, 050, 051, 062, 063, 064, 065, 066, 067; THEAT: 002, 003, 005, 020, 022, 030, 031, 032, 033, 040


FOREIGN LANGUAGE: CHIN: 001A, 001AL, 001B, 001BL, 091A, 091B; FREN: 001A, 001AL, 001B, 001BL, 002A, 002AL, 002B, 002BL, 003A, 003AL, 003BL, 015, 016, 017, 018
LABOR STUDIES

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

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

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

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

A minimum of nine units for the Certificate of Achievement Level 2 must be taken at San José City College. A grade of "C" or better is required in each course for the degree and certificate.

CERTIFICATE OF ACHIEVEMENT LEVEL 3: UNITS

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

TOTAL 24

DEGREE REQUIREMENT

Completion of Certificate of Achievement Level 2 must be taken at San José City College. A grade of "C" or better is required in each course for the degree and certificate.

Select one course from the following: 9

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
</tr>
<tr>
<td>MATH 063</td>
<td>Elementary Statistics</td>
</tr>
</tbody>
</table>

Select three courses from the following: 24

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 062</td>
<td>Introduction to Physical Anthropology</td>
</tr>
<tr>
<td>ANTH 063</td>
<td>Introduction to Social &amp; Cultural Anthropology</td>
</tr>
<tr>
<td>HED 011</td>
<td>Dynamic Health Concepts</td>
</tr>
<tr>
<td>PSYCH 010</td>
<td>General Psychology</td>
</tr>
<tr>
<td>PSYCH 060</td>
<td>Personal Growth and Adjustment</td>
</tr>
<tr>
<td>PSYCH 096</td>
<td>Marriage and Family</td>
</tr>
<tr>
<td>PSYCH 100</td>
<td>Human Sexuality</td>
</tr>
<tr>
<td>SOC 010</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>SOC 011</td>
<td>Social Problems</td>
</tr>
</tbody>
</table>

TOTAL 24

PHYSICAL ACTIVITY

GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS

TOTAL 61

LASER TECHNOLOGY

Lasers are now the enabling devices of choice for many industries that range from medicine, entertainment, telecommunications, and aesthetics, to quality control. Their ubiquity has resulted in the sky-rocketing demand for personnel who are well-versed in laser technology for both technical and non-technical positions. We therefore give our students both theoretical and hands-on competencies needed to tackle most common problems and issues encountered in the laser/laser system environments through regular course and industry internships.
At the completion of this program, the graduate will be able to:

2. Verify the quality of laser parts and sub assemblies, applying appropriate standards.
4. Write and/or follow procedures for lasers/laser system testing and operation.
5. Verify a laser/laser systems reliability and compliance to performance specifications.
6. Maintain and troubleshoot lasers/laser systems.

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

### CERTIFICATE OF ACHIEVEMENT LEVEL 1:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LASER 100</td>
<td>Introduction to Photonics</td>
<td>4</td>
</tr>
<tr>
<td>LASER 101</td>
<td>Laser Optics</td>
<td>4</td>
</tr>
<tr>
<td>LASER 102</td>
<td>Intermediate Laser Technology</td>
<td>4</td>
</tr>
<tr>
<td>LASER 103</td>
<td>Advanced Laser Technology</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

### CERTIFICATE OF ACHIEVEMENT LEVEL 3:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 100D</td>
<td>Microsoft Office</td>
<td>3</td>
</tr>
<tr>
<td>FMT 105</td>
<td>Introduction to Industrial Electronics and Controls</td>
<td>2.5</td>
</tr>
<tr>
<td>LASER 100</td>
<td>Introduction to Photonics</td>
<td>4</td>
</tr>
<tr>
<td>LASER 101</td>
<td>Laser Optics</td>
<td>4</td>
</tr>
<tr>
<td>LASER 102</td>
<td>Intermediate Laser Technology</td>
<td>4</td>
</tr>
<tr>
<td>LASER 103</td>
<td>Advanced Laser Technology</td>
<td>4</td>
</tr>
<tr>
<td>LASER 138</td>
<td>Work Experience</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 002A</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 002B</td>
<td>General Physics</td>
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</tr>
<tr>
<td>MATH 013</td>
<td>Intermediate Algebra</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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<td>38.5</td>
</tr>
</tbody>
</table>

### DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPLETION OF THE CERTIFICATE OF ACHIEVEMENT LEVEL 3</td>
<td>38.5</td>
</tr>
<tr>
<td>PHYSICAL ACTIVITY</td>
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</tr>
<tr>
<td>GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS</td>
<td>24</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>63.5</td>
</tr>
</tbody>
</table>

### CAREERS IN:

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

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

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

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

### CERTIFICATE OF ACHIEVEMENT LEVEL 2:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACH 120</td>
<td>Principles of Machine Tool Practices 1</td>
<td>4.5</td>
</tr>
<tr>
<td>MACH 123</td>
<td>Principles of Machine Tool Practices 2</td>
<td>4.5</td>
</tr>
<tr>
<td>MACH 126</td>
<td>Principles of Machine Tool Practices 3</td>
<td>4.5</td>
</tr>
<tr>
<td>MACH 129</td>
<td>CNC Operator Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>18</td>
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</tbody>
</table>

### ENTRY LEVEL MACHINIST

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACH 100</td>
<td>Shop Math and Blueprint Reading</td>
<td>4</td>
</tr>
<tr>
<td>MACH 101</td>
<td>Introduction to Machine Technology</td>
<td>3</td>
</tr>
<tr>
<td>MACH 151A</td>
<td>Advanced Lathe Practices</td>
<td>4</td>
</tr>
<tr>
<td>MACH 151B</td>
<td>Advanced Milling Machine Practices</td>
<td>4</td>
</tr>
<tr>
<td><strong>APPROVED ELECTIVES</strong></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

### CERTIFICATE OF ACHIEVEMENT LEVEL 3:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACH 110</td>
<td>Precision Measurement</td>
<td>3</td>
</tr>
<tr>
<td>MACH 151C</td>
<td>Applied Problems in Shop Practices</td>
<td>4</td>
</tr>
<tr>
<td>MACH 153A</td>
<td>Operator/Programmer I</td>
<td>5</td>
</tr>
<tr>
<td>MACH 153B</td>
<td>Operator/Programmer II</td>
<td>5</td>
</tr>
<tr>
<td><strong>APPROVED ELECTIVES</strong></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>36</td>
</tr>
</tbody>
</table>

### APPROVED PROGRAM SPECIFIC ELECTIVES:

Choose from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MACH 098</td>
<td>Directed Studies</td>
<td>1-8</td>
</tr>
<tr>
<td>MACH 109</td>
<td>Introduction to Coordinate Measurement Machine</td>
<td>2</td>
</tr>
<tr>
<td>MACH 138</td>
<td>Occupational Work Experience</td>
<td>3-4</td>
</tr>
</tbody>
</table>

### 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.

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.
MACH 154  Introductory CAD/CAM Operations  
for Machinists & Operators  
2

MACH 155  Introduction to CNC 4th Axis  
2

MACH 156  CNC Lathe I  
5

MACH 157  CNC Lathe II  
5

MACH 158  Advanced CAD/CAM Operations  
for Machinists & Operators  
2

MACH 159  Introduction to CNC Programming  
2

MACH 160  Introduction to CNC Laser  
Applications  
5

MACH 359  Beginning Fundamentals of  
Machine Technology  
.5

PROGRAM REQUIREMENTS

CNC MACHINIST ASSOCIATE OF SCIENCE DEGREE

Day Program

MACH 110  Precision Measurement  
3

MACH 120  Principles of Machine Tool Practices I  
4.5

MACH 123  Principles of Machine Tool Practices II  
4.5

MACH 126  Principles of Machine Tool Practices III  
4.5

MACH 129  CNC Operator Fundamental  
4.5

MACH 151C  Applied Problems in Shop Practices  
4

MACH 153A  Operator/Programmer I  
5

MACH 153B  Operator/Programmer II  
5

APPROVED ELECTIVES  
1

Evening Program

MACH 100  Shop Math and Blueprint Reading  
4

MACH 101  Introduction to Machine Technology  
3

MACH 110  Precision Measurement  
3

MACH 151A  Advanced Lathe Practices  
4

MACH 151B  Advanced Milling Machine Practices  
4

MACH 151C  Applied Problems in Shop Practices  
4

MACH 153A  Operator/Programmer I  
5

MACH 153B  Operator/Programmer II  
5

APPROVED ELECTIVES  
4

DEGREE REQUIREMENTS

PROGRAM COURSES LISTED ABOVE  
36

PHYSICAL ACTIVITY  
1

GENERAL EDUCATION PATTERN /  
GRADUATION REQUIREMENTS  
24

TOTAL  
61

 MEDIA ARTS

The Media Arts program is a unique, interdisciplinary approach to the converging fields of journalism, communication and new media technology. It responds to the need for people skilled in effective communications in all levels of society including industry, education, art and music, and the public arena.

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

Judith Bell:  
(408) 298-2181 ext. 3226
E-mail:  
Judith.Bell@sjcc.edu

or

Ciaran MacGowan:  
(408) 298-2181 ext. 3227
E-mail:  
Ciaran.MacGowan@sjcc.edu

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

♦ PRINT MEDIA ♦

CERTIFICATE OF ACHIEVEMENT LEVEL 2:  
UNITS

ART 012  Two Dimensional Design  
3

ART 014  Color  
3

ART 072  Computer Graphics  
3

JOURN 021  Communication Media and Society  
3

JOURN 087  Visual Communication  
3

PHOTO 022  Beginning Photography  
3

PHOTO 070  Beginning Color Photography  
3

PHOTO 076  Photoshop 1  
3

PHOTO 077  Photoshop 2  
3

27

CERTIFICATE OF ACHIEVEMENT LEVEL 3:  
UNITS

Completion of Certificate of Achievement Level 2  
27

ART 074  Multimedia Design and Development  
3

ART 076  Portfolio Preparation and Professional Development  
3

CHOOSE ONE COURSE FROM THE FOLLOWING:  
3

PHOTO 062  Intermediate Photography  
36

PHOTO 079  Digital Photography  
36

DEGREE REQUIREMENTS

Completion of Certificate of Achievement Level 3  
36

PHYSICAL ACTIVITY  
1

GENERAL EDUCATION PATTERN /  
GRADUATION REQUIREMENTS  
24

TOTAL  
61

♦ WEB/INTERACTIVE DESIGN ♦

CERTIFICATE OF ACHIEVEMENT LEVEL 2:  
UNITS

ART 071  Introduction to Multimedia  
3

ART 072  Computer Graphics  
3

ART 079A  Web Design 1  
3

ART 079B  Web Design 2  
3

ART 084A  Flash 1  
3

JOURN 021  Communications Media and Society  
3

JOURN 022  News Writing and Reporting for the Media  
3

JOURN 87  Visual Communication  
3

PHOTO 076  Photoshop 1  
3

27
CHAPTER 5 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

CERTIFICATE OF ACHIEVEMENT LEVEL 3: UNITS
Completion of Certificate of Achievement Level 2 27
ART 074 Multimedia Design and Development 3
ART 076 Portfolio Preparation and 3
Professional Development
CHOOSE ONE COURSE FROM THE FOLLOWING: 3
ART 084B Flash 2 36
CIS 020 XML Fundamentals
CIS 023 JAVA Script Programming for the Web
CIS 024 CGI and Perl Programming for the Web

DEGREE REQUIREMENTS
Completion of Certificate of Achievement Level 3 36
PHYSICAL ACTIVITY 1
GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 24
TOTAL 61

♦ MOTION ARTS ♦

CERTIFICATE OF ACHIEVEMENT LEVEL 2: UNITS
ART 024 Beginning Drawing 3
ART 072 Computer Graphics 3
ART 077 Beginning 3D Animation 3
ART 078 Digital Video 3
ART 079A Web Design 1 3
ART 084A Flash 1 3
JOURN 021 Communications Media and Society 3
JOURN 087 Visual Communication 3
PHOTO 076 Photoshop 1 3
27

CERTIFICATE OF ACHIEVEMENT LEVEL 3: UNITS
Completion of Certificate of Achievement Level 2 27
ART 074 Multimedia Design and Development 3
ART 076 Portfolio Preparation and 3
Professional Development
CHOOSE ONE COURSE FROM THE FOLLOWING: 3
ART 055A Life Drawing I
ART 081 Intermediate 3D Animation
ART 084B Flash 2 36

DEGREE REQUIREMENTS
Completion of Certificate of Achievement Level 3 36
PHYSICAL ACTIVITY 1
GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 24
TOTAL 61

REAL ESTATE

Students will be provided an opportunity to complete courses which fulfill the state of California's Department of Real Estate (DRE) educational requirements as well as advancing the student's knowledge and understanding of subjects integral to successful real estate related business operations. Real Estate Sales License applicants must complete 3 courses (9 units) consisting of: Real Estate Principles, Real Estate Practices, and one from the courses approved for Brokers license applicants.

Real Estate Broker License applicants must complete 8 courses including the above. Completion of the courses listed under Certificate of Achievement Level 2 satisfies this requirement.

Students who complete this program are qualified for employment in real estate offices, related housing and financial institutions, and property management.

Specifically, the students will be able to:

1. Complete the educational requirements for Real Estate Salesperson Exam and license.
2. Demonstrate proficiency in knowledge of fundamental principles and concepts unique to real estate.
3. Explain proper application of various forms and procedures in the area of real estate practice.
4. Successfully pass the State of California Salesperson Exam.
5. Complete the entire core courses required for the State of California Real Estate Brokers Exam and license -- principles, practices, real estate finance, basic appraisal, and legal fundamentals.
6. Select and complete courses which allow for continued improvement in an area of vocational expertise - real estate finance, appraisal, property management, or financial management.
7. Successfully pass the State Brokers Exam.
8. Select and complete courses which enhance the operating skills in the technologically driven real estate information market.
9. Select and complete courses which require understanding of the economic and marketing factors of supply and demand.

A grade of "C" or better or a "credit" grade is required in each course in the degree and certificates.

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:
James Black: (408) 298-2181 ext. 3233
E-mail: James.Black@sjcc.edu
Business & Service Careers Division: (408) 288-3131
San José City College Web site: www.sjcc.edu
### Chapter 5 — Associate of Science Degrees and Certificates

#### CERTIFICATE OF ACHIEVEMENT LEVEL 2:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>REST 122</td>
<td>Principles of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>REST 123</td>
<td>Real Estate Appraisal</td>
<td>3</td>
</tr>
<tr>
<td>REST 124</td>
<td>Legal Aspects of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>REST 125</td>
<td>Real Estate Practice</td>
<td>3</td>
</tr>
<tr>
<td>REST 126</td>
<td>Real Estate Finance</td>
<td>3</td>
</tr>
</tbody>
</table>

*Plus One Course From The Following:* 3-5

- ACCTG 020 Financial Accounting 5
- ACCTG 101 Bookkeeping for Small Business 3
- REST 128 Real Estate Economics 3

*Plus Two More Courses From Either Of The Preceding Or The Following:* 6

- ACCTG 020 Financial Accounting 5
- ACCTG 101 Bookkeeping for Small Business 3
- REST 128 Real Estate Economics 3

#### DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 071</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>REST 127</td>
<td>Real Estate Property Management</td>
<td>3</td>
</tr>
<tr>
<td>REST 133</td>
<td>Advanced Real Estate Appraisal</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL** 24-26

#### DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 010A</td>
<td>Introduction to Macroeconomic Theory</td>
<td>3</td>
</tr>
<tr>
<td>ECON 010B</td>
<td>Introduction to Microeconomic Theory</td>
<td>3</td>
</tr>
</tbody>
</table>

*Plus one of the following options:* 3

**Option 1**

- CIS 041 Introduction to Computer Information Systems 3

**Option 2**

- CA 040D Microsoft Word Specialist 1
- CA 050D Microsoft Excel Specialist 1
- CA 060D Microsoft Access Specialist 1

**TOTAL** 36-38

#### PHYSICAL ACTIVITY

1

#### GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS

24

**TOTAL** 61-63
CHAPTER 6 — ASSOCIATE OF ARTS 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 Achievement Level 1 12 – 17.5 units
• Certificate of Achievement Level 2 18 – 29.5 units
• Certificate of Achievement Level 3 30+ units

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

Grades earned in non degree applicable courses do not count in their GPA used in relationship to an A.A. or A.S. 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 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 of Science (A.S.). Every student will need to consult with a counselor to determine which pattern to follow.

PROGRAM REQUIREMENTS

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

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

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

<table>
<thead>
<tr>
<th>CONTENT AREA</th>
<th>A.A. DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. English Language, Communication, and Critical Thinking</td>
<td></td>
</tr>
<tr>
<td>Written Communication</td>
<td>3 units</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>3 units</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>0-3 units</td>
</tr>
<tr>
<td>B. Scientific Inquiry and Quantitative Reasoning**</td>
<td></td>
</tr>
<tr>
<td>Science with Lab</td>
<td>3 units</td>
</tr>
<tr>
<td>Science with/without Lab or Math</td>
<td>0-6 units</td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
</tr>
<tr>
<td>C. Arts and Humanities***</td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td>3-6 units</td>
</tr>
<tr>
<td>Humanities</td>
<td>3-6 units</td>
</tr>
<tr>
<td>D. Social Sciences***</td>
<td></td>
</tr>
<tr>
<td>Select two courses from the Social Science list for 6 units</td>
<td>6-12 units</td>
</tr>
<tr>
<td>E. Lifelong Learning and Self-Development****</td>
<td>3 units</td>
</tr>
</tbody>
</table>

Required Minimum 39 units

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

*** Area D Social List - HIST 017A and HIST 017B or HIST 001 and POLSC 001.

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

**** Lifelong Learning 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 - ENGL 001A, English Composition
2. Written expression - ENGL 001A, English Composition
3. A college level Math course, with MATH 013 as prerequisite

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

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

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

VI. Residence requirement

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

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

VII. Physical Activity

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

VIII. Catalog and major declared 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.

(c) A major department may grant an exception to this requirement when able to verify competency equivalent to this requirement.

(d) 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 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:
- Chabot
- De Anza
- Evergreen Valley
- Foothill
- Gavilan
- Las Positas
- 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 Division Dean when considering the graduation appeal.

GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Area</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A:</td>
<td>English Language, Communication, and Critical Thinking</td>
<td>6-9</td>
</tr>
<tr>
<td></td>
<td>Complete one course from area A1 and A2. ENGL 001A should be completed with a grade of “C” or better. Area A3 is recommended but not required. All Courses must be completed with a grade of “C” or better.</td>
<td></td>
</tr>
<tr>
<td>A2:</td>
<td>Written Communication – ENGL 001A</td>
<td></td>
</tr>
<tr>
<td>A3:</td>
<td>Critical Thinking – ENGL 001C; PHIL 060; COMS 040</td>
<td></td>
</tr>
<tr>
<td>B:</td>
<td>Scientific Inquiry and Quantitative Reasoning</td>
<td>6-12</td>
</tr>
<tr>
<td></td>
<td>Complete one area B3 science with lab course and an area B4 mathematics course. Courses in area B4 must be completed with a grade of “C” or better.</td>
<td></td>
</tr>
<tr>
<td>B1:</td>
<td>Physical Science – ASTRO 010, 010L: CHEM 001A, 001B, 015, 032A, 032B: ENVIR 010; GEO 010, 010L, 011, 012; METEO 010; OCEAN 010; PHYS 002A, 004A, 004B, 004C, 004D: PHYS 040</td>
<td></td>
</tr>
<tr>
<td>B2:</td>
<td>Life Science – ANAT 001; BIOL 001, 020, 021, 061, 063, 064, 071, 072, 074; BOT 062; ENVIR 010</td>
<td></td>
</tr>
<tr>
<td>B3:</td>
<td>Laboratory Activity - Students must select at least one laboratory experience course (see underlined courses in areas B1 and B2)</td>
<td></td>
</tr>
<tr>
<td>B4:</td>
<td>Mathematics and Quantitative Reasoning – MATH 021, 022, 025, 051, 052, 061, 063, 070, 071, 072, 073, 078, 079</td>
<td></td>
</tr>
<tr>
<td>C:</td>
<td>Arts and Humanities</td>
<td>6-12</td>
</tr>
<tr>
<td></td>
<td>Complete at least one course from area C1, and one course from area C2. The Cultural Pluralism/Ethnic Studies requirement may be completed in either Area C or D. Courses listed in both areas are in bold.</td>
<td></td>
</tr>
<tr>
<td>C1:</td>
<td>Arts (Art, Dance, Music, Theatre) – ART 091, 092, 096; DANCE 002; HUMNT 001; MUSIC 083, 091, 095, 099; THEAT 002, 020, 022, 040</td>
<td></td>
</tr>
<tr>
<td>C2:</td>
<td>Humanities (Literature, Philosophy, Foreign Language) – CHIN 001A, CHIN 001B; ENGL 001B, 010, 028, 033, 061, 063, 065, 073, 078, 079, 080, 081, 084A, 084B, 086A, 086B; ETH 030; FREN 001A, 001B, 002A, 002B, 003A, 003B, 015, 016, 017, 018; HUMNT 002, 003; JAPAN 001A, 001B, 002A, 002B; PHIL 010, 011, 012, 051, 065, 070; SL 001A, 001B, 002A, 002B; SPAN 001A, 001B, 002A, 002B, 022A, 022B; VIET 001A, 001B</td>
<td></td>
</tr>
<tr>
<td>D:</td>
<td>Social Sciences</td>
<td>6-12</td>
</tr>
<tr>
<td></td>
<td>Students are expected to complete the American Institutions requirement in this section (course identified in Area F). The Cultural Pluralism/Ethnic Studies</td>
<td></td>
</tr>
</tbody>
</table>
requirement may be completed in either Area C or D. Courses listed in both areas are in **BOLD**.

**D1:** Anthropology and Archaeology – ANTH 062, 063; SSCI 020, 040
**D2:** Economics – ECON 010A, 010B
**D3:** Ethnic Studies – ENGL 080; ETH 026, 027, 030; HIST 009, 021, 024; SSCI 020, 031, 040
**D4:** Gender Studies – ENGL 033; ETH 026; HIST 009; PSYCH 035
**D5:** Geography – GEOG 010, 011
**D6:** History – ETH 027; HIST 001, 009, 010A, 010B, 017A, 017B, 021, 024; VIET 010
**D7:** Interdisciplinary Social or Behavioral Science – CIS 041; JOURN 021; LABOR 015; SL 015
**D8:** Political Science, Government and Legal Institutions – POLSC 001, 002, 004
**D9:** Psychology – FCS 070; PSYCH 010, 012, 020, 035, 060, 092, 096, 099, 100
**D0:** Sociology and Criminology – AJ 010, 011, 014; SOC 010, 011

**Area E:** Lifelong Learning and Self-Development: 3

Complete one lecture course.

- FCS 019, 070; GUIDE 096; HED 011;
- PSYCH 020, 035, 060, 092, 096, 100; THEAT 005

**GENERAL EDUCATION PATTERN** 39

**Physical Activity:** 1

- DANCE 010, 020, 021, 023, 040, 050, 051, 062, 064, 066, 067; FOLK 010; PED 001, 008, 009, 010, 012, 013, 017, 018, 019, 023, 024, 024A, 030, 034, 038, 039, 040, 041, 042, 044, 046, 048, 052, 055, 056, 098; APE 030E, 041E, 042E, 056E

**Cultural Pluralism/Ethnic Studies** 3

Courses meeting this requirement are listed in **BOLD** in area C and D.

**Area F:** American Institutions: 6

- Option I - HIST 017A and HIST 017B
- OR
- Option II - HIST 001 and POLSC 001

**MAJOR/ELECTIVE REQUIREMENT** 18-21

**TOTAL:** 60

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**ASSOCIATE OF ARTS DEGREES AND CERTIFICATES INDEX**

**ADMINISTRATION OF JUSTICE**

**ALCOHOL AND DRUG STUDIES**

**ART**

**BUSINESS**

**CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION-BREADTH**

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**CHEMISTRY**

**COMPUTER SCIENCE**

**CONSTRUCTION TECHNOLOGY**

**GENERAL DEGREE**

**IGETC**

**LABOR STUDIES**

**LIBERAL ARTS - Areas of Emphasis:**

- **Arts and Humanities**
- **Scientific Inquiry and Quantitative Reasoning**
- **Social Science**

**LIBERAL STUDIES**

**MEDIA ARTS**

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**ADMINISTRATION OF JUSTICE**

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

Programs in Administration of Justice are designed to prepare students for careers in federal, state, and local law enforcement agencies, correctional agencies and institutions, private security agencies, and judicial administration. 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. A minimum of a "C" grade is required in all coursework for the certificate or degree.

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

Alan Johnson: (408) 288-3785
E-mail: alan.johnson@sjcc.edu
San José City College Web site: www.sjcc.edu

**DEGREE REQUIREMENTS**

<table>
<thead>
<tr>
<th>DEGREE REQUIREMENTS</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 010</td>
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<td>AJ 011</td>
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<td>AJ 013</td>
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<tr>
<td>AJ 014</td>
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<tr>
<td>AJ 015</td>
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Chapter 6 — Associate of Arts Degrees and Certificates

APPROVED PROGRAM SPECIFIC ELECTIVES - Choose 5 units from the list of Approved Electives: 5

PHYSICAL ACTIVITY

GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 39
TOTAL 60

APPROVED PROGRAM SPECIFIC ELECTIVES: UNITS
AJ classes not used in the core sequence above:
AJ 103 Patrol Procedures 3
AJ 104 Report Writing 3
AJ 111 Juvenile Law & Procedures 3
AJ 112 Introduction to Evidence 3
AJ 113 Crime and Violence in America 3
AJ 121 Advancement in Judicial Branch 6
Careers

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

Completion of the above requirements prepares students to sit for the written examination given by CAADAC, which is the first step toward certification. Following completion of the written examination, CAADAC Interns are required to document 4,000 to 6,000 hours or 2 years full time supervised work experience as a drug and alcohol abuse counselor. Completion of 4,000-6,000 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 and Drug Counselor I (CADC I) - 4,000 hours supervised work; Certified Alcohol and Drug Counselor II (CADC II) - 6,000 hours of supervised work.

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, see your counselor, visit the Career/Transfer Center, or contact the following:
Mary Crocker Cook: (408) 448-0333
CAADAC: (916) 368-9412
San José City College Web site: www.sjcc.edu

DEGREE REQUIREMENTS UNITS
ADS 070 Introduction to Chemical Dependency 3
ADS 071 Pharmacology/Physiology of Addiction 3
ADS 072 Co-Dependency and Family Dynamics 3
ADS 073 Case Management: Chemical Dependency 3
ADS 074 Ethics, Personal and Professional Growth 3
ADS 075 Individual, Family, Group Counseling 3
ADS 076 Law and Prevention: Community Response 3
ADS 077A Supervised Practicum A 3
ADS 077B Supervised Practicum B 3
27
PHYSICAL ACTIVITY

GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 39
TOTAL 67

APPROVED ELECTIVE:
ADS 078 Current Issues in Alcohol & Drug Treatment 3

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

Art
San José City College offers both an Associate of Arts Degree and an Associate of Science Degree. Students planning to transfer should follow the Associate of Arts Degree. A student will qualify for an Associate of Arts Degree by completing 60 units of specific curriculum, including the options outlined, with a "C" grade point average. 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 arranging and design
• Illustration
• Window and retail display
• Textile design

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

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:  
Judith Bell: (408) 298-2181 ext. 3226  
San José City College Web site: www.sjcc.edu

DEGREE REQUIREMENTS  

| ART 012 | Two Dimensional Design | 3 |
| ART 013 | Three Dimensional Design | 3 |
| ART 014 | Color | 3 |
| ART 024 | Beginning Drawing | 3 |
| ART 025 | Expressive Drawing | 3 |
| OR | | |
| ART 026 | Representational Drawing and Perspective | 3 |
| ART 091 | Survey of Art History Prehistoric through Gothic | 3 |
| ART 092 | Survey of Art History Renaissance to the Present | 3 |

21

PHYSICAL ACTIVITY | 1

GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS | 39

TOTAL | 61

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

**CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION-BREADTH**

California State University General Education-Breadth is designed to assure that graduates have made noteworthy progress toward becoming truly educated persons. Particularly, the purpose of these requirements is to provide means whereby graduates:

A) Will have achieved the ability to think clearly and logically, to find information and examine it clearly, to communicate orally and in writing, and to reason quantitatively

B) Will have acquired appreciable knowledge about their own bodies and minds, about how human society has developed and how it now functions, about the physical world in which they live, about the other forms of life with which they share that world, and about the cultural endeavors and legacies of their civilization

C) Will have come to an understanding and appreciation of the principles, methodologies, value systems, and thought processes employed in human inquiries

The intent is that General Education-Breadth Requirements be planned and organized to enable students to acquire knowledge, understanding, and appreciation as interrelated elements, not as isolated fragments.

DEGREE REQUIREMENTS  

| ECON 010A | Principles of Macroeconomics | 3 |
| ECON 010B | Introduction to Microeconomics | 3 |
| ENGL 001B* | English Composition | (3) |
| MATH 061* | Finite Mathematics | (3) |

28

PHYSICAL ACTIVITY | 1

AREA A | All courses must be completed with a grade of “C" or better | 9

AREA B | One course from each area. For areas B1 and B2, one of the courses must be a lab science | 9

AREA C | Select one course from area C1, one course from area C2, and one additional course from either C1 or C2 | 9

AREA D | Select at least one course from 2 areas. American Institutions CSU requirement may be taken in this area | 9

AREA E | Select one course | 3
# California State University General Education-Breadth

<table>
<thead>
<tr>
<th>AREA A: ENGLISH LANGUAGE, COMMUNICATION AND CRITICAL THINKING</th>
<th>9 UNITS</th>
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<tbody>
<tr>
<td><strong>A1 ORAL COMMUNICATIONS</strong></td>
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</tr>
<tr>
<td>COMS 010, 020, 020N, 040, 045</td>
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<tr>
<td><strong>A2 WRITTEN COMMUNICATION</strong></td>
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<tr>
<td>ENGL 001A</td>
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</tr>
<tr>
<td><strong>A3 CRITICAL THINKING</strong></td>
<td></td>
</tr>
<tr>
<td>ENGL 001C; PHIL 060; COMS 040</td>
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</tbody>
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<thead>
<tr>
<th>AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING</th>
<th>9 UNITS</th>
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</thead>
<tbody>
<tr>
<td><strong>B1 PHYSICAL SCIENCE</strong></td>
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</tr>
<tr>
<td>ASTRO 010, 010L; CHEM 001A, 001B, 015, 032A, 032B; ENVIR 010; GEOL 010, 010L, 011, 012; METEO 010; OCEAN 010; PHYS 002A, 004A, 004B, 004C, 004D; PHYSC 040</td>
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<tr>
<td><strong>B2 LIFE FORMS</strong></td>
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<tr>
<td>ANAT 001; BIOL 001, 020, 021, 061, 063, 064, 071, 072; BOT 062; ENVIR 010</td>
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<tr>
<td><strong>B3 LABORATORY ACTIVITY</strong></td>
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<tr>
<td>Students must select at least one laboratory experience course (see underlined courses in areas B1 and B2)</td>
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<tr>
<td><strong>B4 MATHEMATICAL CONCEPTS</strong> (Must pass with a grade of “C” or better)</td>
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<tr>
<td>MATH 021, 022, 025, 051, 052, 061, 063, 070, 071, 072, 073, 078, 079</td>
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<tr>
<th>AREA C: ARTS AND HUMANITIES</th>
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<tr>
<td><strong>C1 ARTS</strong></td>
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<tr>
<td>ART 091, 092, 096; DANCE 002; HUMNT 001; MUSIC 083, 091, 095, 099; THEAT 002, 020, 022, 040</td>
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<tr>
<td><strong>C2 HUMANITIES LITERATURE, PHILOSOPHY &amp; FOREIGN LANGUAGES</strong></td>
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<tr>
<td>CHIN 001A, 001B; ENGL 001B, 010, 028, 033, 061, 063, 066, 065, 073, 078, 079, 080, 081, 084A, 084B, 086A, 086B; ETH 030; FREN 001A, 001B, 002A, 002B, 003A, 003B, 005A, 005B, 007A, 007B; HUMNT 002, 003; JAPAN 001A, 001B, 002A, 002B; PHIL 010, 011, 012, 051, 065, 070; SL 001A, 001B, 002A, 002B; SPAN 001A, 001B, 002A, 002B, 022A, 022B; VIET 001A, 001B</td>
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<tr>
<th>AREA D: SOCIAL SCIENCE</th>
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<tr>
<td><strong>D1 ANTHROPOLOGY AND ARCHEOLOGY</strong></td>
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<tr>
<td>ANTH 062, 063; SSCI 020, 040</td>
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<tr>
<td><strong>D2 ECONOMICS</strong></td>
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<tr>
<td>ECON 010A, 010B</td>
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<tr>
<td><strong>D3 ETHNIC STUDIES</strong></td>
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<tr>
<td>ENGL 080; ETH 026, 027, 030; HIST 009, 021, 024; SSCI 020, 031,040</td>
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<tr>
<td><strong>D4 GENDER STUDIES</strong></td>
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<tr>
<td>ENGL 033; ETH 026; HIST 009, PSYCH 035</td>
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<tr>
<td><strong>D5 GEOGRAPHY</strong></td>
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<tr>
<td>GEOG 010, 011</td>
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<tr>
<td><strong>D6 HISTORY</strong></td>
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<tr>
<td>ETH 027; HIST 001, 009, 010A, 010B, 017A, 017B, 021, 024; VIET 010</td>
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<tr>
<td><strong>D7 INTERDISCIPLINARY SOCIAL AND BEHAVIORAL SCIENCE</strong></td>
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<tr>
<td>CIS 041; JOURN 021; LABOR 015; SL 015</td>
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<tr>
<td><strong>D8 POLITICAL SCIENCE, GOVERNMENT, AND LEGAL INSTITUTIONS</strong></td>
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<tr>
<td>POLSC 001, 002, 004</td>
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<tr>
<td><strong>D9 PSYCHOLOGY</strong></td>
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</tr>
<tr>
<td>FCS 070, PSYCH 010, 012, 020, 035, 060, 092, 096, 099, 100</td>
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<tr>
<td><strong>D0 SOCIOLOGY AND CRIMINOLOGY</strong></td>
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<tr>
<td>AJ 010, 011, 014; SOC 010, 011</td>
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<table>
<thead>
<tr>
<th>AREA F1: AMERICAN INSTITUTIONS</th>
<th>3 UNITS</th>
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<tbody>
<tr>
<td>Select Option I or Option II in order to complete the American Institutions Requirement.</td>
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<tr>
<td><strong>Option I</strong> - HIST 017A and HIST 017B - or - <strong>Option II</strong> - HIST 001 and POLSC 001</td>
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<table>
<thead>
<tr>
<th>AREA E: LIFELONG LEARNING AND SELF-DEVELOPMENT</th>
<th>3 UNITS</th>
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<tbody>
<tr>
<td>Select one 3 unit course</td>
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<tr>
<td>FCS 019, 070; GUIDE 096; HED 011; PSYCH 020, 035, 060, 092, 096, 100; THEAT 005</td>
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</table>
**CHEMISTRY**

Chemistry is the study of the properties, composition and chemical transformations of all material substances. It is often referred to as the “central science” since it draws from mathematics and physics and forms a necessary background to the understanding of earth science and all the biological disciplines, including the various medical professions. The Chemistry program at SJCC offers courses that satisfy general education requirements, allied-health science, engineers, and chemistry, biology and physics majors.

Majoring in chemistry offers a diverse array of career opportunities in areas ranging from forensic science, genetic engineering, materials science, chemical education, environmental chemistry, to chemical engineering. As well, many students become eligible for opportunities for research internships, scholarships and presenting at local and national conferences. Chemistry majors will gain skills in communication, computer technology and mathematics. The chemistry transfer program is also considered an excellent preparation for pharmacy and medical schools. For more information about careers in chemistry, see one of the chemistry faculty, a counselor or go to the American Chemical Society web site at [www.acs.org](http://www.acs.org).

As scientists, chemists seek to understand the ever changing and more complex world we live in. Chemists continue to discover more chemicals every year either by synthetic design or isolating them from living organisms, with many of these compounds having complex structural arrangements of their atoms. The employment opportunities afforded to chemists, includes the research and development of thousands of products which truly affects our daily lives — the foods we eat, all of the chemicals and fuels we use, the air we breathe, the public policies we adopt, and even the clothes we wear. Thus, chemistry is a profoundly experimental science and much of the student’s time will be spent in the laboratory.

A chemistry major usually transfers to a four-year institution to earn a bachelor’s, Masters or Ph.D. degrees, with advanced degrees commensurate with more rewarding careers and higher salaries. SJCC’s chemistry program is articulated with those of the UC and CSU systems and includes the standard courses needed to complete the first two years of the major.

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:
Mathematics and Science Division: (408) 288-3716
San José City College Web site: [www.sjcc.edu](http://www.sjcc.edu)

Information on course equivalencies for major requirements at UC and CSU is available at [www.assist.org](http://www.assist.org).

**DEGREE REQUIREMENTS**

<table>
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<tr>
<th>COURSE</th>
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<tr>
<td>CHEM 001A</td>
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<td>CHEM 012A</td>
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<td>MATH 071</td>
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<td>MATH 072</td>
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<tr>
<td>PHYS 004A</td>
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<tr>
<td>PHYS 004B</td>
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**MATH 071** Calculus I with Analytic Geometry 5
**PHYSICAL ACTIVITY** 1
**GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS** 39
**TOTAL** 65

* CHEM 001A counts as 5 units of General Education. The Major requirements are still met by the content.
** MATH 071 will have 4 units count toward the General Education and the remaining unit counts toward the degree.

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**COMPUTER SCIENCE**

The Associate of Arts Degree in Computer Engineering is designed to prepare students for pursuing studies at the university level in computer science and engineering. The core courses in Computer Science, Mathematics, and Physics required in this associate degree will fulfill the lower division major requirements at many universities. Students are advised, however, to meet with their counselor to assess the course requirements for transfer.

To transfer to San Jose State University we recommend you:

1. Apply during the priority-filing period; before the end of November for the following fall semester.
2. Sign up for a workshop at SJSU conducted by the Undergraduate Computer Science Advisor. (Call the SJSU Mathematics and Computer Science Department at 408-924-5060.)

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

If you complete MATH 079, Linear Algebra, at SJCC, you are given content credit for this course by SJSU; 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.

**DEGREE REQUIREMENTS**

<table>
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<tr>
<th>COURSE</th>
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<tr>
<td>MATH 070</td>
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<td>PHYS 004A</td>
<td>5</td>
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<tr>
<td>PHYS 004B</td>
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**PHYS 004A** General Physics** 5
**PHYS 004B** General Physics 25
PHYSICAL ACTIVITY  1
GENERAL EDUCATION PATTERN /
GRADUATION REQUIREMENTS  39
TOTAL  65

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

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

Construction Technology

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

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

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

A grade of “C” or better is required in each core Construction Technology class.

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

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

DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
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<tbody>
<tr>
<td>CNSTR 101A Construction Tools, Materials, and Processes</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 101B Residential Construction - Framing</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 102A Residential Construction - Plumbing</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 102B Residential/Commercial - Wiring</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 106 Construction Blueprint Reading, Estimating, Codes &amp; Specifications</td>
<td>3</td>
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<tr>
<td>CNSTR 115 Blueprint Reading</td>
<td>1</td>
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<tr>
<td>CNSTR 117 FED-OSHA 10 Hour Safety</td>
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<tr>
<td>CNSTR 125 Green Construction</td>
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TOTAL 22

PHYSICAL ACTIVITY  1
GENERAL EDUCATION PATTERN /
GRADUATION REQUIREMENTS  39
TOTAL  62

General Degree With Specific Areas of Emphasis

LOWER DIVISION PREPARATION FOR TRANSFER

San José City College offers both a General Associate of Arts Degree and a General Associate of Science Degree. Students planning to follow a transfer pattern should follow the Associate of Arts Degree. The General Degree area of emphasis is considered to be a broader group of courses and may be defined as 18 or more semester units in related fields intended to prepare the student for a particular major at the four-year institution or to prepare a student for a particular field as defined by the community college.

It is not expected that all degrees with an area of emphasis will consist of courses that are aligned with the requirements for transfer in a major, but any of them could be designed so that all of the required courses in the area of emphasis are transferable and prepare the student well for an intended major area at the four-year institution.

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

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

DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
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<tbody>
<tr>
<td>COMPUTER AWARENESS:</td>
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<tr>
<td>CA 005; CIS 041; MATH 063</td>
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<td>AREA OF EMPHASIS</td>
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<td>RESTRICTED ELECTIVES</td>
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<tr>
<td>PHYSICAL ACTIVITY</td>
<td>20-22</td>
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TOTAL 60-62
No course shall be used to meet more than one of the graduation requirements for general education, major, or electives. A grade of "C" or better is required in each core course.

AREAS OF EMPHASIS
To satisfy the requirement in the chosen area of concentration a student must complete a minimum of 18 units in unduplicated courses offered in any of the following instructional fields:

- Art
- Business
- Child and Family Studies
- Communication Studies, Dance & Theatre
- English/Humanities
- Ethnic Studies/Social Science
- Foreign Language
- Lifelong Learning
- Mathematics
- Music
- Philosophy
- Photography
- Psychology
- Science: Life
- Science: Physical


COMMUNICATION STUDIES, DANCE, THEATRE: COMS: 010, 020, 020N, 040, 045; DANCE: 002, 010, 011, 014, 020, 021, 023, 024, 040, 050, 051, 062, 063, 064, 065, 066, 067; THEAT: 002, 003, 005, 020, 022, 030, 031, 032, 033, 040


ENGLISH: ENGL: 001B, 001C, 010, 028, 033, 061, 063, 065, 071A, 071B, 071C, 073, 078, 079, 080, 081, 084A, 084B, 086A, 086B, 098; HUMNT: 002, 003


LIFELONG LEARNING: FCS: 019, 070; GUIDE: 010, 085, 090, 096, 097, 098, 098A; HED: 011; PSYCH: 010, 012, 020, 060, 092, 096, 100; THEAT: 005; DANCE: 010, 020, 021, 023, 040, 050, 051, 062, 064, 066, 067; FOLK: 010; PED: 001, 002, 002A, 034, 038, 039, 040, 041, 042, 044, 046, 048, 052, 055, 056; APE: 030E, 041E, 042E, 056E

MATHEMATICS: MATH: 021, 022, 025, 051, 052, 061, 063, 070, 071, 072, 073, 078, 079, 098


PHILOSOPHY: PHIL: 010, 011, 012, 051, 060, 065, 070


PSYCHOLOGY: PSYCH: 010, 012, 020, 035, 060, 092, 096, 098, 099, 100

SCIENCE – LIFE: ANAT: 001; BIOL: 001, 002, 003, 020, 021, 061, 063, 064, 071, 072, 074, 099; BOT: 062; ENVIR: 010


INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) provides an option for San José City College students to fulfill lower-division general education requirements before transferring to an California State University or University of California campus.

Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a California Community College to a California State University (CSU) or a University of California (UC) campus generally without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements. It is strongly recommended that students complete IGETC prior to transfer. Advantages of completing IGETC include more flexibility in class selection at the university.
and timely progress to degree completion. All UC and CSU campuses will accept the completed IGETC to satisfy all lower-division general education requirements.

<table>
<thead>
<tr>
<th>DEGREE REQUIREMENTS</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AREA 1: CSU - 3 courses required, one from Group A, B and C</td>
<td>6-9</td>
</tr>
<tr>
<td>UC - 2 courses required, one from Group A and one from Group B</td>
<td></td>
</tr>
<tr>
<td>AREA 2:</td>
<td>3</td>
</tr>
<tr>
<td>AREA 3: At least 1 course from the Arts and 1 course from Humanities</td>
<td>9</td>
</tr>
<tr>
<td>AREA 4: At least 3 courses from at least 2 disciplines or an interdisciplinary sequence</td>
<td>9</td>
</tr>
<tr>
<td>AREA 5: At least 2 courses, one Physical Science course and one Biological Science course, one must include a laboratory science</td>
<td>7-9</td>
</tr>
<tr>
<td>AREA 6: UC requirement only</td>
<td>0-5</td>
</tr>
</tbody>
</table>

**CSU Graduation Requirement: U.S. History, Constitution, and American Ideals:** 6 Units
May be completed as part of IGETC prior to transfer

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

**Intersegmental General Education Transfer Curriculum (IGETC)**

<table>
<thead>
<tr>
<th>AREA 1:</th>
<th>ENGLISH COMPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>All Courses must be completed with a grade of “C” or better. One course from each area.</strong></td>
</tr>
<tr>
<td>CSU</td>
<td>3 courses required, one from Group A, B, and C</td>
</tr>
<tr>
<td>UC</td>
<td>2 courses required, one from Group A and one from Group B</td>
</tr>
<tr>
<td>A:</td>
<td><strong>English Composition:</strong> ENGL 001A</td>
</tr>
<tr>
<td>B:</td>
<td><strong>Critical Thinking:</strong> ENGL 001C</td>
</tr>
<tr>
<td>C:</td>
<td><strong>Oral Communication:</strong> COMS 010, 020, 040</td>
</tr>
<tr>
<td></td>
<td><strong>6-9 UNITS</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA 2:</th>
<th>MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>A: MATH:</strong> MATH 021, 025, 061, 063, 070, 071, 072, 073, 078, 079</td>
</tr>
<tr>
<td></td>
<td><strong>3 UNITS</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA 3:</th>
<th>ARTS AND HUMANITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>A: ARTS:</strong> ART 091, 092, 096; DANCE 002; HUMNT 001; MUSIC 083, 091, 095; THEAT 020, 022, 040</td>
</tr>
<tr>
<td></td>
<td><strong>B: HUMANITIES:</strong> ENGL 001B, 010, 028, 033, 061, 063, 065, 073, 078, 081, 084A, 084B, 086A, 086B; ETH 030; FREN 002A, 002B, 003A, 003B, 017&amp;018; HIST 010A, 010B; HUMNT 002, 003; JAPAN 002A, 002B, PHIL 010, 012, 051, 065, 070; SL 001B, 002A, 002B; SPAN 002A, 002B</td>
</tr>
<tr>
<td></td>
<td><strong>9 UNITS</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA 4:</th>
<th>SOCIAL SCIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Select at least one course from 2 areas</strong></td>
</tr>
<tr>
<td>A:</td>
<td><strong>ANTHROPOLOGY AND ARCHEOLOGY:</strong> ANTH 062, 063</td>
</tr>
<tr>
<td>B:</td>
<td><strong>ECONOMICS:</strong> ECON 010A, 010B</td>
</tr>
<tr>
<td>C:</td>
<td><strong>ETHNIC STUDIES:</strong> ETH 026, 027, 030; HIST 009</td>
</tr>
<tr>
<td>D:</td>
<td><strong>GENDER STUDIES:</strong> ETH 026; HIST 009, PSYCH 035</td>
</tr>
<tr>
<td>E:</td>
<td><strong>GEOGRAPHY:</strong> GEOG 010, 011</td>
</tr>
<tr>
<td>F:</td>
<td><strong>HISTORY:</strong> ETH 027; HIST 001, 009, 017A, 017B, 021, 024; VIET 010</td>
</tr>
<tr>
<td>G:</td>
<td><strong>INTERDISCIPLINARY SOCIAL AND BEHAVIORAL SCIENCE:</strong> JOURN 021; SL 015; SSCI 020, 040</td>
</tr>
<tr>
<td>H:</td>
<td><strong>POLITICAL SCIENCE, GOVERNMENT, AND LEGAL INSTITUTIONS:</strong> POLSC 001, 002, 004</td>
</tr>
<tr>
<td>I:</td>
<td><strong>PSYCHOLOGY:</strong> PSYCH 010, 012, 035, 092, 096, 100</td>
</tr>
<tr>
<td>J:</td>
<td><strong>SOCIOLOGY AND CRIMINOLOGY:</strong> SL 015; SOC 010, 011</td>
</tr>
<tr>
<td></td>
<td><strong>9 UNITS</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA 5:</th>
<th>PHYSICAL AND BIOLOGICAL SCIENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>At least 2 courses, one Physical Science course and one Biological Science course, one must include a laboratory. Courses in BOLD contain a laboratory component.</strong></td>
</tr>
<tr>
<td>A:</td>
<td><strong>PHYSICAL SCIENCES:</strong> ASTRO 010; CHEM 001A, 001B, 015, 032A, 032B; ENVIR 010; GEOL 010, 010L, 011; METEO 010; OCEAN 010; PHYS 002A, 004A, 004B, 004C, 004D; PHYSC 040</td>
</tr>
<tr>
<td>B:</td>
<td><strong>BIOLOGICAL SCIENCES:</strong> ANAT 001; BIOL 001, 020, 021, 061, 063, 064, 071, 072; BOT 062; ENVIR 010; OCEAN 010</td>
</tr>
<tr>
<td></td>
<td><strong>7-9 UNITS</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA 6:</th>
<th>LANGUAGE OTHER THAN ENGLISH</th>
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<tbody>
<tr>
<td></td>
<td><strong>UC requirement only</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Language Other Than English:</strong> CHIN 001A, 001B; FREN 001A, 001B, 015 &amp; 016; JAPAN 001A, 001B; SL 001A, 001B; SPAN 001A, 001B; VIET 001A, 001B</td>
</tr>
<tr>
<td></td>
<td><strong>0-5 UNITS</strong></td>
</tr>
</tbody>
</table>
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 of Arts Degree. This degree may not transfer to all universities, and students need to inquire of the universities if they have a bachelor’s degree for their upper division course work. This program is designed to provide students with the skills and knowledge required to assume leadership in organized labor and in community organizations.

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

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

Students must satisfactorily complete the following courses with a grade of "C" or better and at least four courses at San José City College. A minimum of two Labor courses must be taken at SJCC.

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

**DEGREE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LABOR 020</td>
<td>Workers’ Rights</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 022</td>
<td>Negotiations and Dispute Resolutions</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 023</td>
<td>Labor in American Society</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 024</td>
<td>Leadership and Communication</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 025</td>
<td>Labor Organizing and Political Action</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 031</td>
<td>Survey of Contemp. Labor/Social</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 098</td>
<td>Directed Study</td>
<td>2</td>
</tr>
<tr>
<td>LABOR 138</td>
<td>Work Experience</td>
<td>4</td>
</tr>
</tbody>
</table>

Select 12 units from the following approved program specific electives:
- COMS 040 Introduction to Argumentation 3
- ECON 010A Principles of Macroeconomic Theory 3
- HED 011 Dynamic Health Concepts 3
- LABOR 015 Local Union and Community Leadership 3
- PSYCH 012 Introduction to Social Psychology 3
- SOC 011 Social Problems 3

**Select 3 units from the following:**
- CIS 041 Introduction to Computer Information Systems 3
- MATH 063 Elementary Statistics 3

**PHYSICAL ACTIVITY**
- 1

**GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS**
- 39

**TOTAL**
- 67

**Liberal Arts Emphasis: Arts and Humanities**

Art and Humanities courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Student will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgements.

A minimum of a "C" grade is required in all coursework for the area of emphasis.

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

**CHOOSE 18-21 UNITS FROM ALL THE COURSES LISTED BELOW FOR THE AREA OF EMPHASIS:**

- ***ART***
- **DANCE**
  - 002, 010, 011, 014, 020, 021, 023, 024, 040, 050, 051, 062, 063, 064, 065, 066, 067, 098
- **ENGL**
  - 001B, 010, 028, 033, 061, 063, 065, 071A, 071B, 071C, 073, 078, 080, 081, 084A, 084B, 086A, 086B
- **ETH**
  - 030
- **FREN**
  - 001A, 001B, 002A, 003A, 003B, 005A, 005B, 006, 007, 008, 009
- **HUMNT**
  - 001, 002, 003
- **JAPAN**
  - 001A, 001B, 002A, 002B, 003A, 003B, 005A, 005B, 006, 007, 008, 009
- **PHIL**
  - 010, 011, 012, 015, 016, 017, 018, 030
- **PHOTO**
  - 022, 038A, 038B, 038C, 038D, 062, 070, 071, 075, 076, 077, 079, 09A, 09B
- **SL**
  - 001A, 001B, 002A, 002B
- **SPAN**
  - 001A, 001B, 002A, 002B, 022A, 022B
- **THEAT**
  - 002, 003, 020, 022, 030, 031, 032, 033, 040
- **VIET**
  - 001A, 001B
Chapter 6 — Associate of Arts Degrees and Certificates

* If the Area of Emphasis is in the Performing Arts then a minimum of 3 units of theory must be included. The 3 unit theory course cannot be used to satisfy the Arts and Humanities Area of the General Education Requirements.

**LIBERAL ARTS EMPHASIS: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING**

Physical and Life Science courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in Math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world's civilizations.

A minimum of a "C" grade is required in all coursework for the area of emphasis.

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

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

CHOOSE 18-21 UNITS FROM ALL THE COURSES LISTED BELOW FOR THE AREA OF EMPHASIS:

- ANAT 001
- ASTRO 010, 010L
- BIOL 001, 002, 003, 020, 021, 061, 063, 064, 071, 072, 074, 099
- BOT 062
- CHEM 001A, 001B, 012A, 012B, 015, 032A, 032B, 065
- ENVIR 010
- GEOL 010, 010L, 011, 012
- METEO 010
- PHYS 002A, 002B, 004A, 004B, 004C, 004D
- PHYSC 040
- MATH 021, 022, 025, 051, 052, 061, 063, 070, 071, 072, 073, 078, 079

(Science courses underlined are laboratory science courses)

**LIBERAL ARTS EMPHASIS: SOCIAL SCIENCES**

Courses in the Social and Behavioral Sciences emphasize the perspective, concepts, theories, and methodologies of the disciplines typically found in the vast variety of disciplines. Students will study about themselves and others as members of a larger society. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate.

A minimum of a "C" grade is required in all coursework for the area of emphasis.

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

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

CHOOSE 18-21 UNITS FROM ALL THE COURSES LISTED BELOW FOR THE AREA OF EMPHASIS:

- AJ 010, 011, 013, 014, 015, 111, 112, 113
- ANTH 062, 063
- CIS 041
- ECON 010A, 010B
- ENGL 033, 080
- ETH 026, 027, 030
- FCS 070
- GEOG 010, 011
- HIST 001, 009, 010A, 010B, 017A, 017B, 021, 024
- JOURN 021
- LABOR 015
- POLSC 001, 002, 004
- PSYCH 010, 012, 020, 035, 060, 092, 096, 099, 100
- SL 015
- SSCI 020, 031, 040
- SOC 010, 011
- VIET 010

**LIBERAL STUDIES**

(Preparation for Elementary School Teaching Credential)

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

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

**MEDIA ARTS**

The Media Arts program is a unique, interdisciplinary approach to the converging fields of journalism, communication and new media technology. It responds to the need for people skilled in effective communications in all levels of society including industry, education, art and music, and the public arena.

**Objectives:**
1. To provide coursework where students will pursue theoretical and experiential approaches in the core foundation of media arts study integrating media and visual literacy, writing capabilities, and critical thinking using a combination of analysis and practice.
2. To provide career pathways for students with specialization interests: writing, design, photography, digital media production, and electronic publishing.
3. To provide a transfer pathway for students continuing their education at a four-year university.

**Student Learning Outcomes for the Certificate of Achievement Level 2 - Media Arts - Journalism**
1. Media literacy
2. Visual literacy
3. Technical Foundation
4. Principles of Design and Information Hierarchy
5. Information gathering and reporting in journalistic formats
6. Visual and photojournalism concepts and skills
7. Application of theory and skill to journalistic practice

**Student Learning Outcomes for the Associate of Arts Degree - Media Arts - Journalism**

The certificate in Media Arts, Journalism provides a core foundation of media and visual literacy, a foundation of technical skills, and principles of design and information hierarchy, as well as specialization skill develop in: Information gathering and report in journalistic formats, visual and photojournalism concepts and skills, and application of theory and skills to practice.

In addition to these discipline specific goals, the Associate of Arts degree, Media Arts - Journalism, aligns with the college's General Education student learning outcomes in these key areas:
1. Civic responsibility and involvement; political awareness
2. Computer and information competency
3. Ethical principles and social responsibility
4. Written communication

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:
Judith Bell: (408) 298-2181, ext. 3226
San José City College Web site: www.sjcc.edu

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**Area A:** English Language, Communication, and Critical Thinking
- **Units:** 9
  - **A1:** COMS 020,
  - **A2:** ENGL 001A
  - **A3:** ENGL 001C; PHIL 060; COMS 040

**Area B:** Scientific Inquiry and Quantitative Reasoning
- **Units:** 11-17
  - **B1:** And B3 PHYSC 040 or CHEM 032A, CHEM 015 or CHEM 001A and PHYS 002A, or PHYS 004A
  - **B2:** And B3 BIOL 020 (preferred) or BIOL 021
  - **B4:** MATH 052

**Area C:** Arts and Humanities
- **Units:** 9
  - **C1:** MUSIC 099 (preferred) or a qualified Survey of Art, Dance, or Theatre course certified for C1 ART 091, 092; DANCE 002; HUMNT 001; MUSIC 083, 091, 095, 095; THEAT 020, 040
  - **C2:** ENGL 001B (preferred) A "C" or better is required, a "C-" is not acceptable (preferred) or any other C2 course certified for the Letter; ENGL 010, 028, 033, 061, 063, 065, 073, 078, 079, 080, 081, 084A, 084B, 086A, 086B

**Area D:** Social Science
- **Units:** 9
  - **D1:** HIST 017A, 017B
  - Any certified D7 course; CIS 041; JOURN 021; LABOR 015; SL 015

**Area E:** Lifelong Learning and Self Development
- **Units:** 5
  - **E1:** FCS 070; PSYCH 092
  - Physical Education (2 units must be different activities)

**Total Units:** 60
### CERTIFICATE OF ACHIEVEMENT LEVEL 2:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 072</td>
<td>Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ART 079A</td>
<td>Web Design 1</td>
<td>3</td>
</tr>
<tr>
<td>JOURN 021</td>
<td>Communications Media and Society</td>
<td>3</td>
</tr>
<tr>
<td>JOURN 022</td>
<td>News Writing and Reporting for the Media</td>
<td>3</td>
</tr>
<tr>
<td>JOURN 087</td>
<td>Visual Communication</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 076</td>
<td>Photoshop 1</td>
<td>3</td>
</tr>
</tbody>
</table>

In addition to the journalism and photo courses, students are required to take a publication laboratory class for a minimum of 3 units choosing from one of the following publications laboratory classes:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOURN 024</td>
<td>Publications Laboratory Staff: Writing and Editing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>JOURN 025</td>
<td>Publications Laboratory Staff: Photojournalism</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>JOURN 030</td>
<td>Publications Laboratory Staff: Graphic and Production</td>
<td>3</td>
</tr>
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</table>

**TOTAL** 21

### DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>UNITS</th>
</tr>
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<tr>
<td>Completion of Certificate of Achievement Level 2</td>
<td>21</td>
</tr>
<tr>
<td>PHYSICAL ACTIVITY</td>
<td>1</td>
</tr>
<tr>
<td>GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS</td>
<td>39</td>
</tr>
</tbody>
</table>

**TOTAL** 61
Students who are planning to transfer from San José City College to a four-year 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, upper division status, to a four-year institution after completing 60 transferable units which may include major preparation 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 or view transfer requirements at www.ASSIST.org. Catalogs of the major universities and colleges are available for reference use in the Library and the Career/Transfer Center located in the Student Center.

**TRANSFER ADMISSION AGREEMENTS (TAA)/ TRANSFER ADMISSION GUARANTEE (TAG)**

GUARANTEED ADMISSIONS

San José City College and 15 participating four-year institutions are offering a Transfer Admission Agreement (TAA)/Transfer Admission Guarantee (TAG) Program for students planning to transfer to four-year colleges and universities. The TAA/TAG Program is for students who wish to have an early confirmed guaranteed admission.

- Students will have early confirmation of guaranteed admission.
- Students are registered in the Career/Transfer Center as a transfer student, making them eligible to participate in workshops relating to transfer.
- TAA/TAG student’s initial documents, which may include San José City College transcripts, are automatically sent to the four-year institution.
- TAA/TAG student’s name will be added to the transfer mailing list to receive updated information relating to transfer (i.e. Writing Skills Test (WST) information, etc.).
- The application fee of some four-year institutions participating in the TAA/TAG program may be waived.

TAA/TAG Participating Institutions:

- University of California, Davis
- University of California, Irvine
- University of California, Merced
- University of California, Riverside
- University of California, San Diego
• University of California, Santa Barbara
• University of California, Santa Cruz
• California State University, East Bay
• California State University, Monterey Bay
• Golden Gate University
• National Hispanic University
• National University
• Notre Dame de Namur University
• Santa Clara University
• University of the Pacific

ADMISSION TO THE UNIVERSITY OF CALIFORNIA — ALL CAMPUSES

TRANSFER ADMISSION REQUIREMENTS

The University of California (UC) 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. The University welcomes transfer students. It has worked hard in recent years to strengthen relationships with California community colleges and to develop programs to help community colleges students with the transfer process. In 2005-2006 more than 14,000 students transferred from the California community colleges to the University, and close to a third of the UC bachelor’s degrees were awarded to students who started out at the community college.

To transfer to UC, students must become eligible for admission to the University, prepare for upper-division study in the chosen major, and complete an appropriate set of general education course requirements and electives to earn a total 60 semester units with a GPA of at least 2.4.

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 Student Center.

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

University of California College Bulletins and other publications are available for reference use in the Library and the Career/Transfer Center in the Student Center. 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

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/No Pass), and;

B. Complete the following seven course pattern requirement, earning a grade of “C” or better in each course:

• Two UC transferable college courses in English composition, and;
• One UC transferable college course in mathematical concepts and quantitative reasoning, and;
• Four UC transferable college courses chosen from at least two of the following subject areas: arts and humanities, social and behavioral sciences, and physical and biological sciences.

Each course must be worth at least 3 semester units.

Satisfying the Intersegmental General Education Transfer Curriculum (IGETC) prior to transferring to UC may satisfy the seven-course pattern outlined above, depending on the courses you take. For more information, visit www.assist.org.

In addition to these eligibility requirements, the University has specified additional requirements and rules about transfer GPA for transfer applicants.

TRANSFER PLAN

Top priority should be given to selecting courses that will satisfy the minimum eligibility requirements. Second, a student should prepare for upper division work in his or her chosen major and fulfill any specific application or screening procedures for the selected major or campus. Refer to ASSIST.org for campus specific information.

COURSE SEQUENCES

When requirements are stated as a full-year sequence, students should complete the entire year before transferring, not just one semester course. It is ideal to complete the sequence at the same community college. Since all UC campuses except Berkeley and Merced are on the quarter calendar, the combination of semesters and quarters in meeting a year long requirement may cause problems. Also, the topics covered in particular semester or quarter of the sequence at a community college may not be the same as at the UC campus.
DEADLINES FOR COMPLETING COURSES REQUIRED FOR ADMISSION

Prospective transfer applicants planning to meet the University's minimum admission requirements for California residents 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 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 2008, 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 at each campus and by major. To transfer to the University of California, students must have a minimum GPA of 3.0 for all transferable coursework and a minimum GPA of 2.0 in courses to be used as major preparation.

The University's minimum general education requirements consist of a minimum of 49-50 units, including 9 units of lower-division general education courses and 30-31 units of upper-division coursework. At least one-half of the lower-division general education coursework must be completed at a UC campus. The minimum GPA of 3.0 refers to the average GPA in the last two years of high school for entering freshmen or for the last 60 semester units of transferable coursework for entering transfer students. Some UC campuses may have additional requirements for transfer students.

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 system 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.

**TRANSFER CURRICULUM (IGETC)**

**INTERSEGMEN tal General Education Transfer Curriculum (IGETC)**

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

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

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

**SAN JOSE CITY COLLEGE**

**IGETC: INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM 2009-2010**

**AREA 1 - ENGLISH COMMUNICATION:** 9 UNITS
CSU - 3 courses required, one from Group A, B and C.
UC - 2 courses required, one from Group A and B.
A: English Composition: ENGL 001A
B: Critical Thinking: ENGL 001C
C: Oral Communication: COMS 010, 020, 040

**AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING:** 3 UNITS
A: Math: MATH 021, 025, 061, 063, 071, 072, 073, 078, 079

**AREA 3 - ARTS and HUMANITIES:** 9 UNITS
At least 3 courses, with at least one course from the

Arts and one course from the Humanities.
A: Arts: ART 091, 092, 096; DANCE 002; HUMNT 001; MUSIC 083, 091, 095; THEAT 020, 022, 040
B: Humanities: ENGL 001B, 010, 028, 033, 061, 063, 065, 073, 078, 081, 084A, 084B, 086A, 086B; ETH 030; FREN 002A, 002B, 003A, 003B, 017, 018; HIST 010A, 010B; HUMNT 002, 003; JAPAN 002A, 002B; PHIL 010, 012, 051, 065, 070; SL 001B, 002A, 002B; SPAN 002A, 002B

**AREA 4 - SOCIAL and BEHAVIORAL SCIENCES:** 9 UNITS
SCiences:
At least 3 courses from at least 2 disciplines or an interdisciplinary sequence.
A: Anthropology and Archaeology: ANTH 062, 063
B: Economics: ECON 010A, 010B
C: Ethnic Studies: ETH 026, 027, 030; HIST 009
D: Gender Studies: ETH 026; HIST 009; HUMNT 003, PSYCH 035
E: Geography: GEOG 010, 011
F: History: ETH 027; HIST 001, 009, 017A, 017B, 021, 024, VIET 010
G: Interdisciplinary, Social & Behavioral Sciences: JOURN 021; SL 015; SSCI 020, 040
H: Political Science, Government & Legal Institutions: POLSC 001, 002, 004
I: Psychology: PSYCH 010, 012, 035, 092, 096, 100
J: Sociology & Criminology: SL 015, SOC 010, 011

**CSU Graduation Requirement: U.S. History, 6 UNITS**
Constitution, and American Ideals:
May be completed as part of IGETC prior to transfer to the CSU:
Option #1 HIST 017A and HIST 017B
OR
Option #2 HIST 001 and POLSC 001
(Note: If HIST 017A/017B courses or POLSC 001/HIST 001 courses are being used to satisfy the California and U.S. History and Institutions requirements, then they may not be certified as part of the IGETC package).

**AREA 5 - PHYSICAL and BIOLOGICAL SCIENCES:** 7-9 UNITS
Sciences:
At least 2 courses, one Physical Science course and one Biological Science course; one must include a laboratory. Courses in **BOLD** contain a laboratory component.
A: Physical Science: ASTRO 010; CHEM 001A, 001B, 015, 032A, 032B; ENVIR 010; GEOL 010, 010L, 011; METEO 010; OCEAN 010; PHYS 002A, 004A, 004B, 004C, 004D; PHYS 040
B: Biological Science: ANAT 001; BIOL 001, 020, 021, 061, 063, 064, 071, 072, 074; BOT 062; ENVIR 010; OCEAN 010

**AREA 6 - LANGUAGES OTHER THAN ENGLISH**
(UC Requirement Only)
Languages other than English: CHIN 001A, 001B; FREN 001A, 001B, 015, 016; JAPAN 001A, 001B; SL 001A, 001B; SPAN 001A, 001B, 022A, 022B; VIET 001A, 001B
**LOWER-DIVISION TRANSFER PATTERN (LDTP)**

The Lower-Division Transfer Pattern (LDTP) project, sponsored by the California State University (CSU) and supported by the California Community Colleges, presents potential transfer students with the most direct path to a bachelor’s degree in the CSU system. The LDTP project provides a set of “road maps” for students to follow that will ensure appropriate academic preparation and that will decrease time to graduation once LDTP students enter the CSU. Students may enter into an LDTP agreement up to the time they have completed 45 transferable units. Students who elect to follow the LDTP option will receive the highest priority for admission to a CSU campus.

“Highest priority for admission” is defined as a written guarantee of admission to a particular CSU campus and major, and it goes into effect when both the student and the CSU campus ratify an LDTP agreement. The guarantee is subject both to satisfactory completion of the agreement requirements and to the campus’s ability to accommodate the student. Students will be asked to complete successfully a specified set of general education courses and major courses that will be common to all CSU campuses offering that major, and they will be asked to complete successfully an additional set of courses identified by the particular CSU campus named in the LDTP agreement. The coursework in the systemwide and campus-specific LDTP pattern will total at least 60 units, the number needed to transfer to CSU as an upper-division student.

Through CSUMentor and ASSIST, students and counselors will be able to find road maps detailing coursework preparation by CSU campus and major.

**ADMISSION TO CALIFORNIA STATE UNIVERSITY SYSTEM**

**UPPER DIVISION TRANSFER REQUIREMENTS**

If you have at least 60 transferable units completed by the time you enter a California State University, CSU, you are considered an upper division applicant. To make admissions decisions the CSU admissions offices look at three factors:

- Your college grades
- The college coursework you have completed especially in general education
- Whether you are in good standing at the last college or university attended

Finally, general education courses in the English language and mathematics areas must be completed with a level of “C” or better in each course. These four classes are part of the 30 semester units of general education.

CSU campuses will be giving highest admission priority to California Community College upper division transfer students who have completed a Lower Division Transfer Pattern by Major (LDTPM). The LDTPM consists of completion of all lower division General Education Breadth courses and specific pre-major courses. Consult with a counselor for more LDTPM information.

**GENERAL EDUCATION REQUIREMENTS FOR UPPER DIVISION TRANSFERS**

More CSU campuses require students to complete 30 semester units of the General Education Breadth Requirements or the Intersegmental General Education Transfer Curriculum. General education courses in the written communication, oral communication, critical thinking, and mathematical sections must be completed with a grade of C or better in each course. These four classes are part of the 30 semester units of general education. Remember these are minimums and in the case of high-demand majors and campuses a 2.0 GPA may not be high enough to be admitted.

Completion of general education courses prior to transfer is usually the most efficient path to transfer. You can complete a maximum of 39 semester units of CSU GE Breadth before transferring to a CSU.

If you are enrolled in a high-unit major such as engineering, some math based fields, science, and other technical majors, you will need to work closely with a counselor to plan which classes you should take for upper-division transfer.

CSU campuses do allow high-unit majors to take fewer general education courses before transfer. Just remember, ultimately you will need to meet the general education requirements in order to graduate.

“Certification” or “Partial Certification” of the General Education Breadth may be requested on a Transcript request form available in the Admissions and Records Office.

**UPPER DIVISION GRADE REQUIREMENTS**

Your overall grade point average must be at least 2.0 (2.40 for California non residents). You must have a minimum of 60 semester units and the GPA is calculated on all of your transfer units attempted to meet minimum admission requirements. Obviously, the better you prepare at San José City College the more likely you will meet admission requirements at your first-choice CSU campus.

**CSU GENERAL EDUCATION BREADTH PATTERN 2009-2010**

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

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

Select one course from each area. All Courses must be completed with a grade of “C” or better.
A1: Oral Communication
   COMS 010, 020, 020N, 040, 045
A2: Written Communication
   ENGL 001A
A3: Critical Thinking
   ENGL 001C; PHIL 060; COMS 040

Area B: Scientific Inquiry and Quantitative Reasoning: 9 Units
Select one course from each area. For Area B1 and B2, one of the courses must include a laboratory experience (underlined).

B1: Physical Science
   ASTRO 010, 010L; CHEM 001A, 001B, 015, 032A, 032B; ENVIR 010; GEOL 010, 010L, 011, 012; METEO 010; OCEAN 010; PHYS 002A, 004A, 004B, 004C, 004D; PHYSC 040
B2: Life Forms
   ANAT 001; BIOL 001, 020, 021, 061, 063, 064, 071, 072; BOT 062; ENVIR 010
B3: Laboratory Activity
   Students must select at least one laboratory experience course (see underlined courses in areas B1 and B2).
B4: Mathematical Concepts (must pass with a grade of "C" or better)
   MATH 021, 022, 025, 051, 061, 063, 070, 071, 072, 073, 078, 079

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

C1: Arts
   ART 091, 092, 096; DANCE 002; HUMNT 001; MUSIC 083, 091, 095, 099; THEAT 002, 020, 022, 040
C2: Humanities (Literature, Philosophy, Foreign Language)
   CHIN 001A, 001B; ENGL 001B, 010, 028, 033, 061, 063, 065, 073, 078, 079, 080, 081, 084A, 084B, 086A, 086B; ETH 030; FREN 001A, 001B, 002A, 002B, 003A, 003B, 015, 016, 017, 018; HUMNT 002, 003; JAPAN 001A, 001B, 002A, 002B; PHIL 010, 011, 012, 051, 065, 070; SL 001A, 001B, 002A, 002B, 022A, 022B; VIET 001A, 001B

Area D: Social Sciences 9 Units
Select at least one course from 2 areas.

D1: Anthropology and Archaeology
   ANTH 062, 063; SSCI 020, 040
D2: Economics
   ECON 010A, 010B
D3: Ethnic Studies
   ENGL 080; ETH 026, 027, 030; HIST 009, 021, 024; SSCI 020, 031, 040
D4: Gender Studies
   ENGL 033; ETH 026; HIST 009; PSYCH 035
D5: Geography
   GEOG 010, 011

D6: History
   ETH 027; HIST 001, 009, 010A, 010B, 017A, 017B, 021, 024; VIET 010
D7: Interdisciplinary Social and Behavioral Science
   CIS 041; JOURN 021; LABOR 015; SL 015
D8: Political Science, Government and Legal Institutions
   POLSC 001, 002, 004
D9: Psychology
   FCS 070; PSYCH 010, 012, 020, 035, 060, 092, 096, 099, 100
D0: Sociology and Criminology
   AJ 010, 011, 014; SOC 010, 011

Area F1: American Institutions
Select Option I or Option II in order to complete the American Institutions Requirement.
   Option I - HIST 017A and HIST 017B
   OR -
   Option II - HIST 001 and POLSC 001

Area E: Lifelong Learning and Self-Development 3 Units
Select one three unit course from Area I. One unit of an activity course from Area II may be used in combination with Area I to meet the requirement.

Area I
   FCS 019, 070; GUIDE 096; HED 011; PSYCH 020, 035, 060, 092, 096, 100; THEAT 005
Area II Activity Courses
   DANCE 010, 020, 021, 023, 040, 050, 051, 062, 064, 066, 067; FOLK 010; PED 001, 008, 009, 010, 020, 021, 023, 024, 024A, 030, 034, 038, 039, 040, 041, 042, 044, 046, 048, 052, 055, 056; APE 030E, 041E, 042E, 056E
CHAPTER 8 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

IN THIS CHAPTER:

- SCHOLASTIC STANDARDS
- REPEATING COURSES
- ACADEMIC TERMINOLOGY
- GRADE-POINT AVERAGES
- DESCRIPTION OF COURSES
- ADVISORY LEVELS

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 “P” and “NP” grades will exclude a student from any of the Honors Lists. Mandatory “P” grades will not exclude a student from any of the Honors Lists, as long as the student has earned at least 6 units of grades “A”, “B”, “C”, or “D” within the semester.*

Dean’s List

To be eligible, the student must earn between a 3.5 and a 3.99 grade point average.

President’s List

To be eligible, the student must earn a 4.0 grade point average.

HONORS AT GRADUATION

Graduation with Honors is granted to graduating students who earn an overall grade point average of between 3.5 and 3.99 in all units attempted from all accredited post secondary institutions.

To be eligible for Honors at graduation, a student must have converted all optional “P/NP” 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 to determine if it will assist the student in having academic success.

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 “NP” are recorded reaches or exceeds fifty percent (50%).

Continuing Probation

Students on Probation (Academic and 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 “NP” 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 terms of enrollment. (District Policy 6050.402)

Progress Dismissal

A student who is on continuing Progress Probation shall be dismissed 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 “NP” are recorded reaches or exceeds fifty percent (50%). (District Policy 6050.402)

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 “NP”.

Re-admission after Dismissal

A student must petition for re-admission 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 Re-admission 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 re-admission.

Petitions that are approved are good for one semester only.

Dismissal contracts are available in the Counseling Office.

Students who are re-admitted 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 José/Evergreen Community College District to grant Academic Renewal in the following ways:

Academic Renewal by Repetition

Students may repeat any course, two times only, for which they have received a “D” or “F” grade at this or another institution.

If the course is taken and repeated within the San José/Evergreen Community College District, the lower graded course will automatically be given the Academic Renewal (AR) designation. The change is posted on the San José City College/Evergreen Valley College permanent record card(s). This allows the students to have the benefit of the highest grade attained used in the computation of their grade point average (GPA). The students’ transcripts shall show the grades for all courses taken. If it is required that students take the course again to achieve a minimum grade of “C”, the second and third grades will be averaged into the overall GPA.

If the course is initially taken at another institution, but repeated at San José City College, students, on their graduation petition, may request to use the highest grade attained in the calculation of their GPA for graduation. The change is not posted on the college permanent record card.

No student may repeat a course in which a final grade of “C”, “P”, or better has been received, unless the catalog indicates that the specific course may be repeated 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.

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

84
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 repeats for grades "C" and above:
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.

Repeating courses for grades:
A course may be repeated once for credit if:

- The student is repeating the course to alleviate sub-standard work which has been recorded in the student’s record. (Title 5, 58161)
- The student is currently enrolled in the course, but is failing. (Title 5, 58161, 1b-extenuating circumstances)
- The student dropped or withdrew from the course for extenuating circumstances. (Title 5, 58161,1b)

Repeatable courses:
Students may repeat courses that are designated “repeatable.” Repeatable courses may include the following:

- Courses that are legally mandated training requirements. The student may take these courses any number of times. (Per Title 5 section 58161)
- Activity courses, such as physical education, or visual or performing arts courses in music, fine arts, theater, or dance. The student may repeat activity courses for not more than three times (a total of four experiences).
  — These activity courses may share several levels of the activity (e.g. beginning, intermediate, advanced) or variations of the activity (e.g. Ballroom Swing, Ballroom Salsa). The repetition of the activity courses is limited to four experiences across levels of activity or variations of the activity. In other words, the repetitions may be reflected by enrollments in a single course or enrollments across the levels / variations of the same primary activity. (Per Title 5 section 55041)

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.

At the discretion of the instructor, a student may be dropped from a class if the number of times absent exceeds the number of times the class meets in a week during 16-week semester.

Students should also be aware, they may be dropped from a class if they do not attend the first class meeting.

DROPPING CLASSES

A student may withdraw from a class by using the STAReg System or MyWeb 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 Pass/No Pass credit courses the grade of “A” converts to “P”.

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 Pass/No Pass courses the grade of “B” converts to “P”.

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 Pass/No Pass courses the grade of “C” converts to “P”.

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 Pass/No Pass courses the grade of “D” converts to “NP”.

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 Pass/No Pass courses the grade of “F” converts to “NP”.

Grade P — Passing, Credit Earned

Grade “P” 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 “P” can be converted to an A, B, or C. (“D” and “F” grades convert to “NP.”)

(Mandatory) Grade “P” may be used to progress to the next higher level in designated developmental courses.

Grade NP — Less than Satisfactory, No Credit Earned

Grade “NP” is used in Pass/No Pass 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 Pass/No Pass classes “D” and “F” grades convert to “NP”.

The “NP” 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 shall be defined as the course credit granted for one attendance hour per week of lecture-recitation, seminar or other approved course activity plus two hours of outside work throughout a semester (or equivalent when a course is offered at time intervals other than a semester). A unit of credit shall also be granted for three hours per week of laboratory time.

For practical purposes, the following terms are synonymous: unit, semester unit, semester hour, credit, and credit hour.

**GRADE-POINT AVERAGES**

The Office of Admissions and Records issues final grades officially at the end of each semester. Letter grades are assigned grade points according to the following system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>0</td>
</tr>
</tbody>
</table>
Units for courses with grades of "W", "P", "I", "NP", "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 "P" and "NP" basis. If a course is passed, a grade of "P" is entered in the grade column of the official record. If the course work is unsatisfactory, a grade of "NP" is entered in the grade column. Neither the grade of "P" nor "NP" is considered in computing grade-point average. These grades may not be converted to the letter grade system at any time.

OPTIONAL PASS/NO-PASS 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 Pass/No Pass grade assigned ("P" or "NP").

Courses which may be taken for an optional pass/ no-pass grade are identified in the class schedule each semester by a plus sign (+) in the credit column.

Students must declare their intention to receive a letter grade or a Pass/No Pass 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.

Credit earned on a Pass/No Pass 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. 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.

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 for any of these reasons should do the following:

- Make an appointment to see a college counselor
- Bring transcripts or other evidence of meeting the course prerequisite

Challenge Process: A student who believes that he/she has completed the prerequisite(s) or corequisite(s) for a course as listed in the Schedule of Classes or catalog for any of these reasons should do the following:

- Pick up a prerequisite challenge form at the Office of Admissions and Records or the Counseling Office, complete the required information
- Make an appointment to see a counselor to help the student review his/her experience and guide him/her in the challenge process. If the counselor cannot make a determination about his/her experience, the counselor will refer the student to the instructional dean who supervises the area in which the student wishes to take the course
- If there are any unresolved issues after the student meets with the instructional dean, the student may present his/her case to the Vice President of Academic Affairs.
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:
- READ 350 (6 units) or ESL (322 & 323 & 324): "C" or "P" grade required in all of these courses or placement based on assessment

ADVISORY READ LEVEL 2: having the ability to find the stated and main idea in simple and complex passages; summarize information; sequence information in complicated texts, engage in inferential analysis of college reading materials; use study techniques for college textbooks; and use note taking systems.

List of courses that will provide students this skill level:
- READ 301 or ESL 302: "C" or "P" grade required in all of these courses or placement based on assessment

ADVISORY READ LEVEL 3: having the ability to identify the thesis statement in college materials; understand and identify main ideas and supporting details; recognize and identify organizational patterns; make complex inferences; summarize and paraphrase information; separate fact from opinion; recognize connotation and denotation; detect bias; recognize errors in reasoning; use a college level vocabulary; use rate flexibility in reading a wide range of college materials; and to use range of other college level reading skills.

List of courses that will provide students this skill level:
- READ 101 or ESL 091: "C" or "P" grade required in all of these courses or placement based on assessment

ADVISORY WRITE LEVEL 2: to develop a written paragraph, short multi-paragraph compositions, and written summaries.

List of courses that will provide students this skill level:
- ENGL 335 (4 units): "C" or "P" grade required in all of these courses or placement based on assessment

ADVISORY WRITE LEVEL 3: having the ability to write a well organized five-paragraph essay; use rhetorical modes and methods of organization; write paragraphs with unity and coherence; and use the basic mechanical skills and syntactical arrangements in writing paragraphs.

List of courses that will provide students this skill level:
- ENGL 092 or ESL 091 (6 units): "C" or "P" grade required in all of these courses or placement based on assessment

ADVISORY WRITE LEVEL 4: having the ability to write a well organized paragraph essay in support of a clearly stated thesis; apply an analytical understanding of college level text; use basic research skills; apply critical thinking skills; and recognize audience, purpose and tone.

List of courses that will provide students this skill level:
- ENGL 001A: "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 "P" grade or higher or
- BUS 001 or 060 or
- ACCTG 101
- MATH 011A or 011R or 011S and courses in other disciplines requiring arithmetic skills

ADVISORY MATH LEVEL 2: Algebra I skills

List of courses that will provide students this skill level:
- MATH 011A or 011R or 011S, with "C" grades or higher or
- BUS 060
ADVISORY MATH LEVEL 3: Intermediate Algebra

List of courses that will provide students this skill level:

• MATH 013, with a "C" grade or higher or
• BUS 060 or

ADVISORY MATH LEVEL 4: Advanced Algebra and Trigonometry (sometimes called precalculus)

List of courses that will provide students this skill level:

• MATH 025 or (021 and 022), all with a "C" grade or higher

ADVISORY MATH LEVEL 5: First semester calculus

List of courses that will provide students this skill level:

• MATH 071, both with a "C" grade or higher

ADVISORY MATH LEVEL 6: Second semester calculus

List of courses that will provide students this skill level:

• MATH 072, both with a "C" grade or higher

ADVISORY MATH LEVEL 7: Multivariable Calculus or Differential Equations or Linear Algebra

List of courses that will provide students this skill level:

• MATH 073 or 078 or 079, all with a "C" grade or higher

Math levels are advisory only for courses outside of the math discipline

OPEN CURRICULUM

Open Curriculum classes have no course prerequisites of any kind. However, some courses such as ESL 342, 343, 344; READ 350, and MATH 310 may require that placement test results be on file prior to the first day of class. Classes such as this with an additional requirement are marked with an * after the words “open curriculum.”

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 and Career/Transfer Center.

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 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.

ABBREVIATIONS AND SYMBOLS

Kind of Grading

L = Letter Grade Only
K = Mandatory Pass/No Pass
O = Optional Pass/No Pass
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
District GE = meets criteria for district General Education
CSU GE = meets criteria for California State University General Education
IGETC = meets criteria for Intersegmental General Education Transfer Curriculum (applicable to both the California State University system and the University of California system)
ACCTG-020 - Financial Accounting  Units: 5
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, ethical issues, and accounting as a decision-making tool.
Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: ACCTG 101 or BUS 001 or MATH 011A or MATH 011R or MATH 011S or MATH 012; all with C or better

ACCTG-021 - Managerial Accounting  Units: 5
This transfer course introduces students to managerial decision-making using accounting information. Students cover topics including the master budget; static and flexible budgets; Statement of Cash Flows; capital budgeting techniques; cost-volume-profit relationships; contribution margin approach to decision-making; cost behavior analysis; job order and process costing; activity-based costing and just-in-time manufacturing; standard costing; responsibility accounting; cost performance reporting; special business decisions; financial statement analysis; incremental analysis; break-even analysis; and pricing under absorption and variable costing.
Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: ACCTG 020 with C or better

ACCTG-030 - Computerized Accounting  Units: 3
This course is intended for students desiring knowledge of computerized accounting principles; it employs the 'hands on' approach with user-friendly software. This course will provide an overview of the impact of the computer on accounting procedures and identifies some of the major differences between manual and computerized accounting systems on an IBM PC microcomputer system.
Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: O
Prerequisite: ACCTG 101 or ACCTG 020

ACCTG-062 - Cost Accounting  Units: 4
This course provides students with cost accounting principles, including essentials of job order, process cost, and standard cost accounting systems. The central focus of the course is how cost accounting helps managers make better decisions for planning, controlling, and profitability analysis in a business environment as well as costing concepts for products, services, and customers. Topics covered in this course are of significant value in personal financial management as well.
Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: ACCTG 021 with C or better

ACCTG-063 - Intermediate Accounting  Units: 4
This course emphasizes the measurement techniques and disclosure requirements under current Generally Accepted Accounting Principles for the Statement of Financial Position, Income Statement, the Statement of Cash Flows, the Retained Earnings Statement, and the Statement of 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

ACCTG-097 - Accounting for Income Taxes  Units: 3
This course is an introduction to Federal Individual Income Taxation with emphasis on statutory materials, principles, procedures and terminology. Special attention is made to tax problems encountered by individual taxpayers and the basic concepts of gross income, exclusions, adjusted gross income, deductions, exemptions and tax credits. Tax-avoiding and tax planning techniques will be explored. Other tax entities, like corporations, partnerships and fiduciaries will be covered. Issues of gift and estate taxation will also be discussed. A comparative analysis of California tax law will be provided.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

ACCTG-098 - Directed Study in Accounting  Units: 0.5 - 9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division Office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None  Lab Hours: 1.81  Repeatable: 17  Grading: O
Recommended: 3 units of Math 310 with CR or placement based on assessment.

ACCTG-101 - Bookkeeping for Small Business  Units: 3
An introduction to accounting principles and procedures that apply to the operations of a small business. The material is presented through lecture and simulation activities and may include microcomputer and/or WebCT Applications for discussion groups and general information. Transactions are analyzed and processed; financial statements are developed, and records are adjusted and closed for a complete accounting cycle for service and merchandising businesses. This course prepares students for positions as accounting assistants or entry level bookkeepers.
Lecture Hours: 3  Lab Hours: 1  Repeatable: No  Grading: O

ACCTG-007 - Accounting for Income Taxes  Units: 3
This course is an introduction to Federal Individual Income Taxation with emphasis on statutory materials, principles, procedures and terminology. Special attention is made to tax problems encountered by individual taxpayers and the basic concepts of gross income, exclusions, adjusted gross income, deductions, exemptions and tax credits. Tax-avoiding and tax planning techniques will be explored. Other tax entities, like corporations, partnerships and fiduciaries will be covered. Issues of gift and estate taxation will also be discussed. A comparative analysis of California tax law will be provided.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: ACCTG 021 with C or better

ACCTG-030 - Computerized Accounting  Units: 3
This course is intended for students desiring knowledge of computerized accounting principles; it employs the 'hands on' approach with user-friendly software. This course will provide an overview of the impact of the computer on accounting procedures and identifies some of the major differences between manual and computerized accounting systems on an IBM PC microcomputer system.
Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: O
Prerequisite: ACCTG 101 or ACCTG 020

ACCTG-062 - Cost Accounting  Units: 4
This course provides students with cost accounting principles, including essentials of job order, process cost, and standard cost accounting systems. The central focus of the course is how cost accounting helps managers make better decisions for planning, controlling, and profitability analysis in a business environment as well as costing concepts for products, services, and customers. Topics covered in this course are of significant value in personal financial management as well.
Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: ACCTG 021 with C or better

ACCTG-020 - Financial Accounting  Units: 5
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, ethical issues, and accounting as a decision-making tool.
Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: ACCTG 101 or BUS 001 or MATH 011A or MATH 011R or MATH 011S or MATH 012; all with C or better
ACCTG-138 - Work Experience

Units: 1 - 8

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.

Lecture Hours: None  Lab Hours: 1.81  Repeatable: 15  Grading: O

Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

Advisory Level:
Read: 3  Write: 3  Math: 2

Transfer Status: CSU
Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

APE-030E - Adapted Physical Education - Units: 0.5 - 1
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: 2 - 3  Repeatable: Yes  Grading: O

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:
Read: None  Write: None  Math: None

Transfer Status: CSU/UC
Degree Applicable: AA/AS
CSU GE: E2  District GE: E2  IGETC: None

APE-041E - Adapted Physical Education - Units: 0.5 - 1
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 will learn individual and group fitness exercise programs that will enhance muscular strength, flexibility, and endurance. Students with disabilities will learn proper Weight Training Techniques and Concepts.

Lecture Hours: None  Lab Hours: 2 - 3  Repeatable: Yes  Grading: O

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:
Read: None  Write: None  Math: None

Transfer Status: CSU/UC
Degree Applicable: AA/AS
CSU GE: E2  District GE: E2  IGETC: None

APE-042E - Adapted Physical Education - Units: 0.5 - 1
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 breath techniques, treading water, and water safety techniques.

Lecture Hours: None  Lab Hours: 2 - 3  Repeatable: Yes  Grading: O

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:
Read: None  Write: None  Math: None

Transfer Status: CSU/UC
Degree Applicable: AA/AS
CSU GE: E2  District GE: E2  IGETC: None

APE-056E - Adapted Physical Education - Units: 0.5 - 1
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 machines in the fitness center.

Lecture Hours: None  Lab Hours: 2 - 3  Repeatable: Yes  Grading: O

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:
Read: None  Write: None  Math: None

Transfer Status: CSU/UC
Degree Applicable: AA/AS
CSU GE: E2  District GE: E2  IGETC: None

AJ-010 - Introduction to Administration of Justice
Units: 3

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 causation, punishments and rehabilitation; and study of ethics, education and training for professionalism in the social system. This course is required for the major.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Credit by Exam: Yes

Advisory Level:
Read: 2  Write: 2  Math: None

Transfer Status: CSU/UC
Degree Applicable: AA/AS
CSU GE: D0  District GE: D  IGETC: None

AJ-011 - Criminal Law
Units: 3

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

Advisory Level:
Read: 2  Write: 2  Math: None

Transfer Status: CSU
Degree Applicable: AA/AS
CSU GE: D0  District GE: D  IGETC: None

AJ-013 - Criminal Procedures
Units: 3

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

Advisory Level:
Read: 2  Write: 2  Math: None

Transfer Status: CSU
Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
**AJ-014 - Contemporary Police Issues**  
Units: 3  
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)  
Advisory Level: Read: 3 Write: 2 Math: None  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
CSU GE: D0 District GE: D IGETC: None  
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

**AJ-015 - Introduction to Investigation**  
Units: 3  
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.  
Advisory Level: Read: 2 Write: 2 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None  
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

**AJ-098 - Directed Study in Administration**  
Units: 0.5 - 9  
This course provides experiential learning opportunities for students who want to gain an understanding of the administrative processes involved in the administration of justice under the guidance of an experienced faculty member. Students will be assigned reading, discussions, and a project related to a specific area of administration of justice.  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None  
Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O

**AJ-103 - Patrol Procedures**  
Units: 3  
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.  
Advisory Level: Read: 2 Write: 2 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None  
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

**AJ-103A - Campus Patrol Procedures**  
Units: 5  
Students will learn procedures and techniques of campus security, parking and traffic control, crowd control, and campus patrol. Instruction will also include discussion of the legal issues in policing a campus community as well as distinctions between campus safety and law enforcement.  
Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L  
Recommended: Completion of AJ 010 (Introduction to Administration of Justice)  
Advisory Level: Read: 3 Write: 2 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**AJ-104 - Report Writing**  
Units: 3  
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  
Advisory Level: Read: 2 Write: 2 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**AJ-111 - Juvenile Law and Procedures**  
Units: 3  
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  
Advisory Level: Read: 2 Write: 2 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None

**AJ-112 - Introduction to Evidence**  
Units: 3  
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: 0 Repeatable: No Grading: L  
Advisory Level: Read: 2 Write: 2 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None
AJ-113 - Crime and Violence in America  Units: 3
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: 0  Repeatable: No  Grading: L
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

AJ-121 - Advancement in Judicial Branch  Units: 6
Careers
This is a course to provide appropriate career skills for employment in the California Judicial Branch of government. Students will focus upon developing appropriate career skills with emphasis upon leadership, team building and performance, business communications, interpersonal communications, and human resource management.
Lecture Hours: 6  Lab Hours: 0  Repeatable: No  Grading: O
Recommended:  Work experience in justice related field.
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

AJ-125 - Fundamentals of Court Operations I  Units: 3
In this course students will study and review legal processing, caseflow management, and statutory compliance in moving civil and criminal cases through the California Judicial system.
Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: L

AJ-126 - Fundamentals of Court Operations II  Units: 3
Students will review and analyze the procedures and case-flow of the variety of case types processed in California and Federal Courts. Students will review legal terminology unique to the judicial branch and examine and discuss the roles and duties of court clerks as custodians and shepherds of judicial records.
Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: L
Prerequisite: AJ-125 with C or better

AJ-127 - Introduction to Government and the Judicial Branch  Units: 3
In this course students will study the evolution of American Government and the relationship among the three branches of government. Specifically, this core course will examine government at the federal, state and local levels with strong emphasis on the California judicial branch. Field trips will be required.
Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

AJ-128 - Public Trust and Confidence in the Judicial Branch  Units: 3
Students will study the ethical obligations of employees working in the judicial branch. Students will survey a variety of ethical codes covering judges, attorneys, and court employees. Students will identify ethical issues and conflicts of interest in required field trips and court observations. This course will review the constitutional rights to public trials and judicial branch media and press relations.
Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

AJ-129 - Fundamentals of Court Operations III  Units: 3
This course will provide an overview of court support services and resources. Students will explore the role of jury services, court security, court reporters, courtroom clerks, interpreters, alternative dispute resolution services, records management and self-help centers. Course includes special emphasis on the management, storage, and retention of court records. Field trips will be required.
Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: L
Prerequisite: AJ-125 with C or better

AJ-131 - Judicial Branch Workplace: Relationships and Communications  Units: 3
Students will study basic concepts of individual, group, and organizational human behavior as they relate to interpersonal skills affecting productivity, performance, and human relations in the workplace. Course focuses on the interpersonal, informal and formal communications processes, development of leadership skills and behaviors, and peer, employer-employee, cross-cultural and multi-generational relationships in the judicial branch.
Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
SJ CC Course Catalog

**AJ-132 - Introduction to Court Administration**

Students will learn the general business functions and services provided by employees of the court, such as human resources, training and education, finance, collections, facilities, information technology, security, and media relations. This course will focus on the traditional business functions that comprise the administrative infrastructure common to most businesses, as well as those functions unique to the judicial branch and court administration. Field trips will be required.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

**AJ-133 - Career Readiness in the Justice System**

Students will explore public sector employment opportunities in the justice system and navigate public employment hiring processes. Students will focus on how to best present themselves through application, testing, and the interview process. Topics will include current trends in resume writing, preparation and use of references, strategies for taking written and practical employment tests and preparation for oral interviews. Students will learn the general expectations public sector employers have of employees, the dos and don’ts of the workplace, and how to build and maintain workplace relationships in the public sector.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

**AJ-138 - Work Experience**

Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 15 Grading: O

Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

**Air Conditioning**

**AI-RC-098 - Directed Study in Air Conditioning**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

**AI-RC-121 - Electrical Principles for Air Conditioning/Refrigeration**

This introductory Air Conditioning course includes measurements and the fundamentals of psychrometrics, electrical control systems for heating and cooling, wiring techniques, and reading, drawing and interpreting schematic diagrams for air conditioning. Laboratory projects require application.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L

Credit by Exam: Yes

Recommended: 3 units of MATH 310 with CR or placement based on assessment.

Advisory Level: Read: 2 Write: 2 Math: 1
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

**AI-RC-122 - Refrigeration Principles**

Students will be introduced to the tools, fittings, and materials involved in the construction and servicing of refrigeration systems. Fundamentals of vapor compression systems, characteristics of refrigerants, compressors, heat exchangers, metering devices, evaporators, condensers, gas laws and basic thermodynamics are presented. Instruction includes leak testing, evacuating recovery/recycling and charging methods used in a variety of system types. This course does not cover electrical systems.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L

Credit by Exam: Yes

Recommended: 3 units of MATH 310 with CR or placement based on assessment.

Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

**AI-RC-131 - Intermediate Air Conditioning**

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 AIRC 122, both with C or better

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

**AI-RC-132 - Refrigeration Service**

This course covers refrigeration systems service, construction, operation, installation and repair. Commercial piping, line sizing, equipment selection and heat load calculations are introduced. Instruction includes walk-in coolers and freezers, ice machines, display cases, multiple evaporator systems, defrost systems and special application.

Lecture Hours: 4 Lab Hours: 1.5 Repeatable: No Grading: L

Prerequisite: AIRC 121 and AIRC 122, both with C or better

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

95
AIRC-138  -  Work Experience  Units: 1 - 8
Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.
Lecture Hours: None  Lab Hours: 1.81  Repeatable: 15  Grading: O
Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

AIRC-141  -  Hydronics and Air Distribution  Units: 3
Students will learn the design, installation, and service of hydronics heating and cooling systems and air distribution systems for air conditioning. Design calculations, heat loss/gain, friction loss, and system balancing are analyzed for single and multi-zone circuitry in residential and light commercial applications. The different types of fans/fan curves are discussed as they relate to specific applications. A variety of pumps/pump curves will be discussed as they relate to various circuits.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: AIRC 131 and AIRC 132; both with C or better
Advisory Level:  Read: 3  Write: 3  Math: 1
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

AIRC-142  -  Air Conditioning Control Systems  Units: 4
Students will learn theory, application, and operation of HVAC control systems including electric, pneumatic, solid state, and digital control systems. This course also covers EMS and building applications, including fire/smoke, lighting, and heating and ventilation controls.
Lecture Hours: 4  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: AIRC 131 and AIRC 132 both with C or better
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA
CSU GE: None  District GE: None  IGETC: None

AIRC-145  -  Sheet Metal Principles  Units: 2
This course introduces students to the Sheet Metal Industry. Students will learn the fundamentals of sheet metal working processes like layout, cutting, forming and fabrication, and will apply these fundamentals to hands-on lab projects.
Lecture Hours: 1  Lab Hours: 3  Repeatable: No  Grading: L
Credit by Exam: Yes
Recommended: Personal Equipment and Clothing: Safety glasses with side shields
Appropriate footwear - Absolutely NO open toed shoes allowed in any lab. Work boots with steel toe covering are preferred.
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

Alcohol and Drug Studies

ADS-070  -  Introduction to Chemical Dependency  Units: 3
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
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ADS-071  -  Pharmacology/Physiology of Addiction  Units: 3
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
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ADS-072  -  Codependency & Family Dynamics  Units: 3
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; and pharmacological/physiological treatment and recovery strategies.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ADS-073  -  Case Management: Chemical Dependency  Units: 3
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
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
ADS-074 - Ethics, Personal and Professional Growth  Units: 3
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
Advisory Level:  Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ADS-075 - Individual, Family, Group Counseling  Units: 3
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
Advisory Level:  Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ADS-076 - Law and Prevention: Community Response  Units: 3
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
Advisory Level:  Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ADS-077A - Supervised Practicum A  Units: 3
A student in this course will begin the 256 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: None Repeatable: No Grading: O
Prerequisite: ADS 070 and ADS 073 and ADS 074 and ADS 075; all with C or better
Advisory Level:  Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ADS-077B - Supervised Practicum B  Units: 3
A student in this course will complete the 256 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: None Repeatable: No Grading: O
Prerequisite: ADS 077A with C or better
Advisory Level:  Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ADS-078 - Current Issues in Alcohol and Drug Treatment  Units: 3
This course explores current trends and controversies in the Chemical Dependency Treatment field. Instruction will provide the most current information available for a variety of topics including: dual diagnosis, criminal justice and addiction, multicultural issues in treatment, developments in program design and outcome studies, advances in adolescent treatment application of current research to the treatment of special population groups, treatment philosophies of harm reduction vs. abstinence as a marker of successful treatment of special population groups, treatment philosophies of harm reduction vs. abstinence as a marker of successful treatment, effective use of outside resources, such as self-help groups, spirituality, and alternative medicine, and relapse prevention.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Prerequisite: ADS 070
Advisory Level:  Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ADS-138 - Work Experience  Units: 1 - 8
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 6 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience while they are enrolled in WE 138. Enrolled in an accredited secondary program. Internship/job placement is not guaranteed.
Lecture Hours: None Lab Hours: 1.81 Repeatable: 15 Grading: O
Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.
Advisory Level:  Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
**ANAT-001  - Human Anatomy**  
Units: 5

This course covers the structure of the human body including identifying parts, understanding interrelationships, and making clinical applications. Laboratory activity includes dissection of the cadaver and other selected mammalian organs, and use of the microscope. This course is required for nursing and pre-professional majors such as OT, PT, RT, and chiropractic.  
[Note: Effective Spring 2010, ANAT 001 will be replaced by BIOL 071]

Lecture Hours: 3  
Lab Hours: 6  
Repeatable: No  
Grading: L

Advisory Level:  
Read: 3  
Write: 3  
Math: 1

Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: B2,B3  
District GE: BL  
IGETC: 5B

**ANTH-062  - Introduction to Physical Anthropology**  
Units: 3

The course will examine human variation including adaptive and non-adaptive 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

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: D1  
District GE: D  
IGETC: 4A

**ART-013  - Three Dimensional Design**  
Units: 3

This course is an introduction to the theories and applications of design in three-dimensional form in space. Students study the elements and principles of design, using a variety of tools, techniques, and mediums which may include wire, cardboard, clay, wood, plaster, and other materials at the instructor's discretion, in a studio lab setting. Concepts are introduced and clarified through lecture and demonstration. Field trips may be included. This course is 3 units, with two hours of lab for every hour of lecture. Three-Dimensional Design is a core foundation art course for AA degree and transfer.

Lecture Hours: 2  
Lab Hours: 4  
Repeatable: No  
Grading: O

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**ART-024  - Beginning Drawing**  
Units: 3

Students are introduced to the fundamental elements and compositional principles of drawing. Lecture and studio practice will emphasize a variety of media, tools and techniques in studying the elements and principles of drawing, including line, shape, value, perspective, proportion, balance and unity. The course will include field trips and sketchbooks. Beginning Drawing is a core course for the Art AA Degree and transfer.

Lecture Hours: 2  
Lab Hours: 4  
Repeatable: No  
Grading: L

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**ART-025  - Expressive Drawing**  
Units: 3

In the “Expressive Drawing” class students explore those subjective elements of drawing which provide an avenue for psychological and emotional modes of expression. The course stresses the development of personal imagery and content through a series of independent and group projects. A variety of traditional and non-traditional techniques will be introduced using achromatic and color media. In addition to the initial 3 units of credit, this course is repeatable three times for a total of 12 units.

Lecture Hours: 2  
Lab Hours: 4  
Repeatable: 3  
Grading: L

Prerequisite: ART 024, with C or better or equivalent

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None
ART-026  -  Representational Drawing and Perspective  
Units: 3

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: 3  Grading: O
Prerequisite:  ART 024

Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status:  CSU/UC  Degree Applicable: AA/AS
CSU GE:  None  District GE:  None  IGETC:  None

ART-028  -  Digital Illustration  
Units: 3

This is an introductory class in creating illustrations for print media and web-based media. Students will learn a variety of techniques for generating digital illustrations, including the use of vector graphics, textures and fills, typography, and natural media simulation. Software will include Adobe Illustrator and other image editing software such as Corel Painter.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: 1
Transfer Status:  CSU/UC  Degree Applicable: AA/AS
CSU GE:  None  District GE:  None  IGETC:  None

ART-028L  -  Digital Drawing and Painting Laboratory  
Units: 1

This laboratory course is subsequent and supplementary to Art 28, Digital Drawing and Painting, and provides hands-on computer experience using digital imaging software and pressure-sensitive tablets to augment and demonstrate concepts presented in Art 28. Students will also create a digital portfolio and learn about preparing work for printing and other forms of output. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: O
Prerequisite:  ART 028

Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status:  CSU/UC  Degree Applicable: AA/AS
CSU GE:  None  District GE:  None  IGETC:  None

ART-046A  -  Beginning Ceramics I  
Units: 3

This is a course in elementary clay construction, including hand building techniques, surface decoration and firing. Brief introduction to the potter's wheel. Field trips may be required.
Lecture Hours: 2  Lab Hours: 4  Repeatable: 3  Grading: O

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status:  CSU/UC  Degree Applicable: AA/AS
CSU GE:  None  District GE:  None  IGETC:  None

ART-046B  -  Beginning Ceramics II  
Units: 3

Students will apply and study intermediate clay construction, including hand building techniques, wheel throwing, surface decoration and firing. There will be an emphasis on individual aesthetic development and personal expression. Field trips may be required.
Lecture Hours: 2  Lab Hours: 4  Repeatable: 3  Grading: O
Prerequisite:  ART 046A with C or better

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status:  CSU/UC  Degree Applicable: AA/AS
CSU GE:  None  District GE:  None  IGETC:  None

ART-047  -  Graphic Design I  
Units: 3

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

Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status:  CSU  Degree Applicable: AA/AS
CSU GE:  None  District GE:  None  IGETC:  None

ART-047B  -  Graphic Design 2  
Units: 3

In this course, students who have completed Graphic Design 1 will complete more advanced analysis and creation of graphic design projects in a computer-based lab setting.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Prerequisite:  ART 047

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status:  CSU  Degree Applicable: AA/AS
CSU GE:  None  District GE:  None  IGETC:  None

ART-055A  -  Life Drawing I  
Units: 3

This is an advanced transfer-track course of the Visual Art program. It teaches students to draw the human figure from live models. Through practicing from "life", and not photos, students will be able to develop and refine their observation and rendering skills. Various methods of approach and techniques will be explored. Practical emphasis on the elements and principles of design and drawing will allow students to synthesize their knowledge from previous courses and practice the basics of proportion, modeling, perspective and anatomy. This course is repeatable three times for credit.
Lecture Hours: 2  Lab Hours: 4  Repeatable: 3  Grading: L
Prerequisite:  ART 024 with C or better

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status:  CSU/UC  Degree Applicable: AA/AS
CSU GE:  None  District GE:  None  IGETC:  None
**ART-055B - Life Drawing II**  
Units: 3  
This course is a continuation of drawing the human figure, with emphasis on continued practice of technique while developing a personal artistic direction. Topics covered will include development of full-page composition, use of multiple figures, integration of color, theme development, and refinement of personal style. Traditional and non-traditional approaches will be explored. This course is repeatable three times for credit.  
Lecture Hours: 2  
Lab Hours: 4  
Repeatable: 3  
Grading: L  
Prerequisite: ART 055A, with C or better  
Advisory Level: Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None  

**ART-060 - Beginning Painting I**  
Units: 3  
In this studio course, students will study the fundamentals of painting technique including application of color theory, development of composition, and various practices of applying paint. Along with the development of technical skills, students will gain an understanding of how the qualities of the painting medium can be used to express personal values, observations and ideas. Traditional modes of representation as well as contemporary approaches will be explored. This course is repeatable for a total of 12 units.  
Lecture Hours: 2  
Lab Hours: 4  
Repeatable: 3  
Grading: O  
Prerequisite: ART 014 and ART 024, both with C or better  
Advisory Level: Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None  

**ART-061 - Beginning Painting II**  
Units: 3  
Art 61 expands the students knowledge gained in Art 60, emphasizing development of personal aesthetics and composition. Conceptual issues will be introduced. Students will experiment with media, content and technique to further explore and develop their aesthetic style. This course is repeatable for a total of 12 units.  
Lecture Hours: 2  
Lab Hours: 4  
Repeatable: 3  
Grading: O  
Prerequisite: ART 060, with C or better, or equivalent  
Advisory Level: Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None  

**ART-071 - Introduction to Multimedia**  
Units: 3  
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 may be scheduled.  
Lecture Hours: 2  
Lab Hours: 4  
Repeatable: No  
Grading: L  
Advisory Level: Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: C  
IGETC: None  

**ART-072 - Computer Graphics**  
Units: 3  
This course introduces students to the fundamental concepts and practices of creating computer graphics. The course is based on applying the foundational principles and elements of design in a computer setting. Topics will include use of design elements, creating layouts, working between software programs, using scanners, digital cameras and other input devices, and the printing process.  
Lecture Hours: 2  
Lab Hours: 4  
Repeatable: 3  
Grading: L  
Advisory Level: Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None  

**ART-074 - Multimedia Design and Development**  
Units: 3  
This course will focus on how to develop, analyze and produce a multimedia project. Topics will include script writing, storyboard, 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: 3  
Grading: O  
Prerequisite: ART 071 or ART 078 or ART 084 or ART 084A with C or better  
Advisory Level: Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None  

**ART-076 - Portfolio Preparation and Professional Development**  
Units: 3  
This course focuses on the development of an effective portfolio in the student's area of concentration. The emphasis will be on researching the student's chosen field of art, creating a portfolio that showcases the student's unique styles and strengths, and identifying areas that need further development. Assignments will include research, resume and portfolio development, and may include further project development to strengthen the student's portfolio.  
Lecture Hours: 2  
Lab Hours: 4  
Repeatable: 3  
Grading: L  
Prerequisite: Student must complete a minimum of 12 units: ART 012 or ART 013 or ART 014 or ART 024 or ART 025 or ART 026 or ART 028 or ART 046A or ART 046B or ART 047B or ART 055A or ART 055B or ART 060 or ART 061 or ART 062 or ART 071 or ART 072 or ART 074 or ART 076 or ART 079A or ART 079B or ART 081 or ART 084 or ART 084A or ART 085 or ART 089 or ART 095 or ART 100A or ART 100B; all with C or better  
Advisory Level: Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None  

**ART-077 - Beginning 3D Animation**  
Units: 3  
In this course, students will learn the basic principles of 3D modeling and animation using professional level software. Concepts and practices such as object modeling, surface and texture maps, motion theory and rendering will be covered. Field trips may be required.  
Lecture Hours: 2  
Lab Hours: 4  
Repeatable: 3  
Grading: L  
Recommended: ART 072  
Advisory Level: Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None
ART-078  -  Digital Video  Units: 3
In this course, students will learn how to shoot, download, edit and digitize video for use in a variety of media. Topics will include an overview of tools available for digital video production, selecting and/or creating video, audio and graphic elements, digitizing and editing video and audio elements. Copyright and legal issues will be discussed. Field trips may be required.
Lecture Hours: 2  Lab Hours: 4  Repeatable: 3  Grading: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
ART-079A  -  Web Design 1  Units: 3
This course will cover the key concepts of building well-designed and functional web sites. Topics will include analysis of web architecture, an introduction to HTML, creation of web appropriate graphics, and web usability issues.
Lecture Hours: 2  Lab Hours: 4  Repeatable: 3  Grading: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
ART-079B  -  Web Design 2  Units: 3
In this course, students who have completed Web Design 1 will take their skills to the next level. Topics will include analysis and deconstruction of a variety of web sites, site mapping and information design, marketing, advanced design concepts, integrating media. Students will work on individual and group projects.
Lecture Hours: 2  Lab Hours: 4  Repeatable: 3  Grading: L
Prerequisite: ART 079A with C or better
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
ART-081  -  Intermediate 3D Animation  Units: 3
In this course, students build upon the basic skills of 3D modeling and animation learned in Introduction to 3D Animation. Concepts and practices such as complex object modeling, advanced surfaces, lighting strategies, character development and animation, rendering and output will be covered.
Lecture Hours: 2  Lab Hours: 4  Repeatable: 3  Grading: L
Prerequisite: ART 077 with C or better
Recommended: Knowledge of Photoshop or other digital imaging software
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
ART-083  -  Multimedia Project Studio  Units: 3
In this course, students will work in teams to plan and produce multimedia projects for real clients. This will give students the kind of experience that is crucial for employment in the multimedia field. The emphasis will be on applying skills in writing, editing, design, production and presentation, meeting deadlines, working with clients, managing projects and developing team skills. Projects developed by students will be included in their portfolios.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Recommended: Computer Literacy, knowledge of imaging software.
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
ART-084A  -  Flash 1  Units: 3
In this course, students will plan, develop, test and post a Web site using Macromedia Flash, a powerful tool for creating animated Web sites. Topics include vector and bitmap graphic images, two and three dimensional animation, labels and actions, audio and video for the web, interface elements and design, symbols and libraries, commands and scripting, testing, integration and distribution.
Lecture Hours: 2  Lab Hours: 4  Repeatable: 3  Grading: O
Prerequisite: ART 084 or ART 084A with C or better
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
ART-084B  -  Flash 2  Units: 3
In this course, students will learn to create animation and interactivity using Macromedia Flash. The emphasis will be on learning basic ActionScript script writing and developing more complex presentations in Flash.
Lecture Hours: 2  Lab Hours: 4  Repeatable: 3  Grading: O
Prerequisite: ART 084 or ART 084A with C or better
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
ART-085  -  The Digital Documentary  Units: 3
This course combines communication and writing with digital video production. Students work individually and in teams to script, storyboard, shoot and edit documentary projects on a variety of subjects.
Lecture Hours: 3 - 2  Lab Hours: 4  Repeatable: No  Grading: O
Prerequisite: ART 078 with C or better
Corequisite: Or Concurrent enrollment in ART 078
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
ART-089 - Special Projects in Ceramics
Supplemental work for ceramics students to provide opportunities to improve and develop skills in a specialized area of ceramic art. Field trips may be required.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: O
Prerequisite: ART 046B with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ART-091 - Survey of Art History: Prehistoric Through Gothic
This course is an illustrated survey of Art History from prehistoric times through the Middle Ages. Course content emphasizes architecture, painting and sculpture from the most important civilized centers of the world, and how art reflects historical occurrences and the social, political, and religious attitudes of the time. Presentation of the material is through visual presentation using current technologies that includes comparative analysis and critical evaluation of aesthetics. Topics include ancient Egyptian, Mesopotamian, Greek, Roman, early and medieval Christian, and Islamic art, plus units on major artistic movements that were occurring in Africa, Latin America and Asia. Field trips may be included.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C IGETC: 3A

ART-092 - Survey of Art History: Renaissance to the Present
This course is an illustrated survey of Art History from the early Italian Renaissance to the present day. Course content emphasizes architecture, painting and sculpture from the most important civilized centers of the world, and how art reflects historical occurrences and the social, political, and religious attitudes of the time. Presentation of the material is through visual presentation using current technologies that includes comparative analysis and critical evaluation of aesthetics. This course will also present alternative modes of art making, such as performance art, and non-traditional, non-western trends in artistic expression. Field trips may be included.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C IGETC: 3A

ART-095 - Beginning Watercolor
In this introductory course students learn about the basic materials and techniques of watercolor painting. Course content includes tool and material selection, and standard techniques. Topics covered may include: wash, wet into wet, wet on dry, glazing, and the use of frisket and masking. Color theory and composition are emphasized to enable students to create a series of finished paintings. This course is repeatable three times for credit.
Lecture Hours: 2 Lab Hours: 4 Repeatable: 3 Grading: L
Recommended: ART 024 Beginning Drawing
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ART-096 - Asian Art Appreciation
Students will study an illustrated, historical overview of how the aesthetics of Asian Art contribute to the world's current social, political, religious, and philosophical perspectives. Content emphasizes the art of China, Japan, Korea, and Vietnam, and may include other Eastern Asian countries and cultures. Students will apply critical evaluation and comparative analysis to assess and appreciate how those trends and traditions of Asian Art have shaped Western thinking and sensibilities.
Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: C1 District GE: C IGETC: 3A

ART-098 - Directed Study in Art
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ART-100A - Chinese Brush Painting I
This course is an introduction to the fundamentals of Chinese brush painting. Students will learn the basics of classical Chinese brush painting using traditional equipment and materials in a studio lab setting. Concepts are introduced and clarified through instructor demonstrations and lectures. This non-transferable course is 1.5 units. There are no prerequisites. Students are required to have their own supplies.
Lecture Hours: 1 Lab Hours: 2 Repeatable: No Grading: O
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

ART-100B - Chinese Brush Painting II
This course is a continuation of Chinese Brush Painting I. Students study advanced classical subject matter and painting techniques in a studio lab setting. Concepts are introduced and clarified through instructor demonstrations and lectures. This non-transferable course is 1.5 units. The prerequisite is Chinese Brush Painting I (ART 100A). Students are required to have their own supplies.
Lecture Hours: 1 Lab Hours: 2 Repeatable: No Grading: O
Prerequisite: ART 100A
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None
### Astronomy

**ASTRO-010 - Introduction to Astronomy**  
**Units:** 3  
Astronomy 10 is an introductory course in general astronomy. Students will study the general structure and origin of the solar system and the Milky Way, the birth and death of stars, the search for extraterrestrial life. The scientific method and the fundamental laws of physics are stressed. Special emphasis is placed on recent research and latest discoveries in Astronomy. Astronomy 10 satisfies the requirement for a general education course in the Physical Science area without lab for the CSU system. An optional lab course, ASTRO 010L, is designed to be taken concurrently to meet the lab science requirement.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L  

**Transfer Status:** CSU/UC Degree Applicable: AA/AS  
**Lecture Hours:** None  
**Lab Hours:** 10  
**Grading:** L

**ASTRO-010L - Introductory Astronomy Lab**  
**Units:** 1  
Astronomy 10L is an introductory laboratory course in general astronomy. It can be taken alone or in conjunction with Astronomy 10. The course includes the use of telescopes and other tools of the astronomer, exploration of the motions of the planets, stars and galaxies, and the search for intelligent life in the Universe.

Lecture Hours: None  
Lab Hours: 3  
Repeatable: 1  
Grading: L  

**Transfer Status:** CSU/UC Degree Applicable: AA/AS  
**CSU GE:** B1  
**District GE:** B  
**IGETC:** 5A

### Athletics Intercollegiate Men

**ATHM-010 - Intercollegiate Baseball**  
**Units:** 3  
Intercollegiate baseball emphasizes intercollegiate team competition. The players must have participated in high school varsity baseball or equivalent to take this class.

Lecture Hours: None  
Lab Hours: 10  
Repeatable: 3  
Grading: L  

Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws.

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None  

**Transfer Status:** CSU/UC Degree Applicable: AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**ATHM-012 - Intercollegiate Basketball**  
**Units:** 3  
This is an athletically oriented 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 taken at the intermediate or advanced level.

Lecture Hours: None  
Lab Hours: 10  
Repeatable: 3  
Grading: L  

Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws.

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None  

**Transfer Status:** CSU/UC Degree Applicable: AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**ATHM-018 - Intercollegiate Cross Country**  
**Units:** 3  
This is a physical activity course designed to teach students the skills needed for cross country. Students will be given an opportunity to practice and compete on an intercollegiate level.

Lecture Hours: None  
Lab Hours: 10  
Repeatable: 3  
Grading: L  

Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws.

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None  

**Transfer Status:** CSU/UC Degree Applicable: AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**ATHM-020 - Intercollegiate Football**  
**Units:** 3  
This is a physical education football activities course, with emphasis on intercollegiate competition in team sports.

Lecture Hours: None  
Lab Hours: 10  
Repeatable: 3  
Grading: L  

Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws.

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None  

**Transfer Status:** CSU/UC Degree Applicable: AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**ATHM-024 - Intercollegiate Golf**  
**Units:** 3  
This course emphasizes all aspects of intercollegiate golf on a competitive level. The course will cover all shot making techniques as well as the philosophical and psychological approaches to the game.

Lecture Hours: None  
Lab Hours: 10  
Repeatable: 3  
Grading: L  

Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws.

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None  

**Transfer Status:** CSU/UC Degree Applicable: AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**ATHM-048 - Intercollegiate Track and Field**  
**Units:** 3  
This course emphasizes all aspects of intercollegiate track and field on a competitive level. Students will be given the opportunity to practice and compete on an intercollegiate basis.

Lecture Hours: None  
Lab Hours: 10  
Repeatable: 3  
Grading: L  

Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws.

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None  

**Transfer Status:** CSU/UC Degree Applicable: AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None
ATHM-094 - Individualized Skills Laboratory Units: 0.5 - 6
This 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. Course can be taken for a maximum of 6 units.
Lecture Hours: 0 Lab Hours: 1.5 - 18 Repeatable: 11 Grading: O

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ATHM-098 - Directed Study in Athletics - Intercollegiate Men Units: 0.5 - 9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None Lab Hours: 1.61 Repeatable: 17 Grading: O

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ATHW-010 - Intercollegiate Basketball Units: 3
This is an athletic 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 skill level.
Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: L
Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ATHW-012 - Intercollegiate Track and Field Units: 3
This course emphasizes all aspects of intercollegiate track and field on an intercollegiate basis.
Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: L
Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ATHW-038 - Intercollegiate Volleyball Units: 3
This course is designed to teach students various aspects of intercollegiate volleyball. Emphasis will be placed on developing the skills necessary to compete at the collegiate level.
Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: L
Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ATHW-040 - Intercollegiate Softball Units: 3
This course is designed to teach the student various aspects of intercollegiate softball. Emphasis will be placed on developing skills necessary to compete at the collegiate level.
Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: L
Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ATHW-048 - Intercollegiate Men Units: 3
This course emphasizes all aspects of intercollegiate track and field on an intercollegiate basis.
Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: L
Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ATHW-050 - Intercollegiate Women Units: 3
This course is designed to teach the student various aspects of intercollegiate volleyball. Emphasis will be placed on developing the skills necessary to compete at the collegiate level.
Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: L
Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ATHW-052 - Intercollegiate Softball Units: 3
This course is designed to teach the student various aspects of intercollegiate softball. Emphasis will be placed on developing skills necessary to compete at the collegiate level.
Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: L
Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ATHW-094 - Individualized Skills Laboratory Units: 0.5 - 6
This 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. Course can be taken for a maximum of 6 units.
Lecture Hours: 0 Lab Hours: 1.5 - 18 Repeatable: 11 Grading: O

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
Biology

BIOL-001 - General Principles of Biology  Units: 5

Biology 1 is the introductory course to a three term sequence for students exploring a career in the life sciences, teaching, medicine, or biochemistry. This lecture and laboratory course emphasizes fundamental biological principles and the process of science. During the first half of the term, students will learn about the cell, focusing on its chemistry, structure, energetics, and reproduction. The remainder of the course will provide the student with a strong foundation in genetics, evolution, and ecology. Field trips may be required.

Lecture Hours: 3  Lab Hours: 6  Repeatable: No  Grading: L

Prerequisite: MATH 013 with C or better or equivalent

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B2,B3  District GE: BL  IGETC: None

BIOL-002 - Organismal Biology  Units: 5

BIOL 002 is the second course in a three course sequence for students exploring a career in the sciences, teaching, medicine, or biochemistry. In this lecture and laboratory course, students will study plant and animal organismal biology, with central themes of homeostasis, integration, and structure. One third of the course examines higher and lower plant anatomy and physiology, one third addresses vertebrate and invertebrate animals, morphology, physiology, evolution, systematics, reproduction, the introduction to the concept of homeostasis, and a third is dedicated to 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), all with C or better

Recommended: A solid command of the English language, particularly strong reading and writing skills, is needed.

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B2,B3  District GE: BL  IGETC: None

BIOL-003 - Cell and Molecular Biology  Units: 4

BIOL 003 is a sequence course for majors covering the cellular, chemical, and molecular nature of living systems. Students will study integration of cell structure with macromolecular and biological reactions, gene regulation, and cell interaction and development. Field trips may be required. This course is one of three in the biology series for all biological science and related pre-professional majors.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L

Prerequisite: BIOL 001 and (CHEM 001A or CHEM 015); all with C or better

Recommended: A solid command of the English language, particularly strong reading and writing skills.

Advisory Level:  Read: 3  Write: 3  Math: 3
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

Athletics Intercollegiate Women

BIOL-020 - Human Biology  Units: 4

This course is intended for students in non-science majors to meet general education laboratory science requirements. The principles of human biology cover all systems of the body including structure and function, diseases, and application of biotechnology.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: 2
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B2,B3  District GE: BL  IGETC: 5B

BIOL-021 - General Biology  Units: 4

This is an introductory course for non-science majors. Students will study the general principles and basic concepts of biology. The course includes the characterization and classification of living systems, the cell, metabolism, development, health, reproduction, genetics, evolution, ecology and dissection. This course is not a course designed for biology or related pre-professional majors.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L

Recommended: 3 units of MATH 310 with CR or placement based on assessment

Advisory Level:  Read: 3  Write: 3  Math: 2
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B2,B3  District GE: BL  IGETC: 5B

BIOL-061 - Human Heredity  Units: 3

This course stresses the importance of human heredity in our lives. Student's learn how to keep up with the rapidly changing areas of human heredity and how to learn more about specific genetic disorders that are of interest to each individual student and their family. It covers the role and importance of genetic counselors and the genetic tests for disorders. The course includes the role of genetics in medicine, agriculture, and Recombinant DNA Technology. This transferable general education science course provides an understanding of the biology of human genetics at the non-science major level.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: 2
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B2  District GE: B  IGETC: 5B

BIOL-063 - Ecology  Units: 3

This is a general biological science course designed for non-majors and carrying elective science transfer credit. Emphasis is placed on energy and matter and their relationships to natural cycles, to principles of ecology and ecological systems, to succession and conservation, and to the multiple ecological crises in the world today.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: 2
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B2  District GE: B  IGETC: 5B
<table>
<thead>
<tr>
<th><strong>Course Code</strong></th>
<th><strong>Course Title</strong></th>
<th><strong>Units</strong></th>
<th><strong>Description</strong></th>
<th><strong>Advisory Level</strong></th>
<th><strong>Transfer Status</strong></th>
<th><strong>IGETC</strong></th>
<th><strong>CSU GE</strong></th>
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<th><strong>Repeatable</strong></th>
<th><strong>Grading</strong></th>
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<tbody>
<tr>
<td>BIOL-064</td>
<td>Marine Biology</td>
<td>4</td>
<td>This is a lecture, laboratory, and field course where students will investigate animals, plants, microorganisms, plankton, and human impact on marine ecosystems. In addition, physical factors of the sea, human oceanic history, technology, and uses of the sea will be considered. Man-made energy production, and fisheries biology are also addressed in this course. Students will also study special topics on tropical habitats, shark biology, whaling operations, and local marine habitats. These topics are presented through lecture, laboratory, and field investigations. Field trips will be required to locations such as San Francisco Bay and Monterey Bay.</td>
<td>3 Read: 3 Write: 3 Math: 3</td>
<td>CSU/UC Degree Applicable: AA/AS</td>
<td>CSU GE: B2,B3 District GE: BL</td>
<td>IGETC: 5B</td>
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<tr>
<td>BIOL-071</td>
<td>Human Anatomy</td>
<td>5</td>
<td>Students will study the structure of the human body: identifying its parts and systems, understanding interrelationships between the parts and systems, and making clinical applications. Laboratory activity includes the study of models, dissection of a human cadaver and other selected mammalian organs, and use of the microscope. This course is required for four-year nursing and pre-professional majors such as Occupational Therapy, Physical Therapy, Respiratory Therapy, and Chiropractic.</td>
<td>3 Read: 3 Write: 3 Math: 3</td>
<td>CSU Degree Applicable: AA/AS</td>
<td>CSU GE: None District GE: B2, BL</td>
<td>IGETC: None</td>
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<tr>
<td>BIOL-072</td>
<td>Human Physiology</td>
<td>5</td>
<td>This course begins with an introduction to cellular physiology and metabolism. The majority of the course involves the physiological processes of the human body systems including nervous, endocrine, muscular, urinary, respiratory, sensory, digestive, cardiovascular and reproductive. There is also discussion of disease and the loss of homeostasis in the body. This course is designed for college degrees in nursing, physical and occupational therapy, and certain science and preprofessional majors.</td>
<td>3 Read: 3 Write: 3 Math: 3</td>
<td>CSU Degree Applicable: AA/AS</td>
<td>CSU GE: B2,B3 District GE: BL</td>
<td>IGETC: 5B</td>
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<tr>
<td>BIOL-074</td>
<td>General Microbiology</td>
<td>5</td>
<td>General Microbiology covers the structure and activities of microorganisms, including bacteria, viruses, protozoa, fungi, helminths and algae. Students will study the principles of microbial control, metabolism, environmental microorganisms genetics, genetic engineering, disease, modes of infection, and immunity. Emphasis is on aseptic laboratory technique, and the application of microbiology to human welfare.</td>
<td>3 Read: 3 Write: 3 Math: 3</td>
<td>CSU Degree Applicable: AA/AS</td>
<td>CSU GE: None District GE: BL</td>
<td>IGETC: None</td>
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<tr>
<td>BIOL-098</td>
<td>Directed Study in Biology</td>
<td>0.5 - 9</td>
<td>Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.</td>
<td>2 Read: 2 Write: 2 Math: None</td>
<td>CSU Degree Applicable: AA/AS</td>
<td>CSU GE: None District GE: None</td>
<td>IGETC: None</td>
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<tr>
<td>BIOL-099</td>
<td>Biotechnology Boot Camp</td>
<td>1.5</td>
<td>Biology 099 is an introductory class in biology and biotechnology designed for students attending college for the first time. Students will study how cellular and molecular tools are used in the field of biotechnology. They will also study practical applications for biotechnology and will collect samples and perform experiments in biotechnology. Field trips will be required.</td>
<td>1 Read: 1.5 Write: None Math: None</td>
<td>CSU Degree Applicable: AA/AS</td>
<td>CSU GE: None District GE: None</td>
<td>IGETC: None</td>
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<td>BIOL-099-S</td>
<td>Biotechnology Boot Camp Seminar</td>
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<td>This is a lecture, laboratory, and field course where students will investigate the world of plants and animals, plants, microorganisms, plankton, and human impact on marine ecosystems. In addition, physical factors of the sea, human oceanic history, technology, and uses of the sea will be considered. Man-made energy production, and fisheries biology are also addressed in this course. Students will also study special topics on tropical habitats, shark biology, whaling operations, and local marine habitats. These topics are presented through lecture, laboratory, and field investigations. Field trips will be required to locations such as San Francisco Bay and Monterey Bay.</td>
<td>3 Read: 3 Write: 3 Math: 3</td>
<td>CSU Degree Applicable: AA/AS</td>
<td>CSU GE: B2 District GE: B</td>
<td>IGETC: 5B</td>
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<tr>
<td>BUS-001</td>
<td>Business Math</td>
<td>3</td>
<td>This course encompasses all areas of business mathematics, beginning with whole number and decimals, fractions, percents, statistics, and equations, to specifics of business-related mathematics applications such as payroll, discounts, markup/markdown, interest, credit, depreciation, inventory, insurance, taxes, and more. Students will work comfortably with mathematics and confidently tackle the challenges presented in the business world.</td>
<td>3 Read: 3 Write: 3 Math: None</td>
<td>CSU Degree Applicable: AS</td>
<td>CSU GE: None District GE: None</td>
<td>IGETC: None</td>
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<tr>
<td>BUS-007A</td>
<td>Business Language Skills</td>
<td>3</td>
<td>The 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 Grading: O Credit by Exam: Yes Advisory Level: Read: 2 Write: 2 Math: None Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None</td>
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<tr>
<td>BUS-007B</td>
<td>Business Writing</td>
<td>3</td>
<td>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 BUS 007A</td>
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<tr>
<td>BUS-008</td>
<td>Business English and Writing</td>
<td>3</td>
<td>This course helps students understand how to communicate effectively in various business formats. Writing skills are necessary for almost any profession. This course teaches the basics of oral and written communication, including grammatical standards, styles, and audience considerations. Students will learn how to design and write documentation, memoranda, letters, e-mail messages, and business research reports using effective grammar and syntax. They will write and analyze business communication, and develop information suitable for distribution on the World Wide Web. Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L Advisory Level: Read: 3 Write: 3 Math: None Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None</td>
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<tr>
<td>BUS-025</td>
<td>Introduction to Investments</td>
<td>3</td>
<td>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 Advisory Level: Read: 2 Write: 2 Math: None Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None</td>
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<td>BUS-050</td>
<td>Survey of International Business</td>
<td>3</td>
<td>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: AA/AS CSU GE: None District GE: None IGETC: None</td>
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<tr>
<td>BUS-059</td>
<td>Introduction to Importing and Exporting</td>
<td>3</td>
<td>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 Advisory Level: Read: 2 Write: 2 Math: None Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None</td>
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<td>BUS-060</td>
<td>Fundamentals of Business Statistics</td>
<td>3</td>
<td>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: collection and presentation of data, measures of central value and spread, probability, sampling and the sampling distribution of the sample average, estimation via confidence intervals, hypothesis testing, and regression and correlation. Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L Prerequisite: MATH 013 with C or better Recommended: Math 061 Finite Mathematics, with C or better, or equivalent. Advisory Level: Read: 3 Write: 3 Math: None Transfer Status: CSU/UC Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None</td>
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<tr>
<td>BUS-068</td>
<td>Small Business Management</td>
<td>3</td>
<td>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: None Transfer Status: CSU/UC Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None</td>
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**BUS-071 - Legal Environment of Business**  
Units: 3  
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  
Repealable: No  
Grading: L  
Advisory Level: Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**BUS-075 - Business Ethics and Society**  
Units: 3  
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  
Repealable: No  
Grading: L  
Advisory Level: Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**BUS-082 - Introduction to Business**  
Units: 3  
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  
Repealable: No  
Grading: L  
Advisory Level: Read: 2  
Write: 2  
Math: 2  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**BUS-098 - Directed Study in Business**  
Units: 0.5 - 9  
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.  
Lecture Hours: None  
Lab Hours: 1.5 - 27  
Repealable: 17  
Grading: L  
Advisory Level: Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**BUS-112 - Advertising, Promotion, and Sales**  
Units: 3  
This course introduces students to the fast-changing field of advertising and promotion. Emphasis is placed on integrated marketing communications (IMC) which calls for the "big picture" approach to planning marketing and promotion programs, and coordinating the various communication functions: advertising, public relations, direct marketing, sales promotion, and personal selling. Students will study the role of advertising and promotion in today's business world to recognize how a firm can use all of the promotional tools to communicate with its customers.  
Lecture Hours: 3  
Lab Hours: 0  
Repealable: No  
Grading: L  
Advisory Level: Read: 3  
Write: 3  
Math: 2  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**BUS-113 - Principles of Management**  
Units: 3  
This course provides the fundamentals of theories of management, staffing, planning, organizing, controlling and leading as well as management concepts of motivation and communications. It also examines the application of formal organizational structure and studies the impact of individual and small group behavior on organizational processes and performance. Case studies are included.  
Lecture Hours: 3  
Lab Hours: None  
Repealable: No  
Grading: L  
Advisory Level: Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**BUS-114 - Human Resources Management**  
Units: 3  
This is an introduction to the fundamental understanding of the management of human resources and its impact and accountability to the organization as a part of the strategic plan. Emphasis is placed on overall planning activities in recruiting, training and development, compensation and benefits and performance evaluation. Also covered in this course are social and organizational realities, legal implications and employee rights, union/non-union practices and global human resources environment.  
Lecture Hours: 3  
Lab Hours: None  
Repealable: No  
Grading: L  
Advisory Level: Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**BUS-120 - Marketing Principles**  
Units: 3  
This course provides students with an introduction to the theory and practice of marketing as well as the integration of marketing activities of a business. Students will study about marketing research, management of products and services, pricing policies and strategies, channels of distribution, physical distribution and logistics management, promotion strategies and tactics, government regulations, and marketing ethics.  
Lecture Hours: 3  
Lab Hours: 0  
Repealable: No  
Grading: L  
Advisory Level: Read: 3  
Write: 3  
Math: 2  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None
### Business

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>BUS-124</td>
<td>International Marketing</td>
<td>3</td>
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<td>This course introduces students to the essentials of marketing in the global market with emphasis in a variety of areas necessary for developing and implementing a successful international marketing operation. Students will study topics which 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.</td>
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<td>Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L</td>
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<td>Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None</td>
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<tr>
<td>BUS-126</td>
<td>Retail Management</td>
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<td>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 the retail offering and getting merchandise into the store; developing and controlling the merchandise plan; setting and adjusting retail prices; promotional activities; the importance of environmental influences; and financial statements and operations control.</td>
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<td>Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L</td>
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<tr>
<td>BUS-135</td>
<td>Human Relations and Leadership</td>
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<td>Basic concepts of individual, group, and organizational human behavior in relationship to interpersonal skills affecting productivity, performance and human relations in the workplace. This course will focus on the interpersonal, informal and formal communication processes, development of leadership, employer-employee and cross cultural relationship.</td>
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<td>Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L</td>
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<td>Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None</td>
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<tr>
<td>BUS-138</td>
<td>Work Experience</td>
<td>1 - 8</td>
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<tr>
<td></td>
<td>Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.</td>
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<tr>
<td></td>
<td>Lecture Hours: None Lab Hours: 1.81 Repeatable: 15 Grading: O</td>
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<tr>
<td></td>
<td>Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.</td>
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<tr>
<td></td>
<td>Advisory Level: Read: 3 Write: 3 Math: None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None</td>
<td></td>
</tr>
</tbody>
</table>

### Chemistry

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM-001A</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>This course is the first semester of the one year college level general chemistry sequence. Students will cover content of the basic chemical principles: classification of matter, atomic structure and periodicity, chemical nomenclature, types of reactions, stoichiometry, thermochemistry, chemical bonds, physical states of matter and solution chemistry. This course is required for students majoring in physical and biological sciences and pre-professional majors such as pre-medicine and dentistry. CHEM 001A also meets the one-semester requirement for engineering majors.</td>
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<tr>
<td></td>
<td>Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: CHEM 005 with C or better, and MATH 013 with C or better, or equivalent.</td>
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<tr>
<td></td>
<td>Advisory Level: Read: 3 Write: 3 Math: None</td>
<td></td>
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<tr>
<td></td>
<td>Transfer Status: CSU/UC Degree Applicable: AA/AS CSU GE: B1,B3 District GE: BL IGETC: 5A</td>
<td></td>
</tr>
<tr>
<td>CHEM-001B</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>This course is a continuation of CHEM 001A, the second semester of a one year college level general chemistry sequence. Students will study topics including organic chemistry, thermodynamics, chemical kinetics, chemical equilibrium, electrochemistry, coordination compounds, and nuclear chemistry. The laboratory emphasizes qualitative and quantitative analysis of inorganic compounds and introduces electronic instrumentation. The course is required for students majoring in physical and biological sciences and pre-professional majors such as pre-medicine and dentistry. The course also completes the basic chemistry requirements for students majoring in chemical and materials engineering.</td>
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</tr>
<tr>
<td></td>
<td>Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: CHEM 001A with C or better</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advisory Level: Read: 3 Write: 3 Math: None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transfer Status: CSU/UC Degree Applicable: AA/AS CSU GE: B1,B3 District GE: B1, BL IGETC: 5A</td>
<td></td>
</tr>
<tr>
<td>CHEM-012A</td>
<td>Organic Chemistry</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>This is the first semester of a year-long comprehensive organic chemistry course with emphasis on structure, reaction mechanisms and their kinetics. Students will study topics that include nomenclature, stereochemistry, mechanisms, reactions, and spectroscopic studies of organic compounds. They will use problem-solving techniques in order to elucidate mechanistic, structural and stereochemical features of reactions and molecules, respectively. In lectures and laboratory students will implement methods that focus on synthesis, isolation, purification, elucidation and identification of organic structures, intrumental methods and data interpretation.</td>
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</tr>
<tr>
<td></td>
<td>Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: CHEM 001B with C or better</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advisory Level: Read: 3 Write: 3 Math: None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transfer Status: CSU/UC Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None</td>
<td></td>
</tr>
</tbody>
</table>
CHEM-012B - Organic Chemistry  
Units: 5

The second semester of a year-long organic chemistry course designed to follow Chemistry 12A. Students will study topics including nomenclature, stereochemistry, mechanisms, reactions, and spectroscopic studies of aliphatic and aromatic alcohols, aldehydes, ketones, acids, and other classes of organic and biological compounds. Students will use problem-solving techniques in order to elucidate mechanistic and structural and stereochemical features of reactions and molecules, respectively. In lectures and laboratory students will implement methods that focus on synthesis, isolation, purification, elucidation and identification of organic structures, instrumental methods and data interpretation.

Lecture Hours: 3  Lab Hours: 6  Repeatable: No  Grading: L

Prerequisite: CHEM 012A with C or better

Advisory Level:  
Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CHEM-015 - Fundamentals of Chemistry  
Units: 4

This course is a preparatory chemistry course. Students will study the fundamentals of modern inorganic chemistry with emphasis in classification of matter, atomic structure, chemical formula and nomenclature, chemical equations and their stoichiometry, gas laws and solutions. Chemistry 15 is intended primarily as a preparation for students planning to take college level Chemistry 1A. This course also meets the associate degree General Education science requirement with lab for non-science majors.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L

Prerequisite: MATH 011A or MATH 011R or MATH 012 or MATH 011S; all with C or better or equivalent

Recommended: MATH 013 may be taken prior to or concurrent with CHEM 015.

Advisory Level:  
Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B1,B3  District GE: B1, BL  IGETC: 5A

CHEM-032A - Intro to General, Organic, & Biological Chemistry  
Units: 4

The approach to this introductory course covers the basic principles of chemistry using a descriptive, rather than quantitative emphasis. Students will study topics including atomic structure, trends in the periodic table, the three states of matter (i.e. gas, liquid, solid), energy, chemical bonding in ionic and molecular compounds, nomenclature, measurement and the metric system, chemical reactions and equations, solutions, acids, bases, salts and electrolyte systems. Applicable to health care paraprofessionals and can be taken by non-science majors. This course meets a general education lab science requirement.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L

Advisory Level:  
Read: 3  Write: 3  Math: 2
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B1,B3  District GE: BL  IGETC: 5A

CHEM-032B - Intro to General, Organic & Biological Chemistry  
Units: 4

This course is the second-semester sequence in introductory chemistry covering the basic classes of organic and biochemical compounds as they relate to the chemistry of life processes (i.e. metabolic pathways). It is designed to support students majoring in allied health-related fields and the emergency technician program. This course also meets part of GE physical science requirement. Content includes further study of hydrocarbons including aromatics, as well as alcohols, phenols, ethers, thiols, disulfides, alkyl halides, amines, aldehydes, ketones, carboxylic acids and derivatives thereof (i.e. esters, amides), carboxydrates, lipids, amino acids, vitamins, enzymes, polymers and nucleic acids.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L

Prerequisite: CHEM 030A or CHEM 032A or CHEM 015 or CHEM 001A; all with C or better

Advisory Level:  
Read: 3  Write: 3  Math: 1
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B1,B3  District GE: BL  IGETC: 5A

CHEM-065 - Quantitative Analysis  
Units: 4

This course is an introduction to the theory and practice of traditional gravimetric and volumetric analysis. Tools and techniques of electroanalytical and spectrophotometric analytical methods will be investigated. This course is highly recommended for students who are majoring in chemistry, biochemistry, marine biology, applied microbiology, biotechnology and for those who want to gain practical analytical laboratory techniques. This course also prepares students for the A.A. degree in chemistry which facilitates transfer to CSU, UC or other four year private and public colleges and universities nationwide.

Lecture Hours: 2  Lab Hours: 6  Repeatable: No  Grading: L

Prerequisite: CHEM 001B with C or better

Advisory Level:  
Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CHEM-098 - Directed Study  
Units: 0.5 - 9

Individual or small groups of students who would benefit from independent study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructons and the Learning Contract forms are available in the Division Office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None  Lab Hours: 1.81  Repeatable: 17  Grading: O

Advisory Level:  
Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CHI N-001A - Elementary Mandarin  
Units: 5

A comprehensive introduction to elementary Mandarin as a second language for students with no background in Mandarin; equal emphasis on listening, speaking, reading, writing Mandarin characters and translation; active vocabulary of about 300 single Chinese characters and over a hundred phrases and idiomatic expressions. This course corresponds to two years of high school study.

Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level:  
Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  District GE: C*  IGETC: 6A

CHI N-001AL - Foreign Language Lab - Chinese  
Units: 0.5

1A

The Foreign Language Laboratory/Humanities Lab supplements classroom instruction for CHIN 001A. The students will use audio and video media as well as computer programs and the Internet to improve fluency, comprehension and written expression in the target language and to explore cultural components related to the target language. This course is a corequisite for CHIN 001A.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K

Advisory Level:  
Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
### SJCC Course Catalog

#### Chinese

**CHIN-001B - Elementary Mandarin**  
Units: 5  
This course introduces the students who have completed CHIN 001A to a second level of elementary Mandarin. Equal emphasis is placed on developing abilities in listening, speaking, reading, writing Mandarin characters and translation. Students will acquire an active vocabulary of about 500 single Chinese characters and over a hundred phrases and idiomatic expressions. Instruction also provides Chinese cultural information.  
Lecture Hours: 5  
Prerequisite: CHIN 001A with C or better

**Transfer Status:** CSU/UC Degree Applicable: AA/AS  
**Lecture Hours:** 3  
**Lab Hours:** None  
**Grading:** L  
**Advisory Level:** Read: 3  
**Math:** None  
**Transfer Status:** CSU/UC Degree Applicable: AA/AS  
**CSU GE:** C2  
**District GE:** C*  
**IGETC:** 6A

**CHIN-001BL - Foreign Language Lab - Chinese**  
Units: 0.5  
1B  
The Foreign Language Laboratory/Humanities Lab supplements classroom instruction for CHIN 001B. The students will use audio and video media as well as computer programs and the Internet to improve fluency, comprehension and written expression in the target language and explore cultural components related to the target language. This course is a corequisite for CHIN 001B.  
Lecture Hours: 0  
Lab Hours: 1.5  
Corequisite: CHIN 001B

**Transfer Status:** CSU/UC Degree Applicable: AA/AS  
**Lecture Hours:** 3  
**Lab Hours:** None  
**Grading:** L  
**Advisory Level:** Read: 3  
**Write:** 3  
**Math:** None  
**Transfer Status:** CSU Degree Applicable: AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**CHIN-091A - Conversational Mandarin, Level 1**  
Units: 3  
This course introduces the students to elementary communication skills of Mandarin. The course emphasizes practical communication for everyday use and business, particularly conversational fluency. Basic pinyin pronunciation and writing system will be introduced. Instruction also provides cultural information.  
Lecture Hours: 3  
Lab Hours: None  
Repeatability: No  
Grading: O

**Transfer Status:** CSU/UC Degree Applicable: AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**CHIN-091B - Conversational Mandarin, Level 2**  
This course introduces the students to intermediate communication skills of Mandarin who have completed Conversational Mandarin 091A or equivalent. The course emphasizes practical communication for everyday use and business, particularly conversational fluency. Pinyin and writing system will also be reviewed. Instruction provides cultural information.  
Lecture Hours: 3  
Lab Hours: None  
Repeatability: No  
Grading: L

**Transfer Status:** CSU/UC Degree Applicable: AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**CHIN-098 - Directed Study in Chinese**  
Units: 0.5 - 9  
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division Office. Repeatable to a maximum of 9 units across all disciplines.

**Transfer Status:** CSU Degree Applicable: AA/AS  
**Lecture Hours:** None  
**Lab Hours:** 1.5 - 27  
**Grading:** O  
**Advisory Level:** Read: 2  
**Write:** 2  
**Math:** None  
**Transfer Status:** CSU Degree Applicable: AA/AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

### Communication Studies

#### COMS-010 - Interpersonal Communication**  
Units: 3  
This course provides students with an understanding of basic principles of general and interpersonal communication. It enables them to develop better interpersonal effectiveness through discussion of both effective and ineffective communication techniques, emphasizing the practice of constructive interactive skills.

**Transfer Status:** CSU/UC Degree Applicable: AA/AS  
**Lecture Hours:** 3  
**Lab Hours:** None  
**Grading:** L  
**Advisory Level:** Read: 3  
**Write:** 3  
**Math:** None  
**Transfer Status:** CSU Degree Applicable: AA/AS  
**CSU GE:** A1  
**District GE:** A1  
**IGETC:** 1C

#### COMS-020 - Oral Communication**  
Units: 3  
This course offers a wide variety of speaking assignments designed to teach students all the skills of speechmaking. Students focus on the following basic elements: organizing a speech, choosing and researching a topic, outlining, analyzing an audience, effective use of language, ethics, visual aids, critical listening, credibility, and physical and vocal delivery. All students give several speeches including informative, persuasive, and impromptu.

**Transfer Status:** CSU/UC Degree Applicable: AA/AS  
**Lecture Hours:** 3  
**Lab Hours:** None  
**Grading:** L  
**Advisory Level:** Read: 3  
**Write:** 3  
**Math:** None  
**Transfer Status:** CSU Degree Applicable: AA/AS  
**CSU GE:** A1  
**District GE:** A1  
**IGETC:** 1C

#### COMS-020N - Oral Communication for Non-native Speakers**  
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 non-native speakers.

**Transfer Status:** CSU/UC Degree Applicable: AA/AS  
**Lecture Hours:** 3  
**Lab Hours:** None  
**Grading:** O  
**Advisory Level:** Read: 2  
**Write:** 2  
**Math:** None  
**Transfer Status:** CSU Degree Applicable: AA/AS  
**CSU GE:** A1  
**District GE:** A1  
**IGETC:** None
COMS-040 - Introduction to Argumentation Units: 3
This course introduces students to argumentation theory. Students develop skills in methods of research, organization, and delivery of arguments. The primary emphasis is on developing logical and articulate arguments for claims. Critical listening and analytical thinking are developed through the application of argumentation theory to exemplary speeches, cases, debates, and briefs.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: A1,A3 District GE: A1,A3 IGETC: 1C

COMS-045 - Small Group Communication Units: 3
Students will learn two perspectives within the group context: communication and decision making. 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; roles and rules; 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: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: A1 District GE: A1 IGETC: None

COMS-098 - Directed Study in Communication Studies Units: 0.5 - 9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

Computer Applications

CA-005 - Computer Literacy Units: 1
This is a one unit open entry/open exit introductory course that will be offered in a total lab environment. This course will introduce students to the personal computer, Microsoft Windows, beginning Microsoft Office Applications (Word, Excel, Access, and PowerPoint), and using the Internet. When Microsoft issues a new release, students will have access to the newest version. At the end of this course students should be computer literate.
Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: O
Credit by Exam: Yes
Recommended: Basic touch keyboarding skill of 25 net words a minute
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

Communication Studies

CA-010A - Computer Keyboarding Units: 1
This course is designed for students with no prior keyboarding experience. Keyboard mastery is developed using touch techniques. Skill development and measurement are addressed as well as proofreading skills.
Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CA-011 - Speed and Accuracy Units: 1
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 MOS 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: L
Recommended: Basic touch keyboarding skill of at least 25 net words a minute. Open Curriculum: No prerequisite, corequisite or levels
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

CA-015A - Document Processing Units: 2
This course is a continuation of CA 010A and assumes keyboard touch typing skills of 25+ wpm. Keyboard mastery is emphasized and skill development, proofreading, and measurement are addressed. Students will construct basic business letters, memos, tables, and reports.
Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: O
Prerequisite: CA 010A with C or better or OTP 011A or OTP 145 or type 25 words per minute
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CA-020D - Microsoft Windows Units: 1
Students will learn fundamental computer skills, sharing of network files, managing hardware, working with windows media, and administration of the computer.
Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: L
Recommended: Basic touch keyboarding skill of 25 net words per minute
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

Transfer Status: CSU/UC Degree Applicable: AA/AS
IGETC: None

Transfer Status: CSU Degree Applicable: AA/AS
IGETC: None

Transfer Status: None Degree Applicable: AS
IGETC: None
**Computer Applications**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CA-030A</strong></td>
<td>Internet for Beginners</td>
<td>1</td>
<td>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 Recommended: Basic touch keyboarding skill of 25 net words a minute.</td>
</tr>
<tr>
<td><strong>CA-040D</strong></td>
<td>Microsoft Word Specialist</td>
<td>1</td>
<td>Students will prepare for Microsoft Office Specialist (MOS) and International Computer Driver's License (ICDL-US) certification exams at the Specialist Level by creating, organizing, and formatting content, collaborating, formatting, and managing documents. Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: O Recommended: Basic touch keyboarding of 25 net words a minute</td>
</tr>
<tr>
<td><strong>CA-045D</strong></td>
<td>Microsoft Word Expert</td>
<td>1</td>
<td>This is an advanced course in the use of Microsoft Word. The course covers advanced formatting including customizing paragraphs, formatting documents, customizing tables, creating and modifying graphics, formulating charts, and designing forms. Students will also learn how to apply borders and shading; create and modify graphics and special characters; experiment with macros, generate a mail merge, and managing files. Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: L Recommended: Basic touch keyboarding of 25 net words a minute and completion of CA 040D is strongly recommended.</td>
</tr>
<tr>
<td><strong>CA-050D</strong></td>
<td>Microsoft Excel Specialist</td>
<td>1</td>
<td>Students will prepare for Microsoft Office Specialist (MOS) and International Computer Driver's License (ICDL-US) certification exams at the Specialist Level. Topics will include creating, organizing, and formatting content, working with cells and cell data, formatting, modifying, printing, and managing workbooks. Students will also create, edit, and revise formulas, and modify graphics using workgroup collaboration. Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: L Recommended: Basic touch keyboarding skill of 25 net words a minute</td>
</tr>
<tr>
<td><strong>CA-055D</strong></td>
<td>Microsoft Excel Expert</td>
<td>1</td>
<td>Students will prepare for Microsoft Office Specialist (MOS) and International Computer Driver's License (ICDL-US) certification exams at the Expert Level by using advanced functions of Microsoft Excel. Students will learn to import and export data, manage workbooks, format numbers, use macros, use templates, use named ranges, use lookup and reference functions, customize Excel, audit worksheets, analyze and summarize data, and manage workgroup collaboration. Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: O Recommended: Basic touch keyboarding skill of 25 net words a minute and completion of CA 050D is strongly recommended.</td>
</tr>
<tr>
<td><strong>CA-060D</strong></td>
<td>Microsoft Access Specialist</td>
<td>1</td>
<td>Students will prepare for Microsoft Office Specialist (MOS) and International Computer Driver's License (ICDL-US) certification exams at the Specialist Level by using functions of Microsoft Access. Students will learn to design databases and applications as used in businesses. Students will also learn to create database objects such as tables, queries, forms, reports, and macros, import and export data, and make use of templates and wizards. Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: O Recommended: Basic touch keyboarding skill of 25 net words a minute</td>
</tr>
<tr>
<td><strong>CA-065D</strong></td>
<td>Microsoft Access Expert</td>
<td>1</td>
<td>Students will prepare for Microsoft Office Specialist (MOS) and International Computer Driver's License (ICDL-US) certification exams at the Expert Level by using functions of Microsoft Access. 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: 0 Lab Hours: 3 Repeatable: No Grading: O Recommended: Basic touch keyboarding skill of 25 net words a minute and completion of CA 060D is strongly recommended.</td>
</tr>
<tr>
<td><strong>CA-070D</strong></td>
<td>Microsoft PowerPoint Specialist</td>
<td>1</td>
<td>Students will prepare for International Computer Driver's License (ICDL-US) and Microsoft Office Specialist (MOS) Certification Exams using introductory applications of Microsoft PowerPoint. Students will develop and apply decision-making and problem-solving skills in the creation, development, modification, and delivery of a PowerPoint slide show presentation. They will also learn how to scan images, use rehearsal timings, use the internet for graphics and sounds, and incorporate transitions and effects into their presentations. Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: O Recommended: Basic touch keyboarding skill of 25 net words a minute.</td>
</tr>
</tbody>
</table>
**SJCC Course Catalog**

**Computer Applications**

**CA-075D - Microsoft PowerPoint Expert**

Students will prepare for International Computer Driver's License (ICDL-US) and Microsoft Office Specialist (MOS) Certification Exams using introductory and advanced applications of Microsoft PowerPoint. Students will develop and apply decision-making and problem-solving skills in the creation, development, modification, and delivery of a PowerPoint slide show presentation. They will also learn how to scan images, use rehearsal timings, use the internet for graphics and sounds, and incorporate transitions and effects into their presentations.

Lecture Hours: 0  Lab Hours: 3  Repeatable: No  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

**CA-080D - Microsoft Outlook**

This is a basic course in the use of Microsoft Outlook. The course covers communication with Outlook (e-mail), and the use of calendars, scheduling appointments, creating and managing contacts, tasks, and notes. The course content reflects current academic and industry trends leading to Microsoft Office Specialist (MOS) and International Computer Driver's License (ICDL-US) certification. This course will offer the most current release of Microsoft Outlook available and will provide students with information and opportunity to certify their certification. This course will offer the most current release of Microsoft Outlook available and will provide students with information and opportunity to certify their Microsoft Office skills.

Lecture Hours: 0  Lab Hours: 3  Repeatable: No  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

**CA-096 - Getting Started with Critical Thinking and Problem Solving**

This course helps students learn the fundamentals of effective problem solving. Software simulation programs are used to reinforce collecting, analyzing and organizing information from a variety of sources. The course emphasizes making decisions, applying creative thinking, and developing reading, writing, and listening skills as applied to academic and workplace environments. The skills learned in this class will help students succeed in jobs that require critical thinking skills necessary to solve writing, computing, math, or science-specific problems. Students learn how to analyze and describe problems, gather and organize information, propose solutions, and communicate the results of their research.

Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**CA-100D - Microsoft Office**

Students will prepare for International Computer Driver's License (ICDL-US) and Microsoft Office Specialist (MOS) Certification Exams using introductory and applications of Microsoft Office. Students will gain practical hands-on experience in creating business documents using Microsoft Windows and MS Office applications. Students will learn to create and integrate word-processing and spreadsheet documents. Additionally, students will learn database and presentation documents in a Windows environment and the integration of all office applications.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: O

Recommended: Basic touch keyboarding skill of at least 25 net words a minute

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

**CA-102D - Advanced MS Office**

Students will learn to use advanced features of MS Office and be prepared for International Computer Driver's License (ICDL-US) and Microsoft Office Specialist (MOS) Certification. In Word, students will learn to insert document tables, watermarks, and charts and will create newsletters, form letters, and mailing labels. In Excel, students will learn to use predefined functions, sorting and managing lists, and templates. In Access, students will learn to create forms, reports, macros, and application systems. In PowerPoint students will learn to use visual effects to enhance presentations. Students will learn to integrate MS Office applications and the Web to illustrate sharing data and workgroup collaboration.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

**CA-138 - Work Experience**

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience. Internship/job placement is not guaranteed.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: O

Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**CA-302 - Getting Started with Windows**

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

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

**CA-303 - Getting Started with Microsoft Word**

This is a basic computer skills course designed to teach the student the fundamentals of word processing skills. This includes skills such as creating, saving, revising, formatting, and adding graphics to a document. The course includes an introductory class meeting, a workbook containing exercises to complete, and a competency assessment at the end of the course.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None
## SJCC Course Catalog

### Computer Applications

#### 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

Advisory Level:  
Read: None  Write: None  Math: None

Transfer Status: None  Degree Applicable: NAA

CSU GE: None  District GE: None  IGETC: None

#### CA-305 - Getting Started with PowerPoint  Units: 0.5

This is a basic computer skills course designed to teach the fundamentals of making presentations. This includes skills such as utilizing PowerPoint's pull-down menus, clip art, text, images (graphics), panes, and templates. The course includes an introductory class meeting, a workbook containing exercises to complete, and a competency assessment at the end of the course. The course is offered on a mandatory credit/no credit basis. Students may enroll at any time during the semester.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:  
Read: None  Write: None  Math: None

Transfer Status: None  Degree Applicable: NAA

CSU GE: None  District GE: None  IGETC: None

#### CA-306 - Getting Started with the Internet  Units: 0.5

This is a basic computer skills course designed to teach the fundamentals of the Internet. This includes skills such as utilizing Microsoft's Internet Explorer's (IE's) pull-down menus, searching the web, copying and saving text images (graphics), and downloading information. Students, faculty and staff will also learn how to use an internet mail tool (e.g., Yahoo mail) and save pages (bookmarks). The course includes an introductory class meeting, a workbook containing exercises to complete, and a competency assessment at the end of the course. The course is offered on a mandatory credit/no credit basis. Students may enroll at any time during the semester.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:  
Read: None  Write: None  Math: None

Transfer Status: None  Degree Applicable: NAA

CSU GE: None  District GE: None  IGETC: None

#### CA-307 - Getting Started with Graphics  Units: 0.5

This is a basic computer skills course designed to teach students how to format and use graphics effectively in a variety of documents such as Word and Web pages.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:  
Read: None  Write: None  Math: None

Transfer Status: None  Degree Applicable: NAA

CSU GE: None  District GE: None  IGETC: None

#### CA-308 - Getting Started with PC Hardware  Units: 0.5

This is a basic computer skills course designed to teach how to install hardware devices, identify problems, and configure peripheral devices. The course includes a discussion of motherboards, I/O Interfaces, processors, memory, floppy and hard disk drives, CD-ROM drives, keyboards, mice, video cards, monitors, printers, and communications devices.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:  
Read: None  Write: None  Math: None

Transfer Status: None  Degree Applicable: NAA

CSU GE: None  District GE: None  IGETC: None

#### CA-309 - Getting Started with Writing Tools  Units: 0.5

This is a basic computer course designed for the student to learn how to use writing tools to create a document containing several paragraphs and a topic sentence with tables of contents, indices, headers, footers, and footnotes. Students will learn how to use word processing and writing software to format ideas about a topic, write sentences, organize the sentences into a well-designed document with several paragraphs, a topic sentence, and effective introductory and concluding paragraphs.

Lecture Hours: 0  Lab Hours: 1.5  Repeatable: No  Grading: K

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:  
Read: None  Write: None  Math: None

Transfer Status: None  Degree Applicable: NAA

CSU GE: None  District GE: None  IGETC: None

#### CA-310 - Getting Started with Web Page Design  Units: 0.5

This is a basic computer skills course designed to teach students the fundamentals of creating a simple Web page, including hypertext links, design issues, evaluation criteria, copyright issues, and audience requirements. Students create web sites from the user's perspective and needs, including ADA (Americans with Disabilities Act) guidelines. The course includes an introductory class meeting, a workbook containing exercises to complete, and a competency assessment at the end of the course.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:  
Read: None  Write: None  Math: None

Transfer Status: None  Degree Applicable: NAA

CSU GE: None  District GE: None  IGETC: None

### Computer Information Systems

#### CIS-014 - Networking TCP/IP on NT 4.0  Units: 1 - 3  #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: O

Advisory Level:  
Read: 2  Write: 2  Math: None

Transfer Status: CSU  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None
**CIS-014A** - Internet Principles and Protocols  
Units: 3  
This course will provide an insight into the technology behind a medium that is becoming increasingly important in today's environment. An overview of Internet Technologies will be presented that will provide a firm understanding of the Internet, connectivity, and the methods used to move data from one location to another.  
Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L  
Recommended: CIS 063 is strongly recommended.  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**CIS-016C** - Microsoft Windows® 2000  
Units: 3  
Professional: Exam 70-210  
This course provides a foundation for students who want to learn how to support Microsoft Windows 2000 Professional I 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: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L  
Prerequisite: CIS 063  
Advisory Level:  
Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**CIS-016D** - Microsoft Windows® 2000  
Units: 3  
Server: Exam 70-215  
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) interconnected networks from different physical locations. This course prepares students to take the Microsoft Windows 2000 Server exam.  
Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L  
Prerequisite: CIS 016C  
Advisory Level:  
Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**CIS-016E** - Microsoft® Windows® 2000  
Units: 3  
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: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L  
Prerequisite: CIS 016D  
Advisory Level:  
Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**CIS-016F** - Microsoft® Windows® 2000  
Units: 3  
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 services and procedures 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 VPNs.  
Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L  
Prerequisite: CIS 016D with C or better  
Advisory Level:  
Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

This course prepares the students to analyze an organization's business and technical requirements and design security for a Windows 2000 network. This course includes all the aspects to design Windows 2000 network security, from authentication strategies to Demilitarized Zones (DMZ) to protecting Internet-accessible resources. This course meets the requirement of industry standards in developing strategies to provide security measures against cyber and Internet related attacks from malicious hackers. This course helps the students to prepare for the MCSE exam 70-220.  
Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L  
Prerequisite: CIS 016D with C or better  
Advisory Level:  
Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**CIS-016H** - Microsoft® Windows® 2000  
Units: 3  
Network Environment: Exam 70-218  
This course provides a foundation for students who want to learn how to administer and manage Microsoft® Windows® 2000 on enterprise networks, including the skills required to manage and support a networked system. Administration of Microsoft® Windows® 2000 Network Environment is emphasized. Students have at least six months of experience administering and supporting Windows 2000 server and client operating systems that use Active Directory™ directory services in the above environment, or proficiency in CIS 16D & CIS 16E. This course prepares students for MCSA exam 70-218 that measures the student's ability to administer, support, and troubleshoot information systems that incorporate Microsoft Windows Windows 2000.  
Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L  
Prerequisite: CIS 016D with C or better  
Advisory Level:  
Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None
**CIS-017A - Windows XP Professional** Units: 3

This course will cover various aspects of managing and maintaining Microsoft Windows XP Professional. This includes installation, resource administration, hardware devices and drivers, system performance and reliability, desktop environment, network protocols and services, and security.

Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L

Recommended: CIS 041 is strongly recommended.

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

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**CIS-017B - Windows 2003 Server** Units: 3

This course will cover various aspects of managing and maintaining a Microsoft Windows Server 2003 environment. This includes managing and maintaining physical and logical devices, user accounts, computers, groups, and access to resources, managing and maintaining a server environment, and implementing disaster recovery.

Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L

Prerequisite: CIS 017A with C or better

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

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**CIS-017C - Windows Server 2003 Active Directory** Units: 3

This course covers various aspects of planning, implementing, and maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure. This includes Active Directory infrastructure strategy; user, computer, and group strategies; and group policy strategy.

Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L

Prerequisite: CIS 017B with C or better

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

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**CIS-017D - Windows Server 2003 Network Infrastructure** Units: 3

This course will cover various aspects of managing and maintaining a Microsoft Windows Server 2003 Network Infrastructure. This includes implementing, managing, and maintaining IP addressing, name resolution, network security, routing and remote access, and maintaining a network infrastructure.

Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L

Prerequisite: CIS 017B with C or better

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

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**CIS-017E - Exchange Server 2003** Units: 3

This course will cover various aspects of implementing, managing and maintaining Microsoft Exchange Server 2003. This includes installation and configuration of Exchange 2003, managing Exchange computers, managing security, and managing recipient objects and address lists.

Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L

Prerequisite: CIS 017C with C or better

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

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**CIS-017F - Windows 2003 Clustering Implementation** Units: 3

This course provides students the skills to select the appropriate implementation of critical business solutions that require fault tolerance and high availability. The course teaches how to install, maintain, troubleshoot and support MS clustering service. It covers the tasks of how to prepare the RAID for failover clustering, configure cluster resources, configure failover and load balancing, configure cluster unaware applications using generic services, cluster maintenance and management, and troubleshooting.

Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L

Prerequisite: CIS 017B with C or better

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

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**CIS-018A - Cisco Network Essentials** Units: 3

This course introduces students to the fundamentals of local area networks (LANs) and emphasizes preparation for the Cisco Certified Network Associate (CCNA) certification test. It includes topics such as the OSI model and industry standards, network topologies, IP addressing, subnet masks, networking components, and basic network design.

Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: O

Prerequisite: CIS 041

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

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**CIS-018B - Cisco Router and IOS Software** Units: 3

This course covers the fundamentals of wide area networks (WANs) and prepares students for the Cisco Certified Network Associate (CCNA) certification test. It includes topics such as Cisco router configurations, the differences between routed and routing protocols, routing tables, and network packet transmission methodology. It also includes configuration of IP addresses and techniques to reduce routing problems.

Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: O

Prerequisite: CIS 018A

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

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**Transfer Status:**  
CSU Degree Applicable: AA/AS

**IGETC:**  
None

**Recommended:**  
CIS 041 is strongly recommended.
Cisco Local Area Network Design (CIS-018C)  Units: 3
This course covers the design of a LAN and prepares students for the Cisco Certified Network Associate (CCNA) test. Students will design and configure an actual network for a typical LAN. Topics covered include IPX addresses and access 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: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: O
Prerequisite: CIS 018B

Cisco Wide Area Network Design (CIS-018D)  Units: 3
This course covers the design of a wide area network (WAN) and prepares students for the Cisco Certified Network Associate (CCNA) test. Students will design and configure an actual WAN. The course covers topics such as WAN theory and design, Frame Relay terms and features, PPP operations, and ISDN networking and protocols.
Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: O
Prerequisite: CIS 018C

CCNP Advanced Routing (CIS-018E)  Units: 3
This course covers advanced concepts of routing, and prepares students for the Cisco Certified Networking Professional (CCNP) Routing exam, one of the four certification tests for the CCNP. It includes topics such as Managing Network Traffic, Optimizing Routing Operation, configuring major protocols (OSPF, EIGRP, BGP), and quality of Service (QOS). Target audience is students who want to analyze, plan, and evaluate computer networks.
Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: O
Prerequisite: CIS 018D with C or better or CCNA certification

CCNP Remote Access (CIS-018F)  Units: 3
This course covers remote access to networks, and prepares students for the Cisco Certified Networking Professional (CCNP) Remote Access exam, one of the four certification tests for the CCNP. It includes topics such as Configuring PPP, PAP and CHAP, Using ISDN and DDR, setting up Frame Relay; Traffic Shaping; Backup Connections; Optimizing Wan Traffic; PAT and NAT; and Troubleshooting Remote Access Networks. Target audience is students who want to analyze, plan, and evaluate computer networks.
Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: O
Prerequisite: CIS 018D or achievement of CCNA certification

CCNP Multi-Layer Switching (CIS-018G)  Units: 3
This course covers advanced concepts of switching, and prepares students for the Cisco Certified Networking Professional (CCNP) Switching exam, one of the four certification tests for the CCNP. It includes topics such as Planning and Implementing Virtual Lans; Managing Switches; and Troubleshooting Switches. Target audience is students who want to analyze, plan, and evaluate computer networks.
Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: O
Prerequisite: CIS 018D or achievement of CCNA certification

CCNP Network Troubleshooting (CIS-018H)  Units: 3
This course covers advanced concepts of switching, and prepares students for the Cisco Certified Networking Professional (CCNP) Troubleshooting exam, one of the four certification tests for the CCNP. It includes topics such as Selecting and Applying Methods and Tools of Troubleshooting; Diagnosing and Correcting Campus TCP/IP Problems, Frame Relay Problems, and ISDN BRI Problems. Target audience is students who want to analyze, plan, and evaluate computer networks.
Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: O
Prerequisite: CIS 018E and CIS 018F and CIS 018G

Cisco Network Security Fundamentals (CIS-019A)  Units: 3
This course is an introduction to the fundamentals of network security. This course focuses on the general security processes based on a network specific security policy. Students will learn hands-on skills in the areas of security policy design and management, security technologies, products and solutions, firewall and secure router design, installation, configuration and maintenance, AAA implementation using routers and firewalls, and VPN implementation using routers and firewalls. This is one of the courses that prepare students for Cisco CCIP/Security Certification exam.
Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: CIS 018D with C or better or achievement of CCNA certification

Cisco Wireless Local Area Network Fundamentals (CIS-019B)  Units: 3
This course covers fundamentals of wireless local area networks (LANs). This course focuses on design, planning, implementation, operation and troubleshooting of Wireless LANs with an emphasis in the areas of Wireless LAN setup and troubleshooting, site surveys, resilient WLAN (Wireless LANs) design, installation and configuration, WLAN security, and vendor interoperability strategies.
Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: CIS 018D with C or better or achievement of CCNA certification
SJCC Course Catalog

**CIS-020  -  XML Fundamentals  Units: 3**

Students will learn how to use XML to create dynamic web pages, and learn why XML is gaining popularity more rapidly than any other web technology. Students will create their own XML documents, XML document type definitions and schemas to describe their structure and content. Students will also discover how to use cascading style sheets (CSS) to render XML documents using an ordinary web browser.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L

Recommended: CIS-042 strongly recommended.

Advisory Level:
Read: 3  Write: 3  Math: None

Transfer Status:
CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**CIS-020A  -  Advanced XML  Units: 3**

This course will build upon basic well-formed XML through the use of advanced tips and techniques to develop real world applications. Students will study XML markup language to develop advanced, real world applications.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L

Recommended: CIS-020: XML Fundamentals or equivalent strongly recommended.

Advisory Level:
Read: 3  Write: 3  Math: None

Transfer Status:
CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**CIS-021  -  Java Servlets  Units: 3**

Students will learn how to develop and use Java Servlets. Java Servlets are being used to solve many problems associated with CGI and proprietary server APIs. Students will learn the overall Servlet architecture and what is needed to develop dynamic and robust applications using Java Servlets.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L

Recommended: CIS-042 or equivalent strongly recommended.

Advisory Level:
Read: 3  Write: 3  Math: None

Transfer Status:
CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**CIS-022  -  Database Technology  Units: 3**

Databases are the repository for the information retrieved from the Internet on a daily basis. This course will provide knowledge about the ever expanding field of Database Technology. Students will learn about database concepts, structure, access methods, and design considerations. Students will create a database implement using SQL and create access to the Internet. The class will focus on object-relational databases.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L

Recommended: CA 060C or equivalent strongly recommended.

Advisory Level:
Read: 3  Write: 3  Math: None

Transfer Status:
CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**CIS-023  -  Javascript Programming  Units: 3**

Students will learn how to use JavaScript to create dynamic Web pages, and how to add animation and interactivity to make Web pages come alive. The Document Object Model (DOM), Browser Object Model (BOM), and Dynamic HTML (DHTML) will be covered in sufficient detail to be able to develop well-formed Web pages. Students will also learn the characteristics of several different Web browsers.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L

Recommended: CIS-042 or CIS-054 is strongly recommended.

Advisory Level:
Read: 3  Write: 3  Math: 2

Transfer Status:
CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**CIS-023A  -  Advanced JavaScript - Web 2.0  Units: 3**

Students will study master forms, validation and cookies, to manage hierarchical menus, XML, security, style sheets, browsers, and DOM programming. This course will provide the insights and innovative techniques to be able to develop real code for real applications.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L

Recommended: CIS-023, JavaScript Programming for Web, or equivalent strongly recommended.

Advisory Level:
Read: 3  Write: 3  Math: None

Transfer Status:
CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**CIS-024A  -  Perl Programming  Units: 3**

This course is intended for students with a basic knowledge of programming, and covers most aspects of the Perl programming language. The course includes a review of programming basics, object-oriented programming (OOP), networking, graphics and database applications. Students learn how to find additional Perl resources on the Internet and create their own networks and Web services.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L

Prerequisite: CIS 042 with C or better

Advisory Level:
Read: 3  Write: 3  Math: None

Transfer Status:
CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**CIS-024B  -  PHP Programming  Units: 3**

PHP is the leading Web-server, Web-Site Dynamic Language used in the industry. More Web sites use PHP than any other scripting language. Knowledge of PHP will prepare students to use this leading Web technology to develop, create, and maintain industry class Web sites.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L

Advisory Level:
Read: 3  Write: 3  Math: None

Transfer Status:
CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
### CIS-024C - Python Programming  
**Units:** 3  
Python is one of the foundations of LAMP (or WAMP) application development. LAMP stands for the four pillars of the open-source community, Linux, Apache, MySQL, and Python. In addition three of the same pillars can be used for Windows development as well. Students will study how to use Python to create stand-alone applications and Web-based applications that can run all over the known computer environment.  
**Lecture Hours:** 2.5  
**Lab Hours:** 1.5  
**Repeatability:** No  
**Grading:** L  
**Advisory Level:**  
- Read: 3  
- Write: 3  
- Math: None  
**Transfer Status:** CSU  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None  

### CIS-025 - VBX and ActiveX Controls  
**Units:** 3  
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:** 2.5  
**Lab Hours:** 1.5  
**Repeatability:** No  
**Grading:** L  
**Prerequisite:** CIS 042  
**Advisory Level:**  
- Read: 2  
- Write: 2  
- Math: None  
**Transfer Status:** CSU  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None  

### CIS-026 - Designing Web-Based Courses and Training Materials  
**Units:** 3  
This course covers local vs. public Web site presentations, user’s 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:** 2.5  
**Lab Hours:** 1.5  
**Repeatability:** No  
**Grading:** L  
**Advisory Level:**  
- Read: 2  
- Write: 2  
- Math: None  
**Transfer Status:** CSU  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None  

### CIS-027 - Web Application Solutions  
**Units:** 3  
This is a second level course which provides an in-depth discussion of Internet file formats such as HTML, VRML, XML, DOM, RDF, and CSS used for documents, video and sound clips. It also covers data encryption procedures and the use of Java applets.  
**Lecture Hours:** 2.5  
**Lab Hours:** 1.5  
**Repeatability:** No  
**Grading:** L  
**Prerequisite:** CIS 023 and CIS 024 and CIS 025  
**Advisory Level:**  
- Read: 2  
- Write: 2  
- Math: None  
**Transfer Status:** CSU  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None  

### CIS-028 - Web Site Administration I  
**Units:** 3  
This is a first level course that covers the basic information and tools required to establish a Web site in a business or academic environment.  
**Lecture Hours:** 2.5  
**Lab Hours:** 1.5  
**Repeatability:** No  
**Grading:** L  
**Prerequisite:** CIS 042 and CIS 060 and CIS 063 and CIS 157  

### CIS-029 - Web Site Administration II  
**Units:** 3  
This course is intended for students who are already familiar with programming and HTML. The course gives students an understanding of operating systems and site administration tools as they relate to Web site programming, design, and publishing. This course is designed to help students prepare to pass the International Web Administrators (IWA) certified Web professional exams.  
**Lecture Hours:** 2.5  
**Lab Hours:** 1.5  
**Repeatability:** No  
**Grading:** L  
**Prerequisite:** CIS 014 and CIS 028  

### CIS-030 - Introduction to .NET Architecture and Programming  
**Units:** 1  
This is the first course in a series of six courses offered in this curriculum. This course presents .NET information in a conceptual manner, independent of a programming language although programs written in C++, VB.NET, and C# demonstrate how to apply core .NET concepts. Topics covered include Web development (ASP.NET and Web services), desktop development (Windows Forms), client/server development (remote services), .NET architecture, .NET framework and common language specifications.  
**Lecture Hours:** 0.5  
**Lab Hours:** 1.5  
**Repeatability:** No  
**Grading:** L  
**Prerequisite:** CIS 042 with C or better  

### CIS-031A - C# Programming I  
**Units:** 3  
This course introduces the students to C# development using Visual Studio .NET, and focuses on C# syntax, logic constructs and application development. The topics covered include the Object Oriented Programming (OOP) paradigm, class constructors, working with methods, using inheritance to create specialized classes and designing base classes as abstract classes.  
**Lecture Hours:** 2.5  
**Lab Hours:** 1.5  
**Repeatability:** No  
**Grading:** L  
**Prerequisite:** CIS 042 with C or better  
**Recommended:** CIS 059 or equivalent programming language strongly recommended.
**CIS-031B - C# Programming I**  
**Units: 3**

This course provides an in-depth analysis of the object-oriented features of C# and extends the language features presented in C# Programming I. Support for constructors, methods, overloaded methods and static methods, object cleanup, and field/method/property access is introduced. Inheritance, interfaces, sealed classes, singletons, collections, polymorphism, and events/delegates are reviewed in depth.

Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L

**Prerequisite:** CIS 031A with C or better

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None

**Transfer Status:**  
CSU Degree Applicable: AA/AS  
District GE: None  
IGETC: None

**CIS-032 - VB.NET Programming**  
**Units: 3**

This course introduces VB.NET development using Microsoft Visual Studio .NET and focuses on VB.NET syntax, logic constructs, application development, exception handling, error handling, object creation/cleanup, and basic inheritance. In addition, students are exposed to debugging VB.NET applications and exploring system programming issues within a .NET application environment.

Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L

**Prerequisite:** CIS 042 with C or better

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None

**Transfer Status:**  
CSU Degree Applicable: AA/AS  
District GE: None  
IGETC: None

**CIS-033 - Applications Using ASP.NET**  
**Units: 3**

The course covers basic web page design using ASP.NET, server controls, data validation, XML documents, XHTML and XSLT style sheets, and SQL concepts. Students learn how to design and manage databases using MS Access and SQL Server, and how to program using reusable server components. Students write programs that use performance optimization, minimize security risks, debug and troubleshoot web applications. Students learn how to write programs that implement server-side programming to process forms, send email from a web page, read and write to files on the server, and communicate between mobile devices.

Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L

**Recommended:** CIS 032: VB.NET Programming is strongly recommended.

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None

**Transfer Status:**  
CSU Degree Applicable: AA/AS  
District GE: None  
IGETC: None

**CIS-034 - Web Development with .NET**  
**Units: 3**

This course presents a complete overview of each phase of Web development with Visual Studio .NET. During the course, the framework for a complete Web site, from server-side to client desktop will be developed. Topics include data access (including ADO.NET, SQL Server, MSDE), business tier development (COM+, service components, transaction managing, queuing services), Web development (ASP.NET, server-side controls), exposing information via services (remoting, Web services), and client-side development (hosted Windows Forms controls).

Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L

**Prerequisite:** CIS 030 with C or better

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None

**Transfer Status:**  
CSU Degree Applicable: AA/AS  
District GE: None  
IGETC: None

**CIS-035 - .NET Infrastructure Configuration and Management**  
**Units: 3**

Students will learn the architecture of .NET Framework, configuring the environment, build and run time management of applications. The detailed structure and format of configuration files and security and modification detection features will be learned. The student will also focus on the architecture of configuration model and how the settings are interpreted and used by the Microsoft .NET Framework.

Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L

**Recommended:** General programming course work (e.g. CIS 42) or experience strongly recommended.

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None

**Transfer Status:**  
CSU Degree Applicable: AA/AS  
District GE: None  
IGETC: None

**CIS-036 - Web 2.0 Programming**  
**Units: 3**

Web 2.0 Programming is about using different mature technologies in innovative ways. Students will study how to use and integrate the technologies that form the foundation of Web 2.0 (such as HTML, CSS, HTTP, JavaScript, XML, Server-Side Programming, etc.) to produce rich Web applications.

Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None

**Transfer Status:**  
CSU Degree Applicable: AA/AS  
District GE: None  
IGETC: None

**CIS-041 - Introduction to Computer Information Systems**  
**Units: 3**

Students will develop an understanding of what constitutes a computer information system, acquire knowledge about hardware, software, data, computer number systems, and procedures. Recognize 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 fundamental functions of an operating system, be given an opportunity for hands-on practice of introductory level skills in word processing, spreadsheets, database, presentation graphics, and use of Internet. Students will be exposed to a programming language.

Lecture Hours: 3  
Lab Hours: 1  
Repeatable: No  
Grading: L

**Advisory Level:**  
Read: 3  
Write: 3  
Math: 2

**Transfer Status:**  
CSU/UC Degree Applicable: AA/AS  
District GE: D7  
IGETC: None

**CIS-042 - Program Design and Development**  
**Units: 3**

This course is an introduction to modern structured and object-oriented programming. Analysis of project definitions is performed to design and implement solutions to information systems problems. Students will use systematic problem solving techniques to develop and test program specifications and detailed logic plans. Programs will be described and designed with tools such as structure charts and pseudocode. Students will use a structured programming language to code computer instructions that implement their designs. Students will use a visual programming language to develop programs using objects. Testing and debugging will be treated as extensions of the coding task.

Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L

**Prerequisite:** CIS 041 or CIT 010

**Advisory Level:**  
Read: 2  
Write: 2  
Math: None

**Transfer Status:**  
CSU/UC Degree Applicable: AA/AS  
District GE: None  
IGETC: None


**CIS-047 - Apache, PHP, MySQL**  
Units: 3  
Students will learn the basics of open-source Web server (Apache). Studying PHP and MySQL will give the students the knowledge to use and implement the most widely used open-source server-side scripting language (PHP) along with the most popular open-source relational database (MySQL). Students will gain the knowledge to build and maintain industry-class Websites.  
Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**CIS-051 - Assembly Language Programming for Micros**  
Units: 3  
This course introduces the architecture of the microprocessor, its instruction set repertoire, and assembly language programming concepts and techniques. Students will learn how to use assembly language to control I/O devices, add new I/O interfaces, and perform tasks outside the scope of high level languages.  
Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L  
Prerequisite: CIS 042  
Advisory Level:  
Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**CIS-054 - C/ C++ Programming**  
Units: 3  
C is a general-purpose programming language which features brevity of expression, modern control flow and data structures, and a rich set of operators. C++ is an object oriented programming language that is built using the C language as a base. Students will learn the importance of portability and efficiency through a variety of programming assignments. This course is for students whose needs include applications programs and/or systems software.  
Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L  
Prerequisite: CIS 042  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**CIS-055 - Data Structures**  
Units: 3  
This course provides students a language-independent treatment of topics including computer organization, data formats, file organization, recursion, and abstract data types. Data structures to be covered will include arrays, linked lists, stacks, queues, binary trees, heaps, balanced trees and Priority Queues. Applications of recursion will be discussed in some detail. Techniques for sorting and searching will also be presented.  
Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L  
Prerequisite: CIS 042 or CIS 054 or MATH 082 all with C or better  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**CIS-059 - Object Oriented Programming Using C++**  
Units: 3  
This course teaches the fundamentals and techniques of Object Oriented Programming (OOP) using the C++ language. 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.  
Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L  
Prerequisite: CIS 042 or CIS 054 with C or better  
Advisory Level:  
Read: 3  
Write: 3  
Math: 3  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**CIS-059C - Visual C++ using Microsoft Foundation Classes**  
Units: 3  
This is an advanced programming course that introduces Windows Application Programming. The course builds on object oriented programming (OOP) techniques including inheritance, polymorphism and encapsulation. The Microsoft Foundation Class (MFC) Library for Microsoft Windows is the standard C++ application programming interface (API) for all versions of Microsoft Windows. This course covers how to use MFC (version 2.0 or higher) and the Visual C++ development environment to create portable programs for these operating systems. Topics include: Class Hierarchy, Class Wizard, Graphics Device Interface, Menus, Dialogs, Toolbars, Document View Architecture, Files and Archiving, Print and Print Preview.  
Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L  
Prerequisite: CIS 059 with C or better  
Recommended: MATH 021

**CIS-060 - Systems Analysis and Design**  
Units: 3  
System Analysis and Design begins with the definition of a problem followed by the design and implementation of a new system created to correct the problem. Students will apply the concepts of the systems analysis development cycle which includes: problem definition; data collection, and analysis; analysis of systems alternatives; determination of feasibility; development of the system proposal; pilot or prototype systems development; system design; program development; systems implementation; systems review and evaluation.  
Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L  
Advisory Level:  
Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**CIS-062A - Introduction to PC Hardware and Diagnostics**  
Units: 2  
This course introduces students to the basic understanding and supporting of today's PC hardware. Students are familiarized with hardware architecture and terms including processors, motherboards, memory, storage devices, peripherals, and video. Hands-on projects are included to help students become more familiar with computer hardware basics. This class prepares students to take more advanced A+ PC Technician courses and is a prerequisite for CIS 62B or CIS 62C.  
Lecture Hours: 1.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: O  
Advisory Level:  
Read: 2  
Write: 2  
Math: 2  
Transfer Status: None  
Degree Applicable: AS  
CSU GE: None  
District GE: None  
IGETC: None
SJCC Course Catalog

CIS-062B - A+ Core PC Hardware Technology
Units: 2
This course teaches the skills needed to be a successful computer technician and prepares students for CompTIA’s A+ Core Hardware certification exam. This hands-on class teaches the techniques needed to diagnose hardware problems, configure PC components, and replace defective computer parts. Students learn how to install boards, configure multiple hard drives, add peripheral devices, work with network adapters, solve basic printer problems, and modify CMOS setups. Diagnostic software and hardware procedures are included.
Lecture Hours: 1.5 Lab Hours: 1.5 Repeatable: No Grading: L
Prerequisite: CIS 062A with C or better
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

CIS-062C - A+ Core PC Operating Systems Technology
Units: 2
This course is a fundamental class for anyone wanting to service PC's or obtain A+ certification. It introduces the concepts and skills needed to load and use OS's ranging from DOS to Windows 98/2000 and prepares students for the CompTIA Operating Systems Technologies exam. Topics include the use of the command prompt, essential utilities, boot files, file systems, OS installation procedures, Windows configuration and hard disk partitioning strategies.
Lecture Hours: 1.5 Lab Hours: 1.5 Repeatable: No Grading: O
Prerequisite: CIS 062A with C or better
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

CIS-063 - Network Telecommunications
Units: 3
This course provides a general overview regarding aspects of networking. It is designed to make the student aware of the various elements, protocols and suites within the networking environment. The course prepares the student to take the Microsoft certified Professional exam.
Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: O
Prerequisite: CIS 041 or CIT 010
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CIS-067 - Administering Microsoft Exchange Server
Units: 3
This course teaches students how to configure and maintain an Exchange server. It covers system architecture, messaging systems, protocols used to communicate with clients, distribution lists, files, and directories. Students learn how to configure message recipients and configure server locations efficiently according to the requirements of a business environment.
Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CIS-068 - Administering Microsoft SQL Server
Units: 3
This course teaches students who to install, maintain, repair, and support the MS SQL server. It covers the tasks of an SQL administrator and explains how to manage storage, import and export data, and troubleshooting. The course also provides guidelines on how to manage database activities for groups of users.
Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CIS-069 - Novell System Administration I
Units: 3
This course provides basic understanding and skills necessary to manage, monitor and maintain Local Area Network(s) with NetWare Operating System. The students gain first-hand experience with the following kinds of management tasks they would perform routinely as network administrators: network configuration, file and directory configuration, network security, backup/recovery system, print server, printer, print queue, automation. Additionally, this course will enable the student to perform basic troubleshooting techniques. The course covers the content required by Novell for System Manager which can lead to CNA and/or CNE certification.
Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: O
Prerequisite: CIS 063
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CIS-073 - Visual Basic Programming
Units: 3
Visual Basic is a programming language that allows rapid development of Microsoft Windows graphical user interface applications. This course covers Visual Basic concepts, tools, and programming methodology to create user friendly Microsoft Windows applications.
Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CIS-083 - J2EE Fundamentals
Units: 3
Recent advances in computer and networking technologies have resulted in accelerated proliferation of resources scattered across the world. It imposes a tremendous challenge to the IT industry to build a scalable, highly available and yet secure enterprise application. Java 2 Enterprise Edition (J2EE) is fast becoming the de facto standard for developing robust, component-based multilayered enterprise applications. This course provides students with the knowledge and skills needed to develop, assemble, and deploy applications using J2EE platform.
Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L
Prerequisite: CIS 084 with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
**SJ CC Course Catalog**

**CIS-083A** - Deploying Scripts for J2EE Applications

Students will learn fundamentals and techniques of deploying applications on J2EE platform. Scripting elements are typically used to create and access objects, define methods, and manage the flow of control. Modern scripting techniques using Perl, ANT and CVS are covered for different commercial and industrial applications. Standard scripting, running and debugging techniques will be stressed throughout the course.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L

Recommended: CIS 083 or Script writing experience strongly recommended

**Advisory Level:**
- Read: 3
- Write: 3
- Math: 3

**Transfer Status:**
- CSU degree: Applicable: AA/AS
- CSU GE: None
- District GE: None
- IGETC: None

**CIS-083B** - Advanced EJB Component Development

This course teaches students how to develop robust back-end functionality using Enterprise JavaBeans (EJB). This course will provide in-depth discussion on how to leverage container to manage services with entity, session, and message beans to solve real-world problems.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L

Prerequisite: CIS 083 with C or better

**Advisory Level:**
- Read: 3
- Write: 3
- Math: None

**Transfer Status:**
- CSU degree: Applicable: AA/AS
- CSU GE: None
- District GE: None
- IGETC: None

**CIS-083C** - Advanced Web Component Development with Struts

Students will gain the information and experience necessary to quickly develop and deploy web applications utilizing the Struts open source framework. The focus is on building extensible web applications based on published standards and proven design patterns. The course assumes thorough knowledge of using Servlets, Java Server Pages and Tag Libraries in exploiting the services the J2EE platform provides, as well as JDBC.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L

Prerequisite: CIS 083 with C or better

**Advisory Level:**
- Read: 3
- Write: 3
- Math: None

**Transfer Status:**
- CSU degree: Applicable: AA/AS
- CSU GE: None
- District GE: None
- IGETC: None

**CIS-084** - Java Programming

This course is intended for students with some knowledge of programming who want to develop Java stand-alone applications. Object-oriented programming, multithreads and exception handling will be covered as well as networking and developing graphical user interfaces. Applets are also discussed.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L

Recommended: CIS 042 is strongly recommended

**Advisory Level:**
- Read: 3
- Write: 3
- Math: None

**Transfer Status:**
- CSU/UC degree: Applicable: AA/AS
- CSU GE: None
- District GE: None
- IGETC: None

**CIS-085** - Advanced Java Programming

This course covers advanced Java language concepts, such as event models, networking with applets, database access, and thread groups. Students will also write programs using inner classes, collections, and exceptions. In addition, I/O routines, Java Database Connectivity (JDBC) functionality, and Servlets will be covered in detail. Students will gain experience enhancing Java programs with Swing and JavaBean components.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L

Prerequisite: CIS 084 with C or better

**Advisory Level:**
- Read: 2
- Write: 2
- Math: None

**Transfer Status:**
- CSU/UC degree: Applicable: AA/AS
- CSU GE: None
- District GE: None
- IGETC: None

**CIS-089** - Web Services Architecture

Students will be given an overview of Service Oriented Architecture (SOA) and Shared Business Services. Students will appreciate the advantages offered by web services and understand its lifecycle. Different Web Services Architectures available in the market and the underlying standards and protocols will be evaluated. Students will be able to compose, describe and deploy basic web services and differentiate between different web services platforms.

Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: L

Prerequisite: CIS 020 with C or better

**Advisory Level:**
- Read: 3
- Write: 3
- Math: None

**Transfer Status:**
- CSU degree: Applicable: AA/AS
- CSU GE: None
- District GE: None
- IGETC: None

**CIS-089A** - Migration and Integration of Web with Business Services

This course offers an in depth understanding of the business and functional requirements of different types of business services. It describes the steps involved in migrating the legacy services and making them available through web infrastructures. Students will learn how to describe the interfaces between the applications and web services as well as among internal and external web services. Assessment of when a business service is converted to a web service, security requirements, and access control of web services will also be covered in detail.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L

Prerequisite: CIS 020 with C or better

**Advisory Level:**
- Read: 3
- Write: 3
- Math: None

**Transfer Status:**
- CSU degree: Applicable: AA/AS
- CSU GE: None
- District GE: None
- IGETC: None

**CIS-090** - Web Services Registry Using UDDI

Students will gain a comprehensive understanding of the UDDI (Universal Description, Discovery and Integration) Information model and the data structures (BusinessEntity, BusinessService, tModel, BindingTemplates, taxonomies). It explains the role of UDDI Registry within the web service infrastructure and how it can be used to “discover” and "find" web services. It illustrates how web services are published and how taxonomies can help in web service discovery process. Some of the topics covered in this course are: UDDI API, web services description using WSDL, related standards and technologies.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L

Prerequisite: CIS 020 with C or better

**Advisory Level:**
- Read: 3
- Write: 3
- Math: None

**Transfer Status:**
- CSU degree: Applicable: AA/AS
- CSU GE: None
- District GE: None
- IGETC: None
CIS-098 - Directed Study in Computer Information Systems

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None  Lab Hours: 1.5 - 27  Repeatable: 17  Grading: 0

Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CIS-100 - DOS for Microcomputers  Units: 2

In this course students learn to use Disk Operating System (DOS). The course provides in depth coverage and understanding of the DOS commands and concepts that are necessary to use other computer applications and file handling procedures for floppy and fixed disks. Emphasis is placed on functionality rather than commands. Emphasis is placed on using the command-line, text based DOS interface to manipulate files and directories and to use troubleshooting tools to analyze and enhance system performance.

Lecture Hours: 1  Lab Hours: 3  Repeatable: No  Grading: L

Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CIS-119A - Network Security and Intrusion Detection  Units: 3

This course is an introduction to network security architecture models, information security standards, and cryptography. Students will learn to assess network for vulnerabilities, implement prevention techniques. They will also define and implement security policies to detect and prevent intrusion and attacks on systems.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CIS-119B - Internet Security Protocols  Units: 3

This course is an application of advanced network security protocols namely VPN and SSL to connect and conduct business securely on the Internet. The course covers the IP Security protocol and its components. Students define, implement and operate virtual private networks (VPN), and secure web transactions using SSL. This course demonstrates X.509 digital certificates as an alternative to passwords for user authentication. Students learn about digital signatures, certificate enrollment protocols, revocation methods and certificate authorities. This course prepares students to pass the CISSP certification exam and to pursue careers as Internet security professionals.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L

Recommended: CIS 063 and CIS 119A strongly recommended.

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CIS-121 - Web Application Security  Units: 3

This course is an introduction to application security principles, and overview of security in existing web application development architectures (J2EE and .NET). Both frameworks will be examined thoroughly for building comprehensive security into web-based applications for authentication, authorizations, role based access control, securing the wire, and signing the XML data for integrity. Students will learn to program web services with availability, access control, confidentiality, and integrity and defeat sophisticated application attacks like SQL injection, script injection from compromising web-based applications.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L

Recommended: CIS 083 or CIS 089 or equivalent work experience is strongly recommended.

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CIS-131 - Introduction to Internet  Units: 1

Internet is a world wide collection of computer networks that transmit data using the Internet Protocol. This course provides the basic skills needed to use Internet services of electronic mail, file transfer, remote login, news, sharing software and accessing information.

Lecture Hours: 0.5  Lab Hours: 1.5  Repeatable: No  Grading: L

Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CIS-132 - Web Pages with HTML  Units: 3

This is an introductory course for students who want to be proficient using HTML commands. Students will discover what makes some World Wide Web pages stand out and why so many Web sites never get noticed. Students will design multiple web pages to attract their target audience and have them navigate through key information. Students will learn the code-writing commands needed to program their own home page to appear the way it is envisioned, to make a web page easily accessible to all who visit it, and to inspect page outline and make changes whenever needed.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L

Recommended: CIS 131 strongly recommended.

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CIS-138 - Work Experience  Units: 1 - 8

Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None  Lab Hours: 1.81  Repeatable: 15  Grading: O

Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
CIS-151A - UNIX Shell Programming  Units: 3
This is a beginning course in UNIX Shell Programming using different shell programs available with the UNIX operating system. The course will include use of Bourne Shell and C-Shell Programming theory and concepts. These concepts include interpretation of different quote characters, shell variables, decision making commands and loop 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 "reh" and introduction to Korn shell commands. Students are required to register in CIS 200 in order to complete supplementary exercises.
Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: CIS 157
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CIS-151D - Linux Network Administration  Units: 3
This is a course on Transmission Control Protocol/Internet Protocol (TCP/IP) and Linux networking. It includes assembly, set-up and configuration of the Linux Ethernet networks, host and router configurations, sendmail, firewalls, remote access, and execution. An introduction to distributed programming using sockets, TLI (Transfer Level Interface), RPC (Remote Procedure Calls) and frequently used diagnostics utilities are addressed. Students are required to register in CIS 200 in order to complete supplementary course work.
Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: CIS 158
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CIS-157 - Introduction to UNIX  Units: 3
This course provides an introduction to the UNIX operating system. Topics covered include shells, directory and file structure, file permissions, passwords, security, the vi editor, redirection, pipes, filters and shell programming. Additional topics include the use of UNIX I/O devices, system administration and Internet access. Modern techniques will be stressed throughout the course.
Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CIS-158 - UNIX System Administration  Units: 3
This course teaches the concepts of UNIX system administration. Lab exercises reinforce lecture topics and provide practical experiences in Unix system administration. Topics include unix installation, unix file systems, managing user accounts, user shells, security, system resources, device administration, system and file backup and restore, printers and print spooling systems, network management using TCP/IP, network access using telnet and ftp, interface to Microsoft networks using SAMBA, electronic mail systems, system kernel builds, and system tuning. Shell scripts are used to demonstrate system administration.
Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: CIS 157
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CIS-185 - Introduction to Nanotechnology  Units: 3
Applications
This course introduces and describes current and emerging Nanotechnology applications and opportunities in various scientific disciplines. This course is intended for students in Science, Technology, Engineering, Education, and Business programs.
Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

Construction Technology

CNSTR-098 - Directed Study in Construction  Units: 0.5 - 9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None  Lab Hours: 1.5 - 27  Repeatable: 17  Grading: O
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

CNSTR-100 - Introduction to Hand and Power Tools  Units: 1
In this course students will learn to identify tools used in carpentry, woodworking, plumbing, concrete, electrical, automotive, and gardening, as well as basic fasteners and hardware. Students will also study the safe and correct operating techniques of these tools.
Lecture Hours: 1  Lab Hours: 0  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

CNSTR-101A - Construction Tools, Materials and Processes  Units: 4
This course introduces the student to the residential construction industry. Hand/power tools and machines common to the building construction trades will be used. Construction materials, fasteners, and construction techniques will be utilized.
Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L
Credit by Exam: Yes
Recommended: Review of general math skills and basic geometry is helpful.
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Repeatable</th>
<th>Grading</th>
<th>Advisory Level</th>
<th>Transfer Status</th>
<th>CAN</th>
<th>Credit by Exam</th>
<th>Prerequisite</th>
<th>Repeatable</th>
<th>Graphic</th>
<th>IGETC</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNSTR-101A</td>
<td>Residential Construction Framing</td>
<td>3</td>
<td>Practical and theoretical study of foundations, floor frame systems, subflooring, and wall and ceiling framing methods.</td>
<td>2</td>
<td>4</td>
<td>No</td>
<td>L</td>
<td>Read: 2</td>
<td>Degree Applicable: AA/AS</td>
<td></td>
<td>Yes</td>
<td>CNSTR 101A or CNSTR 101 with C or better</td>
<td>No</td>
<td></td>
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<tr>
<td>CNSTR-102A</td>
<td>Residential Construction - Plumbing</td>
<td>3</td>
<td>Students will learn the theory, design and installation of residential plumbing systems. Students will discuss, design, and test modern sanitary waste, water distribution, and gas piping system installation methods and material.</td>
<td>2</td>
<td>4</td>
<td>No</td>
<td>L</td>
<td>Read: 3</td>
<td>Degree Applicable: AA/AS</td>
<td></td>
<td>Yes</td>
<td>CNSTR 101A with C or better</td>
<td>No</td>
<td></td>
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<tr>
<td>CNSTR-102B</td>
<td>Residential/Commercial Wiring</td>
<td>4</td>
<td>This course covers the fundamentals of residential and commercial electrical wiring. Successful completion of this course requires a working knowledge of sizing an electrical service and distribution panel and sizing of breakers and conductors. Students will also have knowledge of various residential and commercial circuits, GFCI protection, and grounding requirements. The course stresses the importance of print reading. The commercial wiring portion informs the student of the systems peculiar to commercial applications. Both parts of the course stress National Electrical Code (NEC), ensuring the student's familiarity with the code.</td>
<td>3</td>
<td>3</td>
<td>No</td>
<td>L</td>
<td>Read: 3</td>
<td>Degree Applicable: AA/AS</td>
<td></td>
<td>Yes</td>
<td>CNSTR 101A with C or better</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CNSTR-103</td>
<td>Roof Framing Systems</td>
<td>4</td>
<td>Students will learn the theory and practice of roof framing for residential dwellings. Hands-on experience is provided. The course will cover techniques for cutting, installing, bracing, and sheathing of rafters and application of roof coverings.</td>
<td>3</td>
<td>3</td>
<td>No</td>
<td>L</td>
<td>Read: 3</td>
<td>Degree Applicable: AA/AS</td>
<td></td>
<td>Yes</td>
<td>CNSTR 101A with C or better</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CNSTR-104</td>
<td>Interior/Exterior Finish</td>
<td>4</td>
<td>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.</td>
<td>3</td>
<td>3</td>
<td>No</td>
<td>L</td>
<td>Read: 2</td>
<td>Degree Applicable: AA/AS</td>
<td></td>
<td>Yes</td>
<td>CNSTR 101A or CNSTR 101 with C or better</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CNSTR-105</td>
<td>Concrete Construction</td>
<td>3</td>
<td>Concrete Construction is required for the AS Degree or Certification in Construction Technology. This beginning course introduces students to the many applications of concrete in the world of construction. Students will become familiar with industrial practices of forming, reinforcing, placing and finishing concrete. Each student is required to construct concrete forms, bend reinforcing steel, and correctly mix, place, and finish concrete. Students will also learn to read blueprints and complete concrete material estimates.</td>
<td>3</td>
<td>3</td>
<td>No</td>
<td>L</td>
<td>Read: 2</td>
<td>Degree Applicable: AA/AS</td>
<td></td>
<td>Yes</td>
<td>CNSTR 101A or CNSTR 101 with C or better</td>
<td>No</td>
<td></td>
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<tr>
<td>CNSTR-106</td>
<td>Construction Blueprint Reading, Estimating, Codes and Specifications</td>
<td>3</td>
<td>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.</td>
<td>3</td>
<td>None</td>
<td>No</td>
<td>L</td>
<td>Read: 2</td>
<td>Degree Applicable: AA/AS</td>
<td></td>
<td>Yes</td>
<td>CNSTR 101A or CNSTR 101 with C or better</td>
<td>No</td>
<td></td>
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<tr>
<td>CNSTR-107</td>
<td>Seminar in Principles of Contracting</td>
<td>3</td>
<td>This course is designed for theoretical and practical instruction of the experiences and principles and applications of contracting. Students learn the requirements of being a licensed contractor and an overview of principles of running a contracting business. Job scheduling and estimating are covered.</td>
<td>3</td>
<td>None</td>
<td>No</td>
<td>L</td>
<td>Read: 2</td>
<td>Degree Applicable: AA/AS</td>
<td></td>
<td>Yes</td>
<td>CNSTR 101A or CNSTR 101 with C or better</td>
<td>No</td>
<td></td>
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</tr>
</tbody>
</table>
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

Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

This course is a continuation of Construction Technology 109A. It is designed for anyone who is interested in learning and developing more advanced manipulative skills used within the cabinet/furniture making industry today. Tool/machine safety, use, and maintenance, frame and panel construction, cabinet doors, drawers, drawer guides, shelves, and cabinet interiors will be covered.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Prerequisite: CNSTR 109A with C or better

Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

Students will discover the issues involved in planning a home, selecting a site, and submitting a plan using computer aided design and drafting software, such as CADD. Students will learn about design, codes, building methods, conventions, and drawing and illustration techniques. Students will prepare a set of drawings from which a home could be built. The working drawings will include plot plan, floorplan, schedules, and elevation views.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Credit by Exam: Yes
Recommended: Completion of CNSTR 101A, 101B, 102A, 102B, 103, 106, 107, and 108 prior to this course

Advisory Level:  Read: 3  Write: 3  Math: 2
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

Students will learn the fundamentals of woodworking through an application (clockmaking). The course includes clock design, basic print reading, shop math, measurement, and construction techniques. Safety procedures and demonstrations of hand/power tools and machines used in clock making will be discussed. Assembly and finishing procedures will also be covered, so that the student finishes the class with a completed, functioning clock.

Lecture Hours: 1  Lab Hours: 2  Repeatable: 2  Grading: O

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

This course covers the basics of directing people at work and is a comprehensive supervision blueprint for anyone who is responsible for the actions of others in the workplace. This course will help supervisors increase productivity and make life as a supervisor less stressful and more rewarding.

Lecture Hours: 1  Lab Hours: 0  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

This course covers the fundamentals of procuring and managing insurance with special emphasis on cost control. This course will teach you how to understand and manage your worker’s compensation, liability and other coverages and how to save money on both the procurement and ongoing relationship with your insurer. It will help contractors make sense out of the maze of coverages and show how to save money and control the process of insuring your company with skill and confidence.

Lecture Hours: 1  Lab Hours: 0  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

Construction drawings incorporate a specially defined nomenclature that accurately converts large-scale three-dimensional objects into a two-dimensional format. Construction drawings are the language of the building industry. This beginning course gives you the basic skills you need to read, and understand construction drawings and specifications.

Lecture Hours: 1  Lab Hours: 0  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
CNSTR-116 - Estimating Units: 1
This beginning course provides the basic concepts of construction cost estimating and shows how to estimate the quantity of labor and materials needed to complete a construction project. You will work from actual plans to predict the cost of trades and subcontract work for residential and commercial projects. Students will also become familiar with the CSI system of indexing all construction work in the specifications.
Lecture Hours: 1 Lab Hours: 0 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CNSTR-117 - Construction Safety Standards Units: 1.5
This course identifies the most common safety and environmental regulations that apply to the Construction Industry. Students will learn to recognize when a regulation applies and when additional training is necessary. This course is recommended for individuals who may directly or indirectly impact safety or environmental compliance, manage or supervise personnel, need the information to accurately estimate or control project schedules or costs, and need to be aware of safety or environmental compliance liability aspects of the project.
Lecture Hours: 1.5 Lab Hours: 0 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CNSTR-118 - Project Management for Construction Units: 1
This course provides the basic concepts in construction project management and an understanding of tools to control the sequence of work on larger projects. Students will get practical experience using real or hypothetical situations in project management.
Lecture Hours: 1 Lab Hours: 0 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CNSTR-119 - Construction Contracting with the Federal Government Units: 1
This course provides knowledge of how to get into the lucrative Federal Construction market and successfully locate, bid and build a Federal project.
Lecture Hours: 1 Lab Hours: 0 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CNSTR-120 - Building Code for the Construction Industry Units: 1
This course, designed for construction industry professionals, will cover the International Building Code (IBC), the base document for the California Title 24 Building Code. Students will obtain an understanding of the provisions of the building code and how it is applied in California. Topics include the history of code development, the administration of codes in California and the United States, application to new and existing buildings, and a study of the IBC specific code provisions.
Lecture Hours: 0 Lab Hours: 0 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CNSTR-124 - Careers in Construction Units: 2
This course will introduce the student to the various careers available within the construction industry. Emphasis will be on the introduction to the careers available through apprenticeship and college education and emphasize career pathways and lifelong education. Physical requirements and mental aptitudes involved will be explored to enable each student to choose their best career path. The course will include an introduction to the Building Codes. Students may have to provide transportation for field trips.
Lecture Hours: 2 Lab Hours: 0 Repeatable: No Grading: L
Credit by Exam: Yes

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CNSTR-125 - Green Construction Units: 3
This seminar introduces students to the rapidly evolving field of designing and constructing buildings that are healthier, more sustainable, environmentally friendly, comfortable, and conserve energy and water. Students will learn how to incorporate appropriate sustainable practices into future construction projects including solar, wind, and geothermal power, green roofs, adobe, radiant heat, safe insulation and ventilation, SIPs, ICF, cob, earthecrete, rammed earth and other alternatives to wooden construction. The course will emphasize the importance and impact of choosing sustainably harvested materials and technology to safeguard the environment. This course may be used to prepare for LEED certification.
Lecture Hours: 3 Lab Hours: 0 Repeatable: 3 Grading: O

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CNSTR-128 - Introduction to National Electrical Code Units: 3
This course is designed for introductory study of the National Electrical Code (NEC) by apprentices, journeyman electricians, contractors, and persons in related trades. Students will use knowledge of electrical theory and construction to locate, identify applications, and apply and interpret NEC standards to install or inspect electrical systems.
Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L
Credit by Exam: Yes
Recommended: CNSTR 102B, Electrical Wiring, and/or other related trade knowledge strongly recommended

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
**SJCC Course Catalog**

**CNSTR-130  -  House Building Practicum  Units: 4.5**

The students will join a team from the San Jose City College Construction Technology Program and build a house for low income families with a group such as Habitat for Humanity. Students will study how to use tools and construct a house. Each semester students may find us working on different stages of construction including foundations, framing floors, walls, and ceilings, stairs and roofs, heating and air conditioning, plumbing, electrical, solar, installing doors and windows, insulation, wallboard, cabinetry, siding and trim, roofing, painting, flooring, and landscaping. Projects will be located off campus and require transportation or carpooling after introductory sessions at SJCC. No experience necessary.

Lecture Hours: 3  Lab Hours: 4.5  Repeatable: No  Grading: O

Advisory Level:  Read: 3  Write: 3  Math: 1
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**CNSTR-133  -  LEED Green Associate Exam  Units: 2**

Students will prepare for the LEED® (Leadership in Energy and Environmental Design) professional accreditation exam for new construction. Students will gain knowledge of the current LEED® Rating System Credit Intents and Requirements for building certification, and how to implement the process and coordinate a project team. Sustainable building strategies, verification and technical analyses will be covered. The U.S. Green Building Council (USGBC) did not participate in the development and/or implementation of this course. The USGBC is not affiliated with San Jose City College. LEED® and USGBC are registered trademarks of the U.S. Green Building Council. A field trip is required.

Lecture Hours: 2  Lab Hours: 0  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**CNSTR-138  -  Work Experience  Units: 1 - 8**

Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None  Lab Hours: 1.81  Repeatable: 15  Grading: O

Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**CNSTR-310  -  Applied Construction Math  Units: 3.5**

The students will develop mathematical skills that can be used in the construction trades. While this class is not a prerequisite for any other classes, it does provide a foundation for other construction courses.

Lecture Hours: 3  Lab Hours: 1.5  Repeatable: No  Grading: O

Open Curriculum: An assessment test is required prior to first day of class

Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

**CORCT-103  -  Juvenile Counselor Core Course  Units: 4**

The juvenile counselor core course is designed to meet the California Board of Corrections requirements for entry level training of juvenile institution staff.

Lecture Hours: 6.8  Lab Hours: 2.3  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**CORCT-111  -  Probation Officer Core Course  Units: 5**

This course provides the basic concepts and skills necessary to perform the job of probation officer within the state of California. The course is certified by the State Board of Corrections, Training and Standards for Corrections (STC). This course provides 200 hours of training.

Lecture Hours: 8  Lab Hours: 3.4  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**COS-010A  -  Cosmetology Freshman Theory  Units: 5**

Cosmetology 010A is the first course in sequence required of majors in Cosmetology. This class gives a general introduction to Cosmetology, including chemical compounds commonly found in soaps, shampoos, bleaches, hair colors, permanent waving, chemical straightening, and disinfectants. Bacteriology and sanitation processes are stressed as well as the political, social and economic aspects of the role of Cosmetology in today's society. All students are required to keep an information notebook and create projects demonstrating deductive reasoning and critical thinking. This course, with its corequisite, COS 105A, meets the District lab science requirement.

Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: L

Corequisite: COS 105A

Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: BL  IGETC: None

**COS-010B  -  Cosmetology Senior Theory  Units: 5**

Cosmetology 10B is a continuation of the 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 rules and regulations, business management and people skills. Laboratory assignments are performed with an emphasis on safety and critical thinking. Students are required to keep a notebook and to write reports which include deductive reasoning and critical thinking. This course, with its corequisite, COS 105B, meets the District lab science requirement.

Lecture Hours: 5  Lab Hours: None  Repeatable: 1  Grading: L

Prerequisite: COS 010A and COS 105A, both with C or better

Corequisite: COS 105B

Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: BL  IGETC: None
### COS-098 - Directed Study in Cosmetology
**Units:** 0.5 - 9

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Division office. Repeatable to a maximum of 5 units across all disciplines.

<table>
<thead>
<tr>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Repeatable</th>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>1.5 - 27</td>
<td>17</td>
<td>O</td>
</tr>
</tbody>
</table>

**Advisory Level:**
- Read: 2
- Write: 2
- Math: None

**Transfer Status:**
- CSU Degree Applicable: AA/AS
- District GE: None
- IGETC: None

| COS-105 - Cosmetology Professional Skills | Units: 11.5 |

This course is designed for continuing students who must meet the California Bureau of Barbering and Cosmetology requirement of 1600 hours. The lecture portion will include the Health and Safety Module. The following advanced topics are covered in lab: hair design, hair sculpting (cutting), haircoloring, perm design, shampooing, manicuring, make-up, facials, scalp massage, hair removal by wax and tweezers, hair relaxing, thermal styling, braiding / hair extensions, and spa pedicures. Both concepts and manipulative skills related to each area are emphasized.

<table>
<thead>
<tr>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Repeatable</th>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>19.5</td>
<td>1</td>
<td>L</td>
</tr>
</tbody>
</table>

**Prerequisite:** COS 010A and COS 105A, both with C or better

**Advisory Level:**
- Read: 2
- Write: 2
- Math: None

**Transfer Status:**
- CSU Degree Applicable: AA/AS
- District GE: None
- IGETC: None

### COS-105A - Cosmetology Freshman Laboratory
**Units: 16**

The lab section for first semester cosmetology students includes beginning instruction in the following subject areas: hairstyling, hairshaping, permanent waving, chemical relaxing, thermal styling, haircoloring, hairlightening, scalp and hair treatments, manicures, pedicures, facials, makeup, eyebrow arching, sanitation, shampoos/rinses and understanding of pH. Client safety and sanitary precautions for each practical area are emphasized. Students must be concurrently enrolled in 010A. This course, with its corequisite, COS 10A, meets the District lab science requirement.

<table>
<thead>
<tr>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Repeatable</th>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>32.5</td>
<td>1</td>
<td>L</td>
</tr>
</tbody>
</table>

**Corequisite:** COS 010A

**Advisory Level:**
- Read: 2
- Write: 2
- Math: None

**Transfer Status:**
- CSU Degree Applicable: AA/AS
- District GE: BL
- IGETC: None

### COS-105B - Cosmetology Senior Laboratory
**Units: 16**

This second semester lab course gives in depth information about Cosmetology including advanced manipulative skills in hairstyling, haircutting, haircoloring, permanent waving, manicuring, makeup, facials, scalp massage, hair removal, shampooing, chemical relaxing, thermal styling, pedicures, artificial nails and other procedures required by the State Bureau of Barbering and Cosmetology. Social, cultural, psychological, political and economical aspects of cosmetological vocation and entrepreneurship are discussed. Student must be concurrently enrolled in 010B. This course, with its corequisite, COS 10B, meets the District lab science requirement.

<table>
<thead>
<tr>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Repeatable</th>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>32.5</td>
<td>1</td>
<td>L</td>
</tr>
</tbody>
</table>

**Prerequisite:** COS 105A with C or better

**Corequisite:** COS 010B

**Advisory Level:**
- Read: 2
- Write: 2
- Math: None

**Transfer Status:**
- CSU Degree Applicable: AA/AS
- District GE: BL
- IGETC: None

### COS-116A - Cosmetology Teacher Training I
**Units: 10.5**

This course is offered for the experienced / licensed Cosmetologist to become a qualified Cosmetology Instructor. Training for the course will consist of practical and theoretical principals of effective teaching methods, which includes lesson planning, oral presentations, evaluations, test construction, and procedures to ensure environmental health and safety. Preparation for State Cosmetology Instructor's License is emphasized.

<table>
<thead>
<tr>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Repeatable</th>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>16.5</td>
<td>No</td>
<td>L</td>
</tr>
</tbody>
</table>

**Prerequisite:** Valid California Bureau and Cosmetology license and one year, full salon industry experience.

**Advisory Level:**
- Read: 3
- Write: 3
- Math: None

**Transfer Status:**
- CSU Degree Applicable: AA/AS
- District GE: None
- IGETC: None

### COS-116B - Cosmetology Teacher Training II
**Units: 10.5**

Phase II of the Cosmetology Teacher Trainee program will provide the Trainee with an opportunity to acquire additional Cosmetology skills, expand career options, work place skill competencies, subject mastery skills, and California Bureau of Barbering and Cosmetology Examination strategies necessary for acquiring their State Cosmetology Instructors License. A total of 300 hours of lecture / demonstration and laboratory training to include technical and practical aspects of Cosmetology Science.

<table>
<thead>
<tr>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Repeatable</th>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>16.5</td>
<td>No</td>
<td>L</td>
</tr>
</tbody>
</table>

**Prerequisite:** Valid California Bureau and Cosmetology license and one year, full salon industry experience.

**Advisory Level:**
- Read: 3
- Write: 3
- Math: None

**Transfer Status:**
- CSU Degree Applicable: AA/AS
- District GE: None
- IGETC: None

### COS-120 - Manicuring Theory
**Units: 4**

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.

<table>
<thead>
<tr>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Repeatable</th>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>None</td>
<td>No</td>
<td>O</td>
</tr>
</tbody>
</table>

**Prerequisite:** File application with Cosmetology Dept.

**Corequisite:** COS 121

**Advisory Level:**
- Read: 1
- Write: None
- Math: None

**Transfer Status:**
- Degree Applicable: AS
- District GE: None
- IGETC: None

### COS-121 - Manicuring Laboratory
**Units: 5**

This course presents the concepts and develops the manipulative skills involved in manicuring, pedicuring, applying nail wraps using paper, silk, linen and fiberglass; the application of nail extensions using tips, acrylic, fiberglass, linen, gel, and nail art techniques.

<table>
<thead>
<tr>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Repeatable</th>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>17</td>
<td>No</td>
<td>O</td>
</tr>
</tbody>
</table>

**Prerequisite:** File application with Cosmetology Dept.

**Corequisite:** COS 120

**Advisory Level:**
- Read: 1
- Write: None
- Math: None

**Transfer Status:**
- Degree Applicable: NAA
- District GE: None
- IGETC: None
**COS-130A - Esthetics I**  
Units: 11  

Esthetics I is the first course in a sequence of two. Students will acquire the skills required to render professional services and begin to prepare students for the State Board Examination for Estheticians. The course provides students with an understanding of the theory and practical operations of all pertinent subjects dealing with skin care.

Lecture Hours: 6  
Lab Hours: 15  
Repeatable: No  
Grading: L

Advisory Level:  
Read: 3  
Write: 3  
Math: 1

Transfer Status: None  
Degree Applicable: AS

CSU GE: None  
District GE: None  
IGETC: None

**COS-130B - Esthetics II**  
Units: 11  

This advanced Esthetics course is designed for continuing students to complete State Board requirement of 600 hours. It will provide students with the skills required to render professional services. Skin care theory and practical training including the application of chemical peels, waxing, and essential oils are covered.

Lecture Hours: 6  
Lab Hours: 15  
Repeatable: No  
Grading: L

Prerequisite: COS 130A with C or better

Advisory Level:  
Read: 3  
Write: 3  
Math: 1

Transfer Status: None  
Degree Applicable: AS

CSU GE: None  
District GE: None  
IGETC: None

**COS-130C - Advanced Esthetics**  
Units: 2  

In Advanced Esthetics students will study the skills required to render professional services in a salon or spa setting. It gives students an understanding of the theory and practical operations of advanced face and body treatments. This course includes theory and practice of hair removal methods for face and body, advanced facial massage techniques, superficial chemical peels and body scrubs/wraps.

Lecture Hours: 1.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: O

Prerequisite: COS 130A with C or better

Advisory Level:  
Read: 3  
Write: 3  
Math: 1

Transfer Status: None  
Degree Applicable: NAA

CSU GE: None  
District GE: None  
IGETC: None

**COS-X109 - Senior Laboratory Special Problems**  
Units: 0.5 - 13  

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 COS 105B, both with C or better

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

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**DANCE-002 - Dance Appreciation**  
Units: 3  

Students survey the art of dance, its development as an art form, and elements present in all dance. The course examines the diversity of people and culture leading to the development of theatrical dance forms of World and Western cultures. Basic movements, use of performing space and dynamic qualities are explored in a variety of contexts.

Lecture Hours: 3  
Lab Hours: 0  
Repeatable: No  
Grading: L

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU/UC  
Degree Applicable: AA/AS

CSU GE: C1  
District GE: C  
IGETC: 3A

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**DANCE-010 - Ballet, Beginning**  
Units: 1  

This course introduces the student to elementary ballet theory and technique including barre and centre work. The student will learn basic positions, poses, steps, jumps and turns, utilizing traditional French terminology. The student will gain an understanding and appreciation of his/her own unique body in relation to ballet as a classical art form. Repeatable to a maximum of 4 units.

Lecture Hours: None  
Lab Hours: 3  
Repeatable: 3  
Grading: O

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:  
Read: None  
Write: None  
Math: None

Transfer Status: CSU/UC  
Degree Applicable: AA/AS

CSU GE: E2  
District GE: E2  
IGETC: None

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**DANCE-011 - Ballet, Intermediate**  
Units: 0.5 - 1  

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 centre combinations. The student will gain fluency in the use of traditional French terminology. Repeatable to a maximum of 4 units.

Lecture Hours: None  
Lab Hours: 2 - 3  
Repeatable: 7  
Grading: L

Prerequisite: DANCE 010

Advisory Level:  
Read: None  
Write: None  
Math: None

Transfer Status: CSU/UC  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

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**DANCE-014 - Dancers' Workshop**  
Units: 0.5 - 2  

This is a course in dance rehearsal process which culminates in public performance. Students participate as dancers, rehearsing and performing repertory reconstruction's, folkloric arrangements and original student and faculty choreography. Repeatable to a maximum of 8 units.

Lecture Hours: None  
Lab Hours: 2 - 6  
Repeatable: 15  
Grading: L

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:  
Read: None  
Write: None  
Math: None

Transfer Status: CSU/UC  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

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**IGETC: None**  
**CSU GE: None**  
**District GE: None**

132
DANCE-020  - Jazz Dance, Beginning  Units: 0.5 - 1
This course introduces the student to the elementary skills of jazz dance technique. The class begins with a warm-up that addresses strength, flexibility, alignment and coordination. The student will learn basic positions, isolations, locomotor movements, and full body actions. Exploration of movement qualities will be included as well as basic rhythms and phrasing in listening and moving to music. The student will gain an understanding and appreciation of his/her own unique body in relation to jazz dance as a dynamic art form. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 2 - 3  Repeatable: 7  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E2  District GE: E2  IGETC: None

DANCE-021  - Jazz Dance, Intermediate  Units: 0.5 - 1
This course is a continuation of all the elements introduced in Jazz Dance, Beginning. All activities increase in difficulty based on solid technical foundation of strength, flexibility, alignment, and coordination. The pace of the class becomes faster, and combinations increase in complexity and artistry. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 2 - 3  Repeatable: 7  Grading: O
Prerequisite: DANCE 020

Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E2  District GE: E2  IGETC: None

DANCE-023  - Hip-hop Jazz–Beginning  Units: 1
This course introduces the student to the elementary skills of hip-hop 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 hip-hop as a dynamic art form.
Lecture Hours: 0  Lab Hours: 3  Repeatable: 3  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  District GE: E2  IGETC: None

DANCE-024  - Dance Production Workshop  Units: 0.5
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: None  Lab Hours: 2  Repeatable: 3  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

DANCE-040  - Tap Dance  Units: 0.5 - 1
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: 2 - 3  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: AA/AS
CSU GE: E2  District GE: E2  IGETC: None

DANCE-050  - Modern Dance, Beginning  Units: 1
This course introduces the student to the elementary skills of modern dance technique. The student will learn basic positions, gestures, traveling and jumping steps, turns and level changes. The student will learn the fundamentals of spatial orientation and will gain an understanding and appreciation of her/his own unique body in relation to dance as an expressive art form. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 2 - 3  Repeatable: 3  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E2  District GE: E2  IGETC: None

DANCE-051  - Modern Dance, Intermediate  Units: 0.5 - 1
This course furthers the student's artistry and skill in modern dance. The student will apply fundamentals of motion and space through technical exercises and dance combinations of varying dynamic and expressive content. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 2 - 3  Repeatable: 7  Grading: L
Prerequisite: DANCE 050 or (DANCE 025A and 025B)

Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E2  District GE: E2  IGETC: None

DANCE-062  - Mexican Folkloric Dance  Units: 0.5
This class introduces the student to dances of various Mexican Folkloric origin within their cultural contexts. Students will learn dances from at least three different regions, along with basic steps, formations and rhythms, as well as cultural traditions including musical and costume style and origins of the dances.
Lecture Hours: None  Lab Hours: 2  Repeatable: 3  Grading: O
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E2  District GE: E2  IGETC: None
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANCE-063</td>
<td>Mexican Folkloric Dance, Intermediate</td>
<td>0.5</td>
<td>This class provides in-depth instruction in steps, rhythms, and partner techniques of selected forms of Latin dance. Dynamics of improvisation, sequencing, and style will be explored through different forms of Latin dance such as: Rhumba, Cha-cha, Salsa, Mambo, and Samba. Stylistic origins and modern transformations will be studied in their social and historical contexts.</td>
</tr>
<tr>
<td>DANCE-064</td>
<td>Ballroom Dance</td>
<td>0.5</td>
<td>This class introduces the student to ballroom dances of European and Latin American origin. Students will learn basic steps, rhythms, and partner techniques for Waltz, Fox Trot, Tango, Rhumba, Cha-cha, and Swing dances as well as their stylistic origins and modern transformations in social and historical contexts.</td>
</tr>
<tr>
<td>DANCE-065</td>
<td>Ballroom Dance, Intermediate</td>
<td>0.5</td>
<td>This class provides in-depth instruction in steps, rhythms, and partner 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.</td>
</tr>
<tr>
<td>DANCE-067</td>
<td>Intermediate Ballroom-Swing</td>
<td>1</td>
<td>Students gain in-depth instruction in steps, rhythms, and partnering techniques of selected forms of Swing dance. Dynamics of improvisation, sequencing, and style will be explored through different forms of Swing: Foxtrot, Lindy, Jitterbug and Bop. Stylistic origins and modern transformations will be studied in their social and historical contexts.</td>
</tr>
<tr>
<td>DANCE-068</td>
<td>Ballroom-Dance, Intermediate</td>
<td>0.5</td>
<td>This class provides in-depth instruction in steps, rhythms, and partner techniques of 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.</td>
</tr>
<tr>
<td>DANCE-069</td>
<td>Directed Study in Dance</td>
<td>0.5-9</td>
<td>Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division Office. Repeatable to a maximum of 9 units across all disciplines.</td>
</tr>
<tr>
<td>DENT-098</td>
<td>Directed Study in Dental Assisting</td>
<td>0.5-9</td>
<td>Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division Office. Repeatable to a maximum of 9 units across all disciplines.</td>
</tr>
<tr>
<td>DENT-151</td>
<td>Beginning Dental Assisting</td>
<td>3</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Advisory Level:**
- Read: 2
- Write: 2
- Math: None

**Transfer Status:**
- CSU/UC Degree Applicable: AA/AS
- CSU GE: E
- District GE: E2
- IGETC: None

**Repeatable:**
- No

**Corequisite:**
- DENT 152 and DENT 153 both with C or better

**Prerequisite:**
- DENT 152 and DENT 153 both with C or better

**Credit by Exam:**
- Yes

**Degree Applicable:**
- AS
- BL
- None

**IGETC:**
- None
DENT-152 - Beginning Dental Assisting 2  Units: 3
In this course students will cover the principles of introductory microbiology, concepts of infection control, disease transmission, and Bloodborne Pathogen Standards. Emphasis is placed on national, state, and local regulations, laws, safety, and prevention. Principles and techniques of disinfection and sterilization of instruments and equipment are covered in depth. Students will gain knowledge and skills in working with operatory equipment, positioning, instrument identification, tray set-up, and oral evacuation.
Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Credit by Exam: Yes
Advisory Level:
Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None
Corequisite: DENT 151 and DENT 153

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
Advisory Level:
Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None
Corequisite: or (DENT 151 with C or better and conc in DENT 152) or (DENT 152 with C or better and conc in DENT 151) or (conc in DENT 151 and DENT 152)

DENT-154 - Fundamental Dental Assisting 1  Units: 3
This highly technical course prepares the student Registered Dental Assistant to take diagnostically effective dental x-rays without exceeding a safe number of re-exposures. Principles of radiographic techniques and X-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 and DENT 152 and DENT 153; all with C or better
Advisory Level:
Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

DENT-155 - Fundamental Dental Assisting 2  Units: 3
This course builds on dental anatomy and chairside assisting skills learned in previous courses. Content focuses on: principles and procedures of local 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 practice techniques of patient management.
Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: DENT 151 and DENT 152 and DENT 153; all with C or better
Advisory Level:
Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

DENT-156 - Fundamental Dental Assisting 3  Units: 1.5
This course builds on chairside assisting and manipulation of materials skills learned in previous courses. Content focuses on the prosthodontic area of dentistry which includes fixed and removable dental appliances such as dentures, partial 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  Lab Hours: 1.5  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: DENT 151 and DENT 152 and DENT 153; all with C or better
Advisory Level:
Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

DENT-161 - Intermediate Dental Assisting 1  Units: 3
This highly technical course builds on the knowledge and skills of Radiography acquired in Dental Assisting 154. More advanced techniques are presented including: Modifications of Paralleling Technique, the Edentulous Patient, Occlusal, Panoramic Radiography and Radiography for children. The student produces full mouth surveys of dental x-ray film with a minimum of errors. Successful completion of this course and Dental Assisting 154 fulfills requirements for the California Radiation Safety Certificate. Additionally, Concepts of Oral Pathology, Pharmacology and Nutrition are presented and 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 and DENT 155 and DENT 156; all with C or better and current CPR Certification (Adult/Infant/Child)
Advisory Level:
Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

DENT-162 - Intermediate Dental Assisting 2  Units: 1.5
This highly technical course builds on the fundamental skills acquired in Dental Assisting 155. Nine duties associated with operative dentistry and delegated to the Registered Dental Assistant in the California Dental Practice Act are taught to a level of proficiency. Pediatric dentistry, including developmental disturbances, use of fluoride and child management techniques are covered in depth. The use of nitrous oxide inhalation sedation is presented including the legal, health and safety protocol.
Lecture Hours: 1  Lab Hours: 1.5  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: DENT 154 and DENT 155 and DENT 156; all with C or better
Advisory Level:
Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None
DENT-163 - Expanded Dental Assisting 1  Units: 3
A study of the dental specialties; Orthodontics, Periodontitis, Oral and Maxillofacial Surgery, endodontics and the associated assisting functions. Seventeen duties associated with specialty dentistry and delegated to the Registered Dental Assistant in the California Dental Practice Act are taught to a level of competence. Completion of this course fulfills the State Board requirement for certification in Coronal Polishing. The importance of patient management and legal/ethical issues are incorporated throughout the course.
Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: DENT 161 and DENT 162 and DENT 171; all with C or better

DENT-164 - Expanded Dental Assisting 2  Units: 1.5
This course provides the student with instruction in and application of the skills necessary to manage a business office of a dental practice. Dental oriented bookkeeping, billing and insurance procedures are covered in depth as is appointment control. Both manual and computerized office systems are presented. Records management is covered as it related to patient records, filing and recall systems and writing a business letter. Additionally, the basic concepts of marketing dental practices are covered.
Lecture Hours: 1  Lab Hours: 1.5  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: DENT 161 and DENT 162 and DENT 171; all with C or better

DENT-165 - Coronal Polishing - Pit and Fissure Sealant  Units: 2
This advanced dental assisting course is approved by the Dental Board of California for certification in Coronal Polishing and Pit/Fissure Sealants. The course is intended for students enrolled in the Dental Assisting Program full-time who have successfully completed the first semester courses. Students will perform coronal polishing and pit/fissure sealant application on prescribed patients. A written and practical state board examination will be administered whereupon students who successfully pass will earn state certification for coronal polishing and pit/fissure sealant.
Lecture Hours: 1.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: DENT 156 with C or better, and current enrollment in the full-time Dental Assisting Program
Corequisite: DENT 163

DENT-171 - Clinical Dental Assisting 1  Units: 2.5
In this course the student practices Registered Dental Assistant skills in a dental office with a team of Dental Health Professionals under the guidance of a supervising instructor. The outcome of this internship is to transform laboratory level skills to clinical level skills. The theory portion provides in-depth coverage on securing and maintaining employment, laws governing employment and expanded coverage of OSHA hazards Management Requirements for employee safety.
Lecture Hours: 0.5  Lab Hours: 6  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: DENT 154 and DENT 155 and DENT 156; all with C or better

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 on securing and maintaining employment, laws governing employment and expanded coverage of OSHA hazards Management Requirements for employee safety.
Lecture Hours: 0.5  Lab Hours: 6  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: DENT 154 and DENT 155 and DENT 156 and DENT 171, all with C or better

DENT-173 - Clinical Dental Assisting 3  Units: 2.5
In this course the student practices Registered Dental Assistant skills in a dental office with a team of Dental Health Professionals under the guidance of a Supervising Instructor. The outcome of this internship is to transform laboratory level skills to clinical level skills. The theory portion includes creating a career action plan, concepts of lifetime learning and degree options. The problem of chemical dependency is presented with recognition and intervention for dental office personnel emphasized. Additionally, issues and aspects of intolerance and violence are covered with emphasis on recognizing and reporting child abuse.
Lecture Hours: 0.5  Lab Hours: 6  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: DENT 161 and DENT 162 and DENT 172; all with C or better

DENT-181 - Dental Radiation Safety License  Units: 2
In this dental radiation safety course students will study how to expose and develop diagnostically effective traditional dental x-rays while following all infection control, radiation asepsis, radiation safety, and radiation exposure techniques. Students will learn supplemental techniques, such as computerized digital radiography, modification of paralleling technique, the edentulous patient, occlusal, panoramic, radiography for children and special needs patients. Upon successful completion of this course, students will earn a Dental Radiation Safety Certificate (X-Ray License).
Lecture Hours: 1.5  Lab Hours: 1.5  Repeatable: No  Grading: K
Corequisite: Proof of CPR (Cardiopulmonary Certification), TB (Tuberculosis) Skin Test, and completion of Infection Control Course, prior to start of class, and have at least 6 months work experience in a dental office as a dental assistant.

DENT-182 - Pit and Fissure Sealant Techniques  Units: 0.5
This course meets the requirements of Pit and Fissure Sealant Course approved by the Dental Board of California. Students must possess a current R.D.A. license and C.P.R. card in order to enroll. Students will study dental oral anatomy and physiology, tooth morphology, oral pathology, histology, and normal/abnormal anatomical tooth descriptions. Sealant basics, materials, criteria, preparation, placement technique, and application, are taught in a laboratory and clinical setting. Students will practice infection control, moisture control and application of sealants on partners.
Lecture Hours: 0.25  Lab Hours: 0.75  Repeatable: No  Grading: L
Prerequisite: Students must possess a current R.D.A. license and C.P.R. card prior to enrollment

DENT-179 - 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 provides in-depth coverage on securing and maintaining employment, laws governing employment and expanded coverage of OSHA hazards Management Requirements for employee safety.
**Early Childhood Education**

**ECE-016 - Storytelling for Children**

Units: 2

Students will be introduced to storytelling as an art form and to its benefits for children at the preschool through elementary levels. The techniques of effective storytelling will be studied and practiced. A knowledge of children and their development will be used in the selection, creation, delivery, and evaluation of storytelling and related activities. This course is an elective in the Early Childhood Education Certificate program or AS degree in this area.

Lecture Hours: 2  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**ECE-017 - Language Development and Early Literacy**

Units: 2

This course addresses language acquisition and emergent literacy during the preschool years. Students will learn topics including the development of listening, speaking, reading and writing skills, stages of language development, theories of language acquisition, the social contexts of language learning, first and second language acquisition, emergent literacy, language and literacy assessment and creating classrooms that support language learning.

Lecture Hours: 2  Lab Hours: 0  Repeatable: No  Grading: L

Recommended: Successful completion of ECE 105

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**ECE-018 - Children's Literature and Early Literacy**

Units: 2

Students will be introduced to children's literature and its use in early childhood classrooms to support children's learning and early literacy. Topics addressed include history of children’s literature, contemporary genres, books and early literacy, addressing diversity through literature, selection and evaluation of children's literature, planning appropriate activities, and integrating children's literature into various areas of the early childhood curriculum.

Lecture Hours: 2  Lab Hours: 0  Repeatable: No  Grading: L

Recommended: Successful completion of ECE 105

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**ECE-098 - Directed Studies in Early Childhood Education**

Units: 0.5 - 9

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 AS degree. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None  Lab Hours: 1.81  Repeatable: 17  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**ECE-101 - Practicum in Curriculum**

Units: 3

This course is an introduction to the principles and practices of teaching in early childhood educational settings utilizing practical exercises. Students will explore the major content areas in the early childhood curriculum and plan, present and evaluate activities in early childhood classrooms. Students will be encouraged to analyze their teaching experiences, and utilize this knowledge to inform and improve their skills in working with children.

Lecture Hours: 1  Lab Hours: 6  Repeatable: No  Grading: L

Corequisite: ECE 102

Recommended: FCS 070

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**ECE-102 - Introduction to Early Childhood Programs**

Units: 3

This course introduces students to the field of early childhood education. Historical roots, theoretical perspectives and current trends will be examined. Students will have an opportunity to observe a variety of early childhood programs. Topics addressed include: the school environment, scheduling, curriculum planning, and the role(s) of the teacher and others employed in early care and education settings. Students will also analyze the components of a philosophy of education and discuss ethics and professionalism in the field of early childhood education.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L

Recommended: FCS 070

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**ECE-103 - Child Studies Student Teaching**

Units: 6

This final course in the Child Studies program consists of field teaching experience with children. Students plan and conduct activities in the on-campus Child Development Centers and at their job sites. College instructors critique, video tape, and help students apply mastery teaching techniques. The theory hours on campus in the evening are designed to help students diagnose, prescribe for individual learner needs, and develop teaching skills. Additional topics include job responsibilities and interaction among parents, public, child, and the total school staff. This course is required for both the certificate and AS degree.

Lecture Hours: 3  Lab Hours: 9  Repeatable: No  Grading: O

Prerequisite: ECE 104 and ECE 105

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE-104</td>
<td>- Art, Crafts, Creative Activities</td>
<td>2</td>
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<tr>
<td></td>
<td>This course introduces students to working with</td>
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<td></td>
<td>children in arts, crafts and creative activities.</td>
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<td>The value of play and creative expression will</td>
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<td>be discussed. The developmental levels of</td>
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<td>children will be examined in selecting</td>
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<td>appropriate creative outlets. Students will</td>
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<td>explore a wide variety of media as they gain</td>
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<td></td>
<td>skills in planning and presenting activities</td>
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<td>to children. The course is required for a</td>
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<td></td>
<td>certificate or AS degree in Early Childhood</td>
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<td>presenting activities to children. The course</td>
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<td>is required for a certificate or AS degree in</td>
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<td></td>
<td>Early Childhood Education.</td>
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<td>Lecture Hours: 1</td>
<td>Lab Hours: 3</td>
<td>Repeatable: No</td>
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<tr>
<td>Advisory Level:</td>
<td>Read: 2</td>
<td>Write: 2</td>
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<tr>
<td>Transfer Status: CSU</td>
<td>Degree Applicable: AA/AS</td>
<td></td>
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<tr>
<td>CSU GE: None</td>
<td>District GE: None</td>
<td>IGETC: None</td>
</tr>
</tbody>
</table>

| ECE-105     | - Language Experiences for Children             | 3     |
|             | This course introduces students to language    |       |
|             | based activities in the early childhood        |       |
|             | education curriculum. Students will study      |       |
|             | topics including stages of language development,|       |
|             | theories of language acquisition and the roles |       |
|             | of parents and educators in promoting          |       |
|             | language related activities. Students will      |       |
|             | study how to plan, prepare and present a       |       |
|             | variety of appropriate activities to stimulate |       |
|             | language development and usage. Children's     |       |
|             | books, poetry, storytelling, games, charts,    |       |
|             | puppetry, flannel boards, and the use of       |       |
|             | computer based technology will be introduced.   |       |
| Lecture Hours: 2 | Lab Hours: 3 | Repeatable: No | Grading: L |
| Recommended: Completion of ECE 102 |
| Advisory Level:     | Read: 3      | Write: 3       | Math: None |
| Transfer Status: CSU | Degree Applicable: AA/AS |
| CSU GE: None | District GE: None | IGETC: None |

| ECE-106     | - Administration and Supervision of Early       | 3     |
|             | Childhood Programs I                            |       |
|             | Students will be introduced to the principles   |       |
|             | and practices of administration and supervision |       |
|             | of early childhood education programs. Topics   |       |
|             | include program goals and philosophies, the     |       |
|             | roles and responsibilities of program directors,|       |
|             | licensing requirements and other regulations,   |       |
|             | program organization and planning, budgeting,   |       |
|             | staffing, working with parents and the         |       |
|             | community, and professionalism.                |       |
| Lecture Hours: 3 | Lab Hours: None | Repeatable: No | Grading: L |
| Recommended: Completion of 12 units in Early Childhood Education including core courses in Child Development, Child Family and Community Programs/Curriculum. |
| Advisory Level:     | Read: 3      | Write: 3       | Math: None |
| Transfer Status: CSU | Degree Applicable: AA/AS |
| CSU GE: None | District GE: None | IGETC: None |

| ECE-107     | - Child, Family and Community                   | 3     |
|             | This course focuses on the relationships       |       |
|             | among children, families, and the community.   |       |
|             | Students will study variations in family       |       |
|             | structure, cultural patterns and perspectives, |       |
|             | and the nature of the parent child relationship|       |
|             | will be examined. The influence of childcare,  |       |
|             | schools, the peer group and various media on   |       |
|             | children will be explored. Community agencies  |       |
|             | and resources that offer services or provide   |       |
|             | support to families and children will be       |       |
|             | introduced. This course meets licensing and    |       |
|             | Child Development Permit requirements for      |       |
|             | childcare teachers and directors.              |       |
| Lecture Hours: 3 | Lab Hours: 1 | Repeatable: No | Grading: L |
| Advisory Level:     | Read: 3      | Write: 3       | Math: None |
| Transfer Status: CSU | Degree Applicable: AA/AS |
| CSU GE: None | District GE: None | IGETC: None |

| ECE-108     | - Health and Safety in Child Care               | 2     |
|             | This Health and Safety course is intended for   |       |
|             | students working in an education setting, for   |       |
|             | child care providers, and for adults and        |       |
|             | parents who desire information about current    |       |
|             | concepts in the field of health and safety and  |       |
|             | their relationship to the young child. Students|       |
|             | will learn how to improve the health and safety |       |
|             | procedures at their site. The course includes   |       |
|             | a background on germs and illness, daily        |       |
|             | inspection skills, health procedures, and first |       |
|             | aid and emergency techniques. The student will  |       |
|             | earn a first aid certificate specifically        |       |
|             | designed for those working with children. This  |       |
|             | course is required for a certificate and an AS  |       |
|             | degree in Early Childhood Education.            |       |
| Lecture Hours: 2 | Lab Hours: None | Repeatable: No | Grading: L |

| ECE-109     | - Rhythm, Music, Movement Activities for        | 2     |
|             | 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 AS degree in Early Childhood    |       |
|             | Education.                                    |       |
| Lecture Hours: 1 | Lab Hours: 3 | Repeatable: No | Grading: O |

| ECE-110     | - Administration and Supervision of Early       | 3     |
|             | Childhood Programs II                          |       |
|             | Students will be introduced to an in-depth     |       |
|             | study in administration and supervision of     |       |
|             | early childhood education programs focusing on  |       |
|             | program quality, and working with staff,       |       |
|             | parents, and the community. Topics include     |       |
|             | decision making, management styles, team       |       |
|             | building, communication in the workplace,      |       |
|             | marketing and public relations, program        |       |
|             | evaluation, professionalism and ethics in early |       |
|             | childhood programs.                            |       |
| Lecture Hours: 3 | Lab Hours: None | Repeatable: No | Grading: L |
| Recommended: Completion of 12 units in Early Childhood Education including core courses in Child Development, Child Family and Community Programs/Curriculum. |

| ECE-120     | - Family Day Care As A Business                 | 1     |
|             | This course will provide ideas and information |       |
|             | to family day care providers to assist them in  |       |
|             | the successful operation of a family day care  |       |
|             | home. Information on licensing regulations,     |       |
|             | developing policies and contracts, maintaining |       |
|             | financial and other records, marketing         |       |
|             | strategies and community resources will be      |       |
|             | provided. The integration of family day care   |       |
|             | and home life will also be explored.           |       |
| Lecture Hours: 1 | Lab Hours: None | Repeatable: No | Grading: O |

| Advisories Level: | Read: 2 | Write: 2 | Math: None |
| Transfer Status: CSU | Degree Applicable: AA/AS |
| CSU GE: None | District GE: None | IGETC: None |
| Transfer Status: None | Degree Applicable: AS |
| CSU GE: None | District GE: None | IGETC: None |
SJCC Course Catalog

ECE-121 - Family Day Care Activities Units: 1
This course will provide an introduction to curriculum/activity ideas appropriate for use in family day care— in home programs for children. The significance of daily schedules and routines in activity planning will be discussed. A curriculum framework including language and literature based activities, music and movement, nature studies, and art and creative activities will be utilized as students learn a variety of appropriate activities for the children in their care. Various community resources and field trip sites will also be explored.
Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: O

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ECE-122 - Understanding the Child in Family Child Care Units: 1
This course provides students with an introduction to typical ages and stages in child development. Physical, cognitive and social milestones and behaviors will be identified and described. Students will explore activities and behavioral expectations appropriate for the family child care setting. Students will address strategies for working with parents including information on community resources.
Lecture Hours: 1 Lab Hours: 0 Repeatable: No Grading: O

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

ECE-123 - Pediatrics CPR, First Aid and Health Practices in the Family Child Care Home Units: 1
This course focuses on training and education in pediatric cardiopulmonary resuscitation (CPR) and first aid, and provides students with an introduction to health and safety practices in family child care. Students will practice and be certified in both Pediatric CPR and first aid. Students will address activities and practices essential to the maintenance of a safe and healthy family child care home.
Lecture Hours: 1 Lab Hours: 0 Repeatable: No Grading: O

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

ECE-124 - The Challenging Child in the Family Child Care Home Units: 1
This course provides students with an introduction to guidance and discipline strategies appropriate for use in family child care homes. Students will review relevant current laws and regulations. Students will explore child behaviors and reactions that might prove difficult to respond to. A variety of guidance or prevention techniques, as well as, appropriate discipline techniques will be identified and discussed.
Lecture Hours: 1 Lab Hours: 0 Repeatable: No Grading: O

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

ECE-138 - Work Experience Units: 1 - 8
Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.
Lecture Hours: None Lab Hours: 1.81 Repeatable: 15 Grading: O

Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ECE-140 - Child Advocacy Units: 1
This course introduces students to the role of the child advocate in American society today. Students will participate in a child advocacy institute with member of the community. Course sessions will focus on the purpose of advocacy, important issues for families and children, the legislative process at the state and national level, gathering information about issues and tracking legislation, and the ways for citizens to participate in shaping policy at the local, state and national level. Students will attend the legislative symposium in Sacramento and develop an individual plan for continued participation in government.
Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: O

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ECE-141 - Careers In Teaching I Units: 2
This course will provide a broad overview of our community educational system. The historical and psychological foundations of the American educational system will be briefly explored. Educational methods, curriculum and current issues and educational innovations will be discussed. Students will focus on their own career choices and explore options available in the field of education. Students will have opportunities to observe in educational settings.
Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: O

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ECE-142 - Supervision of Adults-The Mentor Teacher Units: 2
This course is a study of the methods and principles of supervising student teachers in early childhood classrooms. Emphasis is on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents and other staff.
Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: O

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
ECE-143 - Introduction to the High/Scope Curriculum

The student will experience key features of the High/Scope Curriculum used as a framework for developmentally appropriate practice. The introductory course includes: how developmental theory explains children’s learning and the crucial role of active learning. Also included are the basic steps in implementing key experience into the daily routine and the role of the teacher in a child-centered approach. Videos and hands-on activities will enable teachers and directors to practice plan-do-review skills and answer questions about implementing the High/Scope Curriculum.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level:
Read: 2  Write: 2  Math: None

Transfer Status:
CSU GE: None  District GE: None  IGETC: None

ECE-144 - Careers in Teaching I

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

Advisory Level:
Read: 2  Write: 2  Math: None

Transfer Status:
CSU GE: None  District GE: None  IGETC: None

ECE-145 - Integrating Children With Special Needs

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

Advisory Level:
Read: 2  Write: 2  Math: None

Transfer Status:
CSU GE: None  District GE: None  IGETC: None

ECE-146 - Child Guidance and Discipline

This course prepares students to understand and manage the behavior of children using a variety of communication, guidance and discipline strategies. Students will learn to distinguish between normal, developmentally appropriate and testing behaviors and those behaviors that jeopardize the health, safety, and welfare of self and others. Students will learn strategies to help children manage stress, anger and aggression in constructive ways.

Lecture Hours: 2  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level:
Read: 2  Write: 2  Math: None

Transfer Status:
CSU GE: None  District GE: None  IGETC: None

ECE-147 - Multicultural/Anti-bias Curriculum for Children

This course will provide students with an understanding of principles and practices of implementing a curriculum for children that addresses cultural diversity. Expectations for caregiving/child-rearing practices, teacher-child interaction guidelines, conflicts and issues in multicultural education and, setting culturally responsive environments and experiences for all children will be examined.

Lecture Hours: 2  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level:
Read: 2  Write: 2  Math: None

Transfer Status:
CSU GE: None  District GE: None  IGETC: None

ECE-148 - Ready to Learn/Literacy

The Ready to Learn Service is designed for early childhood care and education professionals who work with preschool children ages two to five and school age children through third grade. The initiative uses educational television programs, reading and related hands-on activities to help promote effective learning in childcare and early education settings. This course will focus on the stages of language acquisition, the process of learning to read, language activities that promote literacy, children’s literature and the importance of family involvement in the learning process. A variety of educational television programs will be viewed and critiqued.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:
Read: 2  Write: 2  Math: None

Transfer Status:
CSU GE: None  Degree Applicable: NAA  IGETC: None

ECE-175 - Studying Children

This course is designed to increase the student's understanding and appreciation of children and their development. Time will be spent observing, recording, and analyzing the behavior of children in the Child Development Center as they interact with teachers, and peers.

Lecture Hours: 1  Lab Hours: 2  Repeatable: No  Grading: O

Advisory Level:
Read: 2  Write: 2  Math: None

Transfer Status:
CSU GE: None  Degree Applicable: AA/AS  IGETC: None

ECE-176 - Student-Parent Issues in Guidance and Discipline Techniques

This course is designed to help the student understand, explore, and apply various theories of child management, positive discipline strategies, and guidance techniques in the home and/or school settings.

Lecture Hours: 1  Lab Hours: 2  Repeatable: No  Grading: O

Advisory Level:
Read: 2  Write: 2  Math: None

Transfer Status:
CSU GE: None  Degree Applicable: AA/AS  IGETC: None
ECE-177 - Student-Parent Topics, Goals and Values
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
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ECE-178 - Parent Involvement Issues for Student Parent
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
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ECE-191 - Infant Toddler Development
Units: 3
Developmentally-appropriate programs for children from birth to age 3 require special knowledge, skill, and program design. This course provides an overview of the child's development during the first three years and examines the components of quality care of infants and toddlers. Family/caregiver interactions, the physical environment, health and safety policies and staff concerns are addressed.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Prerequisite: FCS 070
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ECE-195 - The School Age Child: Development, Behavior, Curriculum Activities
Units: 3
A comprehensive study of children five through twelve years of age. Emphasis is placed on the physical, social, intellectual and self needs of school-age children and how they relate to curriculum development for extended care programs. Behavior characteristics and related techniques to modify conflicts are reviewed. Community resources are identified for program use and parent referral.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ECON-010A - Principles of Macroeconomic Theory
Units: 3
Students will examine the forces affecting national economies: variations in money and credit, income, output, productivity, employment, prices and inflation. The course examines monetary and fiscal theories, explains the role the government plays in the U.S. and other national economies as a result of monetary and fiscal policies and through the exercise of its regulatory powers. The student is also provided an overview of how changes in inflation rates, interest rates, and the international value of the dollar reflect variations in the economy. Students are provided an overview of the effects the government has upon businesses and households as a result of its taxation and spending policies.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D2 District GE: D IGETC: 4B

ECON-010B - Introduction to Microeconomic Theory
Units: 3
Microeconomics focuses on economic behavior of individual economic units such as consumers, firms, and resource owners. It examines the market system as a means of solving the problems in the production and distribution of goods and services in a society. Students analyze the effectiveness of the price system in providing the society with an equitable distribution of goods, services and income is featured. They explore some of the more urgent micro-economic problems such as monopoly power of big business and big unions, government regulations and consumer protection, the energy crisis, taxes and welfare.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D2 District GE: D IGETC: 4B

ECON-098 - Directed Study
Units: 0.5 - 9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

EDUC-010 - Education in a Multicultural Society
Units: 3
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
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
EDUC-012 - Field Experience in Reading Units: 3

The course is designed to provide students interested in pursuing a career in elementary school teaching with theory and hands-on experience working with children in early literacy at a local elementary school. The course includes work with reading and writing materials, assessment, methodology, and the school environment. A current TB test is required. The course includes 50 hours of on-site field experience in a local elementary school.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

EDUC-014 - Field Experience in Math and Science Units: 3

This course is designed to provide students an introduction to a career in teaching math or science in an elementary, middle or high school setting. The course includes work with math and science materials, assessment techniques and teaching methodology. Students will be required to spend 50 hours in local schools where they will assist a mentor teacher prepare materials and/or participate in classroom activities in math and science. A current TB test is required.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: A current TB test is required per State regulations

Advisory Level: Read: 3 Write: 3 Math: 3

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

EDUC-015 - Field Experience in Math and Science - 2 Units: 3

This course is designed to provide students an introduction to a career in teaching math or science in an elementary, middle or high school setting. Students will study math and science materials, assessment techniques and teaching methodology. Students will be required to spend 48 hours in local schools where they will assist a mentor teacher prepare materials and/or participate in classroom activities in math and science. A current TB test is required.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: EDUC 014 with C or better and a current TB test is required per State regulations

Advisory Level: Read: 3 Write: 3 Math: 4

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

EDUC-138 - Work Experience Units: 1 - 8

Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 15 Grading: O

Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

EDTEC-001 - Introduction to Online Teaching Units: 3

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: 3 Lab Hours: 0 Repeatable: No Grading: O

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

EDTEC-002 - Developing Curriculum for Online Teaching Units: 3

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

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

EDTEC-003 - Tools for Online Teaching Units: 3

Participants will work individually and in groups under the direction of the instructor to develop and implement use of available tools in this online course environment. This course provides an extensive introduction and evaluation of available educational tools for online course delivery. The course requires the integration of acquired knowledge and skills into developing and/or using online course platforms. It is designed to help future educators in a variety of fields develop one complete course online.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Recommended: EDTEC 001 and EDTEC 002

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

EDTEC-004 - Online Teaching Practicum Units: 3

Practicum participants will work with a small group of peers and one instructor to develop or improve the online components of an existing course. This course provides a review of previous course material and requires the practical application of it. It is designed to help future educators in a variety of fields develop one complete course online.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: EDTEC 001, EDTEC 002, and EDTEC 003; all with C or better

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None
**English**

**ENGL-001A - English Composition**

English 001A is the first course in a transfer level sequence (ENGL 001A, 001B) designed to equip 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 using MLA style. Analysis of readings and the practice of writing processes create the bases for student essays. Students will take a common midterm exam which will be holistically scored by at least two faculty members. The percentage of midterm exam assigned to the final grade will be at the discretion of each instructor.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: None Write: None Math: None

Prerequisite: Continuing students must complete ((ENGL 104 or ENGL 092 or ENGL 091A) and (ENGL 102 or ENGL 091B or READ 101 or READ 101S)) or ESL 091 or ESL 093; all with C or better. New students will be placed based on the results of assessment.

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: A2 District GE: A2 IGETC: 1A

**ENGL-001B - English Composition**

English 001B, a second semester college composition course, emphasizes expository and argumentative writing directed toward an analysis of ideas and concepts from a wide variety of literature. Students will participate in discussion of fiction, drama, poetry, the essay, and other expository prose - stressing critical reading in these genres as well as expository and argumentative writings.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: ENGL 001A with C or better

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2 District GE: C* IGETC: 3B

**ENGL-000C - Critical Thinking/Composition**

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

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: A3 District GE: A3 IGETC: 1B

**ENGL-010 - Great Works of Literature**

Students will read works considered influential throughout the world. The analysis of form, style, and rhetoric will lead students to an understanding of what produces great literature. The course is designed to heighten critical awareness of what is global in literature.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENGL (104 or 092) and ENGL 102 or (READ 101 or 101S); all with C or better

Advisory Level: Read: None Write: None Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2 District GE: C* IGETC: 3B

**ENGL-028 - Introduction to World Mythology**

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 (104 or 092 or 3 units of 092S) and ENGL 102 or READ (101 or 4 units of 101S) or ENGL (091A and 091B) or ESL 091 or ESL 093; all with C or better or placement based on assessment.

Advisory Level: Read: None Write: None Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2 District GE: C* IGETC: 3B

**ENGL-033 - Women in Literature**

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 (104 or 092 or 3 units of 092S) and ENGL 102 or READ (101 or 4 units of 101S) or ENGL (091A and 091B) or ESL 091 or ESL 093; all with C or better or placement based on assessment.

Advisory Level: Read: None Write: None Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2,D4 District GE: C*, ES IGETC: 3B

**ENGL-061 - Lesbian/Gay/Bisexual/Transgender Literature**

Reading, discussing, and writing about significant literature by or about lesbian/gay/bisexual/transgender writers of the past and present. Lectures and discussion will focus on fundamental critical thinking questions about the representation of alternative sexuality in literature and related forms of art.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Prerequisite: ENGL (104 or 092) and (ENGL 102 or READ 101 or READ 101S), all with C or better

Advisory Level: Read: None Write: None Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2 District GE: C* IGETC: 3B
ENGL-063  -  Asian/Asian-American Literature  Units: 3
This course introduces students to a variety of literary works from the Asian/Asian-American culture which are significant in illuminating the cultural experience of Asian-Americans. It is designed to provide the student an awareness and understanding of the experiences and literary contributions of Asian/Asian-Americans by examining Asian/Asian-American literary works from countries such as China, the Philippines, India, Korea, Vietnam, Malaysia, Indonesia, and the United States.
Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: L
Prerequisite: (ENGL 104 or ENGL 092) and (ENGL 102 or ESL 091 or READ 101) all with C or better or placement based on assessment
Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: C2  District GE: C*  IGETC: 3B

ENGL-065  -  The Short Story  Units: 3
The students will develop their ability to analyze and interpret the short story encompassing short fictional writing. Elements of fiction, critical literary approaches, historical context, author-biographical information, and techniques for writing about literature will be covered.
Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: L
Prerequisite: ENGL 104 or ENGL 092 and ENGL 102 or READ 101 or 4 units of 101S) or ESL 091; all with C or better or placement based on assessment
Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  District GE: C*  IGETC: 3B

ENGL-071A  -  Fundamentals of Creative Writing/Poetry  Units: 3
This course introduces students to writing a variety of forms of poetry, such as the sonnet, blank verse, ballad, haiku, villanelle, and free verse. Students will discuss and analyze poems written by published writers and by their peers.
Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: L
Prerequisite: ENGL 092 or ENGL 104 and ENGL 102 or READ 101 all with C or better or placement based on assessment
Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ENGL-071B  -  Fundamentals of Creative Writing/Fiction  Units: 3
This course introduces students to the principles and forms of fiction, such as description, mood, tone, theme, character development, narration, short story, novella and the novel. Students will read and produce works of fiction.
Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: L
Prerequisite: (ENGL 092 or ENGL 104) and (READ 101 or ENGL 102) all with C or better
Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ENGL-071C  -  Fundamentals of Creative Writing/Drama  Units: 3
This course introduces students to the principles and forms of drama such as setting, timing, pace, dialogue, dramatic sketches, radio or television plays, one-act and full-length plays for the theatre.
Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: L
Prerequisite: (ENGL 092 or ENGL 104) and (READ 101 or ENGL 102) all with C or better
Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ENGL-073  -  Introduction to Shakespeare  Units: 3
Students will study Shakespeare as a major figure in our literary heritage and will read selected works, including represented plays, sonnets and poems. Contributions of the Elizabethan era to Western culture will be explored. The course is designed to heighten awareness of Shakespeare’s literature to society and the relationship of the student to his work.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O
Prerequisite: (ENGL 104 or 092 or 3 units of 092S) and ENGL 102 or READ 101 (101 or 4 units of 101S) or ENGL 091A and 091B) or ESL 091 or ESL 093; all with C or better or placement based on assessment
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  District GE: C*  IGETC: 3B

ENGL-078  -  Introduction to Biblical Literature  Units: 3
A study of the Bible as an anthology of literary masterpieces; its history, development, and cultural influences.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O
Prerequisite: (ENGL 104 or 092 or 3 units of 092S) and ENGL 102 or READ 101 (101 or 4 units of 101S) or ENGL 091A and 091B) or ESL 091 or ESL 093; all with C or better or placement based on assessment
Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  District GE: C*  IGETC: 3B

ENGL-079  -  Memoir Writing  Units: 3
Students will analyze the choices and styles made by authors in their diverse autobiographical works. Students will then implement this knowledge in their own written autobiographical exercises.
Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: L
Prerequisite: (ENGL 091A or ENGL 102 or READ 101 or ESL 103) and (ENGL 091B or ENGL 092 or ENGL 104) and (ESL 091 or ESL 091B), all with C or better
Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: C2  District GE: C*  IGETC: None

SJCC Course Catalog
### ENGL-080 - Mexican American Literature Units: 3

Students will study the literary contributions of both Mexican and Mexican American writers from the early 20th Century to the present. The course is designed to heighten critical awareness of the image of the Mexican American in distinct genres of literature. The focus is on the relationship of the literature to society and the various themes contained in the literature.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Prerequisite: (ENGL 104 or ENGL 092) and (ENGL 102 or READ 101) or ESL 91; all with C or better or placement based on assessment.

#### Advisory Level:
- Read: None
- Write: None
- Math: None

#### Transfer Status:
- CSU/UC Degree Applicable: AA/AS
- CSU GE: C2,D3
- District GE: C*, ES
- IGETC: None

### ENGL-081 - Introduction to African American Literature Units: 3

This course introduces students to African American literature from the late 18th century to the present. The focus of the course is on African American literature as it relates to culture, society, and ideology. Topics such as heritage, racial pride, political struggle for respect, and gender issues will be included. Students will read representative literature including poetry, essays, short stories, drama, and novels from major periods of African American writing that influenced society. The course is designed to heighten awareness of African American literature as a major contribution to American literature.

Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: L

Prerequisite: (ENGL 104 or ENGL 092) and (ENGL 102 or READ 101) or ESL 91; all with C or better or placement based on assessment.

#### Advisory Level:
- Read: None
- Write: None
- Math: None

#### Transfer Status:
- CSU/UC Degree Applicable: AA/AS
- CSU GE: C2
- District GE: C*,D
- IGETC: 3B

### ENGL-084A - Survey of American Literature Units: 3

Students will study representative American literature from its beginning to 1865 with emphasis on social and cultural backgrounds. This course includes works of writers of the Colonial, Revolutionary, and Romantic periods.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Prerequisite: (ENGL 104 or ENGL 092) and (ENGL 102 or READ 101), all with C or better or placement based on assessment.

#### Advisory Level:
- Read: None
- Write: None
- Math: None

#### Transfer Status:
- CSU/UC Degree Applicable: AA/AS
- CSU GE: C2
- District GE: C*
- IGETC: 3B

### ENGL-084B - Survey of American Literature Units: 3

Students will study representative American literature from 1865 to the present with some emphasis on social and cultural backgrounds. This course includes works of writers of the Realist, Naturalist, Modernist, and Contemporary movements.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Prerequisite: (ENGL 104 or ENGL 092) and (ENGL 102 or READ 101), all with C or better or placement based on assessment.

#### Advisory Level:
- Read: None
- Write: None
- Math: None

#### Transfer Status:
- CSU/UC Degree Applicable: AA/AS
- CSU GE: C2
- District GE: C*
- IGETC: 3B

### ENGL-086A - Survey of English Literature I Units: 3

This course introduces students to the first part of a two part series surveying the development of English (Anglophone) Literature from its beginnings in the 8th Century AD through the 18th Century. Students will read and discuss significant examples of epic, lyric, drama, and prose writings of the finest authors writing in English (exclusive of American English). The course will contain lectures, discussions, group work, and other student-centered learning activities. Evaluations will be based on in and out of class analytical essays, examinations, research reports, and class work.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Prerequisite: (ENGL 092 or ENGL 104) and (ENGL 102 or READ 101), all with C or better.

#### Advisory Level:
- Read: None
- Write: None
- Math: None

#### Transfer Status:
- CSU/UC Degree Applicable: AA/AS
- CSU GE: C2
- District GE: C*
- IGETC: 3B

### ENGL-086B - Survey of English Literature II Units: 3

This course introduces students to the second part of a two part series surveying the development of English (Anglophone) Literature from the 18th Century to the present. Students will read and discuss significant examples of epic, lyric, drama, fiction, and prose writings of the finest authors writing in English (exclusive of American English). The course will contain lectures, discussions, group work, and other student-centered learning activities. Evaluations will be based on in and out of class analytical essays, examinations, research reports, and class work.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Prerequisite: (ENGL 092 or ENGL 104) and (ENGL 102 or READ 101), all with C or better.

#### Advisory Level:
- Read: None
- Write: None
- Math: None

#### Transfer Status:
- CSU/UC Degree Applicable: AA/AS
- CSU GE: C2
- District GE: C*
- IGETC: 3B

### ENGL-087 - Grammar Review Error Identification & Timed Writing: Preparation for the WST Units: 3

This three unit course offers transfer bound or upper division bound students an opportunity to strengthen their grammar and language awareness, focusing specifically on the writing competencies required by the Writing Standards Test and related Tests of the California State University System. The course offers an overview of English sentence structure, emphasizing clear predication, conventional syntax, correct punctuation, and appropriate choice of words or idioms. It also offers practice in identifying and correcting errors in writing. Finally, it offers practice in timed reading and writing.

Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: O

Prerequisite: ENGL 001A

#### Advisory Level:
- Read: None
- Write: None
- Math: None

#### Transfer Status:
- None
- Degree Applicable: NAA
- CSU GE: None
- District GE: None
- IGETC: None

### ENGL-092 - Essay Development Units: 4

English 092 focuses on the writing of short compositions in response to readings and on preparing students for English 1A, the General Education transfer English composition course.

Lecture Hours: 4  Lab Hours: None  Repeatable: No  Grading: L

Prerequisite: ESL 302 or ENGL 322 and (ENGL 330 or ENGL 335) or READ 301 or READ 301S and (ENGL 330 or ENGL 335); all with C or placement based on assessment.

#### Advisory Level:
- Read: None
- Write: None
- Math: None

#### Transfer Status:
- None
- Degree Applicable: AS
- CSU GE: None
- District GE: None
- IGETC: None
ENGL-098 - Directed Study  Units: 0.5 - 9

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None  Lab Hours: 1.81  Repeatable: 17  Grading: O

Prerequisite: ESL 302 or ENGL 322 and (ENGL 330 or 335) or READ 301 or READ 301S and (ENGL 330 or 335); all with C or placement based on assessment.

Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
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: (3 units of ENGL 321 and ENGL 341) or 6 units of READ 350 or 6 units of ENGL 340S or (ESL 312 and 313); all with C or placement based on assessment.

Advisory Level:  Read: None  Write: 2  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

English as a Second Language

ESL-001R - Critical Reading ESL  Units: 2

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. Students are prepared 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 formal written English and the features of different types of reading materials.

Lecture Hours: 2  Lab Hours: None  Repeatable: No  Grading: O

Corequisite: ENGL 001A

Recommended: Completion of (ESL 091 or ENGL 092) and READ 101 all with C or better. Concurrent enrollment in ESL 094 is strongly recommended.

Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

ESL-091 - College Reading and Writing 2  Units: 6

This course is designed for non-native speakers of English one level below English 1A. In the reading component students will emphasize 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 cross-cultural content and contemporary issues in American society, providing content for discussion and topics for writing. Essays will require research and the development and organization of ideas in coherent, well-developed paragraphs that demonstrate mastery of a variety of sentence types. Concurrent enrollment in ESL 091L is required for computer-assisted, instructor guided practice.

Lecture Hours: 6  Lab Hours: None  Repeatable: No  Grading: O

Prerequisite: ESL 302 with CR or placement based on assessment.

Corequisite: ESL 091L

Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

ESL-091L - ESL Skills Development Lab  Units: 0.5

The content of this lab will facilitate skills development for ESL 091. It is designed to supplement classroom instruction by providing students the opportunity to work on an individualized basis with software, web-based materials, and essays previously assigned by the ESL instructor and to receive individual critique of their written work. Students must enroll concurrently in ESL 091.

Lecture Hours: 0  Lab Hours: 1.5  Repeatable: No  Grading: K

Corequisite: ESL 091

Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

ESL-094 - Individualized Skills Laboratory  Units: 0.5 - 6

This 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. Course can be taken for a maximum of 6 units.

Lecture Hours: None  Lab Hours: 1.5 - 18  Repeatable: 11  Grading: O

Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ESL-104 - Academic Listening and Speaking  Units: 3

Non-native speakers of English will gain the academic listening and speaking skills required to be successful in the mainstream college level classroom. Students focus on note-taking, class participation, expression of personal ideas, presentation skills, and extracting information from various audio and visual media. Concurrent enrollment in .5 unit of ESL 194 for computer-assisted listening and speaking practice and instructional assistance or a Service Learning project is strongly recommended.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: K

Prerequisite: ESL 314 or 315 or (ESL 312 and 313); all with CR or placement based on assessment.

Recommended: SJCC: Concurrent enrollment in ESL 194 is strongly recommended.

Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL-106</td>
<td>Grammar for Writers 2</td>
<td>3</td>
<td>Advanced ESL students will improve their writing skills and grammar usage for success in ESL 091. Students will focus on persistent structural problems and in depth analysis of English grammar and syntax in preparing to pursue academic or vocational studies. Concurrent enrollment in ESL 194 is strongly recommended for computer-assisted grammar and writing practice with lab assistance.</td>
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<td>Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K</td>
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<tr>
<td></td>
<td>Prerequisite: ESL 312 with CR or placement based on assessment</td>
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<tr>
<td></td>
<td>Recommended: Concurrent enrollment in ESL 194 is strongly recommended.</td>
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</tbody>
</table>

| ESL-194    | Individualized Skills Laboratory                 | 0.5-6 | This course provides a framework for any of the disciplines listed in the catalog to offer Individualized Instructional courses and modules, which are designed to enrich or broaden the students' experiences beyond that which is available through the regular curriculum. Course can be taken for a maximum of 6 units. |
|            | Lecture Hours: None Lab Hours: 1.5 - 18 Repeatable: 11 Grading: O |

| ESL-302    | Introduction to College Reading and Writing      | 6     | ESL 302 is a content-based writing course for non-native speakers of English two levels below English 1A. Students develop their academic reading and writing skills and further develop grammar and lexical skills for academic contexts. Concurrent enrollment in .5 unit of ESL 302L is required for computer-assisted grammar and writing practice with lab assistance. |
|            | Lecture Hours: 6 Lab Hours: 0 Repeatable: No Grading: K |
|            | Prerequisite: ESL 313 and ESL 312, both with CR or placement based on assessment |
|            | Corequisite: ESL 302L                           |

| ESL-302L   | ESL Skills Development Lab                      | 0.5   | The content of this lab will facilitate skills development for ESL 302. It is designed to supplement classroom instruction by providing students the opportunity to work on an individualized basis with materials previously assigned by the ESL instructor to write essays for individual critique by an ESL instructor. |
|            | Lecture Hours: None Lab Hours: 1.5 Repeatable: No Grading: K |
|            | Corequisite: ESL 302                            |

| ESL-312    | Introduction to the Essay                       | 5     | ESL 312 is a high-intermediate writing course for non-native speakers of English. Students read and write paragraphs and short essays on academic topics to acquire grammar, writing, and vocabulary skills for college-level academic work. Concurrent enrollment in ESL 312L is required for computer-assisted grammar and writing practice with lab assistance. |
|            | Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: K |
|            | Prerequisite: ESL 322 and ESL 323 and ESL 324, all with CR or placement based on assessment |
|            | Corequisite: ESL 312L                           |

| ESL-312L   | ESL Skills Development Lab                      | 0.5   | The content of this lab will facilitate skills development for the ESL 312 course. It is designed to supplement classroom instruction by providing students the opportunity to work on an individualized basis with software and web-based materials previously assigned by the ESL instructor, to attend workshops on grammar and composition, and to receive individual critique by an ESL instructor on assignments written for ESL 312. |
|            | Lecture Hours: None Lab Hours: 1.5 Repeatable: No Grading: K |
|            | Corequisite: ESL 312                            |

| ESL-313    | Introduction to College Reading                  | 3     | Non-native speakers at a high-intermediate level of English proficiency read and respond to college-level texts, demonstrating literal and critical comprehension, and expand vocabulary for academic purposes. Concurrent enrollment in (ESL 312 or ESL 314 or ESL 317) and ESL 194 is strongly recommended. |
|            | Lecture Hours: 3 Lab Hours: 0 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) or placement based on assessment |
|            | Recommended: Concurrent enrollment in (ESL 312 or ESL 314 or ESL 317) and ESL 194 is strongly recommended. |

| ESL-314    | Advanced Listening and Speaking Skills           | 3     | Students refine listening comprehension and speaking skills in academic, vocational, and social contexts at the high intermediate level. Concurrent enrollment in (ESL 312 or ESL 313 or ESL 316 or ESL 317) and ESL 194 is strongly recommended. |
|            | Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K |
|            | Prerequisite: ESL 324 with CR or placement based on assessment |
|            | Recommended: Concurrent enrollment in (ESL 312 or ESL 313 or ESL 316 or ESL 317) and ESL 194 is strongly recommended. |

| ESL-317    | Introduction to the Essay.                      | 3     | Non-native speakers at a high-intermediate level of English proficiency read and respond to college-level texts, demonstrating literal and critical comprehension, and expand vocabulary for academic purposes. Concurrent enrollment in (ESL 312 or ESL 314 or ESL 317) and ESL 194 is strongly recommended. |
|            | Lecture Hours: 3 Lab Hours: 0 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) or placement based on assessment |
|            | Recommended: Concurrent enrollment in (ESL 312 or ESL 314 or ESL 317) and ESL 194 is strongly recommended. |

| ESL-318    | Advanced Listening and Speaking Skills           | 3     | Students refine listening comprehension and speaking skills in academic, vocational, and social contexts at the high intermediate level. Concurrent enrollment in (ESL 312 or ESL 313 or ESL 316 or ESL 317) and ESL 194 is strongly recommended. |
|            | Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K |
|            | Prerequisite: ESL 324 with CR or placement based on assessment |
|            | Recommended: Concurrent enrollment in (ESL 312 or ESL 313 or ESL 316 or ESL 317) and ESL 194 is strongly recommended. |

| ESL-321    | Advanced Listening and Speaking Skills           | 3     | Students refine listening comprehension and speaking skills in academic, vocational, and social contexts at the high intermediate level. Concurrent enrollment in (ESL 312 or ESL 313 or ESL 316 or ESL 317) and ESL 194 is strongly recommended. |
|            | Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K |
|            | Prerequisite: ESL 324 with CR or placement based on assessment |
|            | Recommended: Concurrent enrollment in (ESL 312 or ESL 313 or ESL 316 or ESL 317) and ESL 194 is strongly recommended. |

| ESL-322    | Advanced Listening and Speaking Skills           | 3     | Students refine listening comprehension and speaking skills in academic, vocational, and social contexts at the high intermediate level. Concurrent enrollment in (ESL 312 or ESL 313 or ESL 316 or ESL 317) and ESL 194 is strongly recommended. |
|            | Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K |
|            | Prerequisite: ESL 324 with CR or placement based on assessment |
|            | Recommended: Concurrent enrollment in (ESL 312 or ESL 313 or ESL 316 or ESL 317) and ESL 194 is strongly recommended. |
ESL-316 - Grammar for Writers 1 Units: 3
ESL 316 is an intensive grammar course for ESL writers at a high-intermediate level of language proficiency. Students focus on a wide range of grammatical and syntactical structures in meaningful contexts and builds accuracy and fluency in oral and written discourse. Concurrent enrollment in (ESL 312 or ESL 313 or ESL 314 or ESL 317) and ESL 194 is strongly recommended.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K
Prerequisite: ESL 322 with CR
Recommended: Concurrent enrollment in (ESL 312 or ESL 313 or ESL 314 or ESL 317) and ESL 194 is strongly recommended.

Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

ESL-317 - English Pronunciation 3 Units: 3
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. Concurrent enrollment in ESL 194 is strongly recommended for computer-assisted grammar and writing practice and instructional assistance.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K
Prerequisite: ESL 324 with CR or placement by based on assessment
Recommended: Concurrent enrollment in (ESL 312 or ESL 313 or ESL 314) and ESL 194 is strongly recommended.

Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

ESL-322 - Paragraph Development Units: 5
ESL 322 is an intermediate writing course for non-native speakers of English. Students will focus on writing well organized and fully developed paragraphs with correct grammar, sentence structure and word choice. Concurrent enrollment in ESL 194 is strongly recommended for computer-assisted grammar and writing practice and instructional assistance.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: K
Prerequisite: ESL 332 with CR or placement based on assessment
Recommended: Concurrent enrollment in (323 or 324 or 327) and ESL 194 is strongly recommended.

Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

ESL-323 - Reading and Vocabulary Development Units: 3
Non-native speakers at an intermediate level of proficiency in English focus mainly on reading comprehension and vocabulary development and engage in discussion and writing activities. Concurrent enrollment in (ESL 322 or ESL 324 or ESL 327) and ESL 194 is strongly recommended.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K
Prerequisite: ESL 333 with CR or placement based on assessment
Recommended: Concurrent enrollment in (322 or 324 or 327) and ESL 194 is strongly recommended.

Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

ESL-324 - Listening and Speaking Skills Development Units: 4
This course focuses on developing academic listening and speaking skills at an intermediate level of language proficiency. Emphasis is placed on acquiring the language and cultural awareness through the use of multimedia materials.

Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: K
Prerequisite: ESL 334 with CR or placement based on assessment
Recommended: Concurrent enrollment in (ESL 322 or ESL 323 or ESL 327) and ESL 194 is strongly recommended.

Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

ESL-327 - English Pronunciation 2 Units: 3
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: 3 Lab Hours: None Repeatable: No Grading: K
Prerequisite: ESL 337 with CR or placement based on assessment
Recommended: Concurrent enrollment in (ESL 322 or ESL 323 or ESL 324) and ESL 194 is strongly recommended.

Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

ESL-332 - Basic Writing Skills 2 Units: 4
ESL 332 is a low-intermediate grammar/writing course for non-native speakers of English. The grammar and sentence structure of written discourse is recognized and identified in sentences and short passages, practiced in exercises and oral activities and used and edited in a variety of written formats. Concurrent enrollment in .5 unit of ESL 330L may be required by the instructor for technology-based grammar and writing practice with lab assistance.

Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: K
Prerequisite: ESL 342 with CR or placement based on assessment
Recommended: Concurrent enrollment in ESL 194 is strongly recommended.

Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

ESL-333 - Basic Reading Skills 2 Units: 3
Non-native speakers who are at a low-intermediate level of proficiency in English expand reading and vocabulary skills by focusing on literal and critical comprehension of text and develop speaking and writing skills through interactive class activities. Concurrent enrollment in (ESL 332 or ESL 334 or ESL 337) and ESL 194 is strongly recommended.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K
Prerequisite: ESL 343 with CR or placement based on assessment
Recommended: Concurrent enrollment in (ESL 333 or ESL 334 or ESL 337) and ESL 194 is strongly recommended.

Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None
**ESL-343 - Basic Listening/Speaking 2**  
Units: 5

This course is designed for non-native speakers at a low-intermediate level of English proficiency. Students will participate in class activities and use multimedia materials focused on aural comprehension, oral communication and clear pronunciation in a variety of contexts. Concurrent enrollment in (ESL 332 or ESL 333) and ESL 194 are strongly recommended.

Lecture Hours: 5  
Lab Hours: None  
Repeatable: No  
Grading: K

Prerequisite: ESL 344 or ESL 347 with CR or placement based on assessment  
Recommended: Concurrent enrollment in (ESL 332 or ESL 333) and ESL 194 are strongly recommended.

**Advisory Level:**  
Read: None  
Write: None  
Math: None

**Transfer Status:**  
None  
Degree Applicable: NAA

**IGETC:**  
None

**ESL-337 - English Pronunciation 1**  
Units: 3

English Pronunciation 1 introduces students to articulatory phonetics and the intonation, stress, and rhythm patterns of English. Concurrent enrollment in (ESL 332 or ESL 333 or ESL 334) and ESL 194 is strongly recommended.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: K

Prerequisite: Placement based on assessment  
Recommended: Concurrent enrollment in (ESL 332 or ESL 333 or ESL 334) and ESL 194 is strongly recommended.

**Advisory Level:**  
Read: None  
Write: None  
Math: None

**Transfer Status:**  
None  
Degree Applicable: NAA

**CSU GE:**  
None  
District GE: None  
IGETC: None

**ESL-342 - Basic Writing Skills 1**  
Units: 4

ESL 342 is a basic grammar/writing course for non-native speakers of English. The grammar and syntax of written discourse is recognized and identified in sentences and short passages, practiced in oral and written activities, and used and edited in a variety of written formats. Concurrent enrollment in .5 unit of ESL 342L is required for technology-based grammar and writing practice with lab assistance.

Lecture Hours: 4  
Lab Hours: None  
Repeatable: No  
Grading: K

Corequisite: .5 unit ESL 342L

Open Curriculum: An assessment test is required prior to first day of class

**Advisory Level:**  
Read: None  
Write: None  
Math: None

**Transfer Status:**  
None  
Degree Applicable: NAA

**CSU GE:**  
None  
District GE: None  
IGETC: None

**ESL-342L - ESL Skills Development Lab**  
Units: 0.5

The content of this lab will facilitate skills development for the ESL 342 course. It is designed to supplement classroom instruction by providing students the opportunity to work on an individualized basis with software and web-based materials previously assigned by the ESL instructor, to attend workshops on grammar and composition, and to get instructional assistance on assignments written for ESL 342.

Lecture Hours: 0  
Lab Hours: 1.5  
Repeatable: No  
Grading: K

Corequisite: ESL 342

Recommended: Some basic knowledge of or exposure to English.

**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

Non-native speakers at a high-beginning level of proficiency in English develop reading and vocabulary skills by focusing on strategies for literal and critical comprehension of a variety of reading materials. Students also practice speaking, writing, pronunciation, and spelling. Concurrent enrollment in (ESL 342 or ESL 344) and ESL 194 is strongly recommended.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: K

Recommended: Concurrent enrollment in (ESL 342 or ESL 344) and ESL 194 is strongly recommended.

Open Curriculum: An assessment test is required prior to first day of class

**Advisory Level:**  
Read: None  
Write: None  
Math: None

**Transfer Status:**  
None  
Degree Applicable: NAA

**CSU GE:**  
None  
District GE: None  
IGETC: None

**ESL-344 - Basic Listening and Speaking 1**  
Units: 5

Students learn basic listening comprehension and speaking skills and gain understanding of American culture at a high beginning level. Class activities and assignments focus on aural comprehension, discussion, and pronunciation within general academic and social contexts. Concurrent enrollment in ESL 344L is required for technology-based listening and speaking practice with lab assistance.

Lecture Hours: 5  
Lab Hours: None  
Repeatable: No  
Grading: K

Corequisite: ESL 344L

Open Curriculum: An assessment test is required prior to first day of class

**Advisory Level:**  
Read: None  
Write: None  
Math: None

**Transfer Status:**  
None  
Degree Applicable: NAA

**CSU GE:**  
None  
District GE: None  
IGETC: None

**ESL-344L - ESL Skills Development Lab**  
Units: 0.5

The content of this lab facilitates acquisition of listening and speaking skills for successful completion of ESL 344. It is designed to supplement classroom instruction by providing listening materials, interactive software, conversation and pronunciation workshops.

Lecture Hours: 0  
Lab Hours: 1.5  
Repeatable: No  
Grading: K

Corequisite: ESL 344

Recommended: Some basic knowledge of or exposure to English.

**Advisory Level:**  
Read: None  
Write: None  
Math: None

**Transfer Status:**  
None  
Degree Applicable: NAA

**CSU GE:**  
None  
District GE: None  
IGETC: None

**ESL-351 - Intensive English 1**  
Units: 8

Students in this English-immersion course at the intermediate level will engage in high-interest cultural and social activities providing practice and preparation for success in other ESL and academic classes. Reading, writing, listening, speaking and research skills are developed simultaneously as students develop and apply second language learning strategies to simulated and authentic learning experiences. Field trips, cultural events, projects, movies and other activities provide continuous opportunities for practice and learning.

Lecture Hours: 6  
Lab Hours: 6  
Repeatable: No  
Grading: K

Prerequisite: ESL 332 and ESL 333 and ESL 334; all with CR 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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ESL-353</td>
<td>- Intensive English 3</td>
<td>8</td>
</tr>
<tr>
<td>ESL-381A</td>
<td>- ESL for Beginners - People and Workplace</td>
<td>1.5</td>
</tr>
<tr>
<td>ESL-381B</td>
<td>- ESL for Beginners - School and Neighborhood</td>
<td>1.5</td>
</tr>
<tr>
<td>ESL-381C</td>
<td>- ESL for Beginners - Home, Health, and Nutrition</td>
<td>1.5</td>
</tr>
<tr>
<td>ESL-381D</td>
<td>- ESL for Beginners - Shopping and Finances</td>
<td>1.5</td>
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<tr>
<td>ETH-026</td>
<td>- Vietnamese Women in the U.S.</td>
<td>3</td>
</tr>
</tbody>
</table>

**Environmental Science**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Units</th>
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<tbody>
<tr>
<td>ENVI R-010</td>
<td>- Environmental Science</td>
<td>4</td>
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</table>

**Ethnic Studies**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>ETH-026</td>
<td>- Vietnamese Women in the U.S.</td>
<td>3</td>
</tr>
</tbody>
</table>
### Ethnic Studies

**ETH-027 - Introduction to Race & Ethnicity in American History**  
Units: 3  
This interdisciplinary course critically explores the phenomena of race and ethnicity in the history of the United States. Covering the time period between pre-Columbian America to the present, students chronologically analyze the processes by which racial stratification occurs. Particular emphasis is placed on the socio-historical experiences of major, subordinate ethnic groups in America (i.e., African, Mexican, Asian and Native Americans).  
Lecture Hours: 3  
Lab Hours: 0  
Repeatable: No  
Grading: L

**ETH-030 - Chicana/o Culture**  
Units: 3  
In this survey course the student will study the development of Mexican-American culture in American society with an emphasis on the U.S. Southwest. Emphasis will be on the historical and sociological aspects of Mexican-American culture, including dominant social science and ethnic (in-group) perspectives of community life, value-orientation differences, patterns of assimilation and integration into mainstream American society. The course also identifies the artistic and literary contributions of Mexican-Americans.  
Lecture Hours: 3  
Lab Hours: 0  
Repeatable: No  
Grading: L

### Facilities Maintenance Technology

**FMT-100 - Introduction to Facilities Operations**  
Units: 3  
This course introduces the student to industrial maintenance and operations, and OSHA approved industrial safety procedures and practices. Lab is used to show and demonstrate the use of basic tools and specialized equipment for use in lubrication and maintenance of facilities equipment. Examines the interdependency of related systems.  
Lecture Hours: 3  
Lab Hours: 1  
Repeatable: No  
Grading: L

**FMT-104 - Electrical Concepts for Facilities Maintenance Technicians**  
Units: 2  
This course is an introduction to the fundamentals of electricity as commonly used in large buildings: single phase and three phase generation, electrical distribution, single phase motors, three phase motors, three phase motor starters, electrical efficiency, and power factor correction. Overview of electrical usage including air conditioning and ventilation equipment are also covered.  
Lecture Hours: 2  
Lab Hours: 1  
Repeatable: No  
Grading: L

**FMT-105 - Introduction to Industrial Electronics and Controls**  
Units: 2.5  
This course examines the most common electronic control devices used in industry. The course is intended for students in the Facilities Maintenance Technician and Air Conditioning Programs.  
Lecture Hours: 2  
Lab Hours: 2  
Repeatable: No  
Grading: L

**FMT-120 - Low and High Pressure Boilers**  
Units: 3  
The student will learn to design, install, and maintain large heating systems used in commercial, institutional and industrial applications. Types of equipment include hot water, low-pressure and high-pressure steam boilers, auxiliary and flame safeguard controls, steam traps, condensate return, and water treatment systems. Emphasis will be on safe and efficient operation of boilers and related central plant machinery and equipment.  
Lecture Hours: 3  
Lab Hours: 1  
Repeatable: No  
Grading: L

**FMT-122 - Introduction to Programmable Logic Controllers**  
Units: 4  
This introductory course includes principals of operation for programmable logic controllers (PLCs). Control applications will be applied using PLCs in a systematic approach involving problem analysis, ladder diagrams, selection of PLC input and output modules, programming logic functions, and testing. Laboratory will focus on implementation of simple applications.  
Lecture Hours: 3  
Lab Hours: 3  
Repeatable: No  
Grading: L

**FMT-123 - Intermediate Programmable Logic Controllers**  
Units: 4  
Students in this intermediate course will learn advanced topics in programming programmable logic controllers (PLCs). Control applications will be applied to control systems for factory automation and robotic applications. Laboratory will focus on implementation of intermediate applications.  
Lecture Hours: 3  
Lab Hours: 3  
Repeatable: No  
Grading: L

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151
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Units</th>
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<tbody>
<tr>
<td>FCS-019</td>
<td>Nutrition</td>
<td>3</td>
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<tr>
<td>FCS-070</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>FCS-138</td>
<td>Work Experience</td>
<td>1-8</td>
</tr>
<tr>
<td>FOLK-010</td>
<td>Middle Eastern Dance</td>
<td>0.5-1</td>
</tr>
<tr>
<td>FREN-001A</td>
<td>Elementary French-First Semester</td>
<td>5</td>
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<tr>
<td>FREN-001AL</td>
<td>Foreign Language Lab - French 1A</td>
<td>0.5</td>
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<tr>
<td>FREN-001B</td>
<td>Elementary French-Second Semester</td>
<td>5</td>
</tr>
<tr>
<td>FREN-001BL</td>
<td>Foreign Language Lab - French 1B</td>
<td>0.5</td>
</tr>
</tbody>
</table>

**FCS-019 - Nutrition** Units: 3

Students will learn the basic principles of nutrition including recommended nutrient intake, optimum dietary health across the life span, the relationship of health and diet and how the body uses nutrients. Food fads and diet fallacies will be examined, as well as the impact of culture and food supply on nutritional status and food choices.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E1 District GE: None IGETC: None

**FCS-070 - Child Development** Units: 3

Students will study the child from the prenatal period through adolescence. The physical, social-emotional and cognitive aspects of development are explored. This course is required for ECE majors and recommended for nursing and psychology majors, and anyone wanting to understand the development of children. Transferable: Equivalent to C.D. 60 at SJSU.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D9, E1 District GE: D,E1 IGETC: None

**FCS-138 - Work Experience** Units: 1-8

Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 15 Grading: O

Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per week as stipulated for paid and unpaid status.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

**FOLK-010 - Middle Eastern Dance** Units: 0.5-1

Specific cultural dances are analyzed for their classical tradition, ceremonial importance and/or theatrical impact within society. Designed for students to learn a repertoire of Middle Eastern Folk Dances, such as belly dancing.

Lecture Hours: 0 Lab Hours: 2-3 Repeatable: 7 Grading: O

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E2 IGETC: None

**FREN-001A - Elementary French-First Semester** Units: 5

This is an introductory course in speaking, reading, writing and comprehending French. Topics for conversation are everyday life situations and issues in the French-speaking world. Students will learn the fundamentals of French pronunciation and structure. Students will also study aspects of the diverse cultures of France and other French-speaking countries. Not recommended for native speakers of French. Concurrent enrollment in French 001L or French 200 is required. This course satisfies both foreign language requirements and GE requirements. See your counselor for limitations. This course corresponds to two years of high school study.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: O

Corequisite: FREN 001AL

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C* IGETC: 6A

**FREN-001AL - Foreign Language Lab - French 1A** Units: 0.5

The Foreign Language Laboratory supplements classroom instruction for French 001A. The students will use audio and video media as well as computer programs and the Internet to improve fluency, comprehension and written expression in the target language as well as exploration of cultural components related to the target language. This course is a corequisite for FREN 001A.

Lecture Hours: 0 Lab Hours: 1.5 Repeatable: No Grading: K

Corequisite: FREN 001A

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

**FREN-001B - Elementary French-Second Semester** Units: 5

This is the 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 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 001A or FREN 016

Corequisite: FREN 001BL

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C* IGETC: None

**FREN-001BL - Foreign Language Lab - French 1B** Units: 0.5

The Foreign Language Laboratory supplements classroom instruction for French 001B. The students will use audio and video media as well as computer programs and the Internet to improve fluency, comprehension and written expression in the target language as well as exploration of cultural components related to the target language. This course is a corequisite for FREN 001B.

Lecture Hours: 0 Lab Hours: 1.5 Repeatable: No Grading: K

Corequisite: FREN 001B

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
**FREN-002A - Intermediate French**  
Units: 5  
An intermediate course that reviews basic grammar structures and an introduction to literature and culture with numerous readings of progressive difficulty and representative of French and Francophone literature with respects to periods, genres, authors, and geographical origins, allowing for both discussions and the writing of essays about related topics. Emphasis is placed on extending vocabulary, sharpening understanding of texts and acquiring tools for writing compositions in French.  
Lecture Hours: 5  
Lab Hours: None  
Repeatable: No  
Grading: O  
Prerequisite: FREN 001B  
Corequisite: FREN 002A  
Advisory Level:  
Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: C2  
District GE: C*  
IGETC: 6A, 3B

**FREN-002AL - Foreign Language Lab - French**  
Units: 0.5  
2A  
The Foreign Language Laboratory supplements classroom instruction for French 002A. The students will use audio and video media as well as computer programs and the Internet to improve fluency, comprehension and written expression in the target language as well as exploration of cultural components related to the target language. This course is a corequisite for FREN 002A.  
Lecture Hours: 0  
Lab Hours: 1.5  
Repeatable: No  
Grading: K  
Corequisite: FREN 002A  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**FREN-002B - Intermediate French**  
Units: 5  
This is the fourth and final semester of a two year sequence. Students who have successfully completed French 2A may continue in French 2B in order to develop further their knowledge and skills in conversation, composition, structure of the French language, French and Francophone literature, and cultural understanding.  
Lecture Hours: 5  
Lab Hours: None  
Repeatable: No  
Grading: O  
Prerequisite: FREN 002A  
Corequisite: FREN 002BL  
Advisory Level:  
Read: 2  
Write: 2  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: C2  
District GE: C*  
IGETC: 6A, 3B

**FREN-002BL - Foreign Language Lab - French**  
Units: 0.5  
2B  
The Foreign Language Laboratory supplements classroom instruction for French 002B. The students will use audio and video media as well as computer programs and the Internet to improve fluency, comprehension and written expression in the target language as well as exploration of cultural components related to the target language. This course is a corequisite for FREN 002B.  
Lecture Hours: 0  
Lab Hours: 1.5  
Repeatable: No  
Grading: K  
Corequisite: FREN 002B  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**FREN-003A - Advanced Intermediate French**  
Units: 5  
Students explore Francophone culture via articles, essays, realia, short stories, fables, biographies, etc. The course includes grammar review stressing oral and written composition, as well as acquisition of topic-related vocabulary, to improve fluency in the target language. Outside reading and reporting in the field of study are required.  
Lecture Hours: 5  
Lab Hours: 0  
Repeatable: No  
Grading: O  
Prerequisite: FREN 002B with C or better.  
Corequisite: FREN 003AL  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: C2  
District GE: C*  
IGETC: 3B

**FREN-003AL - Foreign Language Lab - French**  
Units: 0.5  
3A  
The Foreign Language Laboratory supplements classroom instruction for French 003A. The students will use audio and video media as well as computer programs and the Internet to improve fluency, comprehension and written expression in the target language as well as exploration of cultural components related to the target language. This course is a corequisite for FREN 003A.  
Lecture Hours: 0  
Lab Hours: 1.5  
Repeatable: No  
Grading: K  
Corequisite: FREN 003A  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**FREN-003B - Advanced Intermediate French**  
Units: 5  
This is a continuation of the review of French grammar, emphasizing more advanced structure. Students will be exposed to readings of short stories and literary selections by famous contemporary French authors, as well as extensive practice in comprehension, speaking, writing and reading to bring students to a higher level of proficiency.  
Lecture Hours: 5  
Lab Hours: 0  
Repeatable: No  
Grading: O  
Prerequisite: FREN 003A with C or better  
Corequisite: FREN 003BL  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: C2  
District GE: C*  
IGETC: 3B

**FREN-003BL - Foreign Language Lab - French**  
Units: 0.5  
3B  
The Foreign Language Laboratory supplements classroom instruction for French 003B. The students will use audio and video media as well as computer programs and the Internet to improve fluency, comprehension and written expression in the target language as well as exploration of cultural components related to the target language. This course is a corequisite for FREN 003B.  
Lecture Hours: 0  
Lab Hours: 1.5  
Repeatable: No  
Grading: K  
Corequisite: FREN 003B  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

153
### FREN-015 - Elementary French-First Semester-First Half
Equivalent to the first half of FREN 001A. This is the first semester introductory course in speaking, reading, writing and comprehending French. Topics for conversation are everyday life situations and issues in the French-speaking world. Students will learn the fundamentals of French pronunciation and structure. Students will also study aspects of the diverse cultures of France and other French-speaking countries. Not recommended for native speakers of French. Concurrent enrollment in French 200 is required.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: O

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C* IGETC: 6A

### 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: FREN 015 with C or better

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C* IGETC: 6A

### 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 001B. Second semester introductory course in speaking, reading, writing and comprehending French. Topics for conversation are everyday life situations and issues in the French-speaking world. Students will learn the fundamentals of French pronunciation and structure. Students will also study aspects of the diverse cultures of France and other French-speaking countries. Not recommended for native speakers of French. Concurrent enrollment in French 200 is required.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Prerequisite: FREN 010A or FREN 016, both with C or better

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C* IGETC: 3B

### FREN-018 - Elementary French-Second Semester-Second Half
Equivalent to the second half of French 001B. Second semester introductory course in speaking, reading, writing and comprehending French. Topics for conversation are everyday life situations and issues in the French-speaking world. Students will learn the fundamentals of French pronunciation and structure. Students will also study aspects of the diverse cultures of France and other French-speaking countries. Not recommended for native speakers of French. Concurrent enrollment in French 200 is required.

Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: O

Prerequisite: FREN 001A or FREN 017, both with C or better

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C* IGETC: 3B

### FREN-030 - French Culture Through Films Units: 1
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

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

### FREN-091A - Conversational French Units: 3
This course is concerned with essentials of French conversation, leading to development of ability to use the French language in everyday situations. It is designed for students without previous experience in the language.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

### FREN-091B - Conversational French Units: 3
This course is concerned with essentials of French conversation, leading to development of ability to use the French language in everyday situations.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Prerequisite: FREN 091A

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

### FREN-098 - Directed Study Units: 0.5 - 9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division Office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
**GEOG-010 - Introduction to Physical Geography**
Units: 3
This course is an investigation of man's relationship to his physical environment (atmosphere, weathered climate, water, landforms, soils, and biosphere) and their reciprocal relationships. Spatial location is emphasized. Maps, globes, and atlases are used. Field trips may be required.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D5 District GE: D IGETC: 4E

**GEOG-011 - Introduction to Cultural Geography**
Units: 3
An inquiry into the relationships between human culture and the physical environment. Emphasizes the varieties of human social, economic, and political development in different geographical settings.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D5 District GE: D IGETC: 4E

**GEOL-010 - Physical Geology**
Units: 3
Geology 010 explores natural processes related to volcanoes, earthquakes, landslides, plate tectonics, mountain building, weathering, erosion, and energy resources. Students will study the impact of these processes on civilization. The scientific method is illustrated as it relates to the discovery of geological principles. Geologic processes are used as demonstrations of fundamental physical laws. GEOL 010 with GEOL 010L meets the lab science requirement for graduation/transfer.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Recommended: GEOL 010 with GEOL 010L meets the lab science requirement for graduation/transfer.
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1 District GE: B IGETC: 5A

**GEOL-010L - Physical Geology Laboratory**
Units: 1
This course is a laboratory course in natural science for general education. Students will study minerals and rocks, and classroom models of geologic processes. Students will interpret different map types in terms of geologic principles and processes. It is the physical geology lab for the lecture course GEOL 010. Together the two courses meet the Icclab GE requirement.
Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L
Corequisite: GEOL 010
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1,B3 District GE: BL IGETC: 5A

**GEOL-011 - The Changing Earth**
Units: 3
This is a lecture course in Physical Science for general education. Students will study the origin of the Earth, development of continents and ocean basins, geologic history of North America, evolution of animals through geologic time, and the origin of humans. The problem of unraveling the Earth's past is used to illustrate fundamental principles of nature and the methods of science. This is an interdisciplinary course including concepts of biology and physical science.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: 5A

**GEOL-012 - Natural Disasters**
Units: 3
Students study the effects of natural Earth processes on humans. Major topics include earthquakes, volcanoes, landslides, tsunami, floods, hurricanes, meteorite impacts, and climate change. The causes, risks and associated issues for the natural disasters are analyzed within the framework of earth sciences.
Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

**GLAZ-138 - Work Experience**
Units: 1 - 8
Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.
Lecture Hours: None Lab Hours: 1.81 Repeatable: 15 Grading: O
Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

**GLAZ-141 - Glazing IA**
Units: 3
Semester one of the course includes labor studies, safe working practices, beginning glass cutting and fabrication, hand tools, power tools, electrical safety for power tools, shop machinery, and glass replacements. Students will work with a variety of hand 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
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 I**

Units: 3

Semester two of the course includes topics on labor studies, solvents and hazardous glazing materials, man lifting devices, rigging hoisting, ladder use and safety, scaffolding, swing staging, transits and leveling devices, mirror layout and measurements, mirror mounting methods, the architectural scale and sketching.

Lecture Hours: 2.5  Lab Hours: 3  Repeatable: No  Grading: L

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:
- Read: None
- Write: None
- Math: None

Transfer Status: None

CSU GE: None
- District GE: None
- IGETC: None

**GLAZ-143 - Glazing II**

Units: 3

Semester three of the course includes topics on labor studies, introduction to storefronts, storefront one, storefront two, sketching and introduction to architectural blueprints.

Lecture Hours: 2.5  Lab Hours: 3  Repeatable: No  Grading: L

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:
- Read: None
- Write: None
- Math: None

Transfer Status: None

CSU GE: None
- District GE: None
- IGETC: None

**GLAZ-144 - Glazing III**

Units: 3

Semester four of the course covers basic blueprint reading of architectural drawings, specifications, and shop drawings, and labor studies.

Lecture Hours: 2.5  Lab Hours: 3  Repeatable: No  Grading: L

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:
- Read: None
- Write: None
- Math: None

Transfer Status: None

CSU GE: None
- District GE: None
- IGETC: None

**GLAZ-145 - Glazing IV**

Units: 3

Semester five of the course includes an introduction to curtainwalls and curtainwall layout.

Lecture Hours: 2.5  Lab Hours: 3  Repeatable: No  Grading: L

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:
- Read: None
- Write: None
- Math: None

Transfer Status: None

CSU GE: None
- District GE: None
- IGETC: None

**GLAZ-146 - Glazing V**

Units: 3

Semester six includes an introduction to sealants, sealant joint design and substrate preparation, sealant application testing and failure, structural glazing, open/closed cell tapes, gaskets, spacers and setting blocks.

Lecture Hours: 2.5  Lab Hours: 3  Repeatable: No  Grading: L

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:
- Read: None
- Write: None
- Math: None

Transfer Status: None

CSU GE: None
- District GE: None
- IGETC: None

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**GLOBAL-001 - Introduction to Global Studies**

Units: 3

This course provides students with an introduction to Global Studies. Students are offered an interdisciplinary view of globalization and global perspectives, and include consideration of social, cultural, religious, political, geographical, and environmental contexts.

Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: L

Advisory Level:
- Read: 3
- Write: 3
- Math: None

Transfer Status: CSU
- Degree Applicable: AA/AS

CSU GE: None
- District GE: D
- IGETC: None

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**GLOBAL-002 - Global Issues**

Units: 3

This course offers an introduction to the origins, current dilemmas, and future trends of major issues confronting the global community, such as energy and resource depletion, food and population, war and terrorism, nuclear arms, human rights, economic interdependence and international inequality.

Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: L

Advisory Level:
- Read: 3
- Write: 3
- Math: None

Transfer Status: CSU
- Degree Applicable: AA/AS

CSU GE: None
- District GE: D
- IGETC: None

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**GUIDE-010 - Transfer Success**

Units: 1

Students will be provided in-depth information and assistance with the transfer process to 4-year colleges/universities. The course is designed to enable students to actively participate in planning their educational and career goals by providing information about the process and requirements for transferring from a community college to a university. Lower division major and general education requirements, college/university selection, admission procedures, application deadlines, financial aid and scholarship information will be covered. Use of college catalogs, printed directories, and the Internet will be necessary to complete assignments.

Lecture Hours: 1  Lab Hours: 0  Repeatable: No  Grading: L

Advisory Level:
- Read: 3
- Write: 3
- Math: None

Transfer Status: CSU
- Degree Applicable: AA/AS

CSU GE: None
- District GE: None
- IGETC: None
GUIDE-070 - Self Assessment  Units: 1

Students will complete an assessment of themselves through the taking of tests and surveys. A battery of tests will be administered, interpreted, and analyzed for the purpose of helping students to assess values, abilities, personalities and interests toward the setting of realistic personal and life goals and objectives.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS

CSU GE: None  District GE: None  IGETC: None

GUIDE-071 - Employment Preparation Skills  Units: 1

This course is an introduction to required employment skills. Time, money, and personnel management skills will be studied. Teamwork, leadership and interpersonal communication skills along with problem solving and decision making skills will also be studied and practiced. The expected level of technological knowledge in different workplaces will be addressed.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS

CSU GE: None  District GE: None  IGETC: None

GUIDE-072 - Marketing Your Job Skills  Units: 1

This sixteen-hour intensive course focuses on the resources, skills, and tools to successfully enter today’s job market. Students will prepare a job search portfolio, sharpen interview skills, and learn to use a wide range of resources in their job search.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS

CSU GE: None  District GE: None  IGETC: None

GUIDE-077 - Introduction to the World of Work  Units: 1

This course provides a general orientation to SJCC with an emphasis on various occupational programs. Tours of each occupational area will be offered, to view classes and students in action.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

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-078 - World of Work Group Seminar  Units: 1

The Group Seminar class is intended to give continuous support to those enrolled in an occupational area. Areas of success will include small group discussion and problem solving along with in class discussion regarding the various occupational areas which students have chosen to participate in. Guest speakers will share information on campus resources and student support services.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

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-085 - Blueprint for Success  Units: 1

This course is designed to assist students in enhancing their self-awareness, self-acceptance and self-confidence, through the exploration and clarification of their belief system, values, purpose, personality type, and their strengths and weaknesses. Increase personal effectiveness in school, business and life by examining and dismantling psychological, and societal barriers, and obstacles to success. Develop mental strategies and techniques such as time and stress management, goal setting, and visualization to enhance performance.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS

CSU GE: None  District GE: None  IGETC: None

GUIDE-087 - College Study Techniques  Units: 3

This course integrates personal growth, time management and academic study strategies. Students will focus on: learning styles, personal and educational values and planning, memory and concentration, lecture and textbook note taking, test taking, using the library, problem solving and creative thinking. Emphasis is on the attainment of life-long success in academic and personal development. Upon completion of this course, students will be able to apply study skills to college level course work.

Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

GUIDE-090 - Student Leadership  Units: 1

Guidance 90 provides instruction in student leadership and prepares students for participation in college activities. Fall semester course work especially emphasizes ASC mission, teamwork, and conducting effective meetings while spring course work focuses upon budget preparation and planning and conducting activities. Mandatory for elected and appointed Associated Student Council members. Recommended for club representatives.

Lecture Hours: 1  Lab Hours: None  Repeatable: 3  Grading: O

Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None
GUIDE-092 - Career Seminar Units: 0.5 - 1
A presentation of career opportunities related to designated majors. A coordinated effort of counseling, academic departments on careers, expanding work areas and employment opportunities. The major related career areas for each semester will be announced in the schedule of classes. Open to all students. Repeatable to a maximum of 1 unit.
Lecture Hours: 0.5 - 1 Lab Hours: None Repeatable: 1 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-096 - Career and Life Planning Units: 3
This course relates to the exploration and investigation of occupations and emphasizes the attainment of life-long success in academic, professional and personal development. Students will complete assessments, interpret and analyze each in order to begin the setting of realistic personal and career goals. Required employment skills will be introduced and practiced. Students will research, review and focus on the resources, skills and tools to successfully enter today's labor market as well as looking at the expected level of technological experience expected in various work settings.
Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: E District GE: E1 IGETC: None

GUIDE-097 - Orientation to College Units: 0.5 - 1
The focus of this course is to ease students' transition to college by developing their skills and providing them information necessary for college success. The course includes goal setting and information about college facilities, policies, programs, course offerings and services. In addition, an overview of certificate programs, general education requirements for transfer and graduation as well as an introduction to the registration process and basic education planning are presented.
Lecture Hours: 0.5 - 1 Lab Hours: None Repeatable: 1 Grading: O
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

GUIDE-098 - Directed Study in Guidance Units: 0.5 - 9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

GUIDE-099A - Service-Learning Directed Study Units: 0.5 - 9
Students seeking real-life experience for ongoing course support, and for academic and career exploration may enroll in Directed Study in Service-Learning. Under the direction of a college faculty member in a specific or related discipline, students develop learning outcomes for their service-learning project, which are outlined in a contract. To promote critical thinking, reflective activities i.e. journals, essays, presentations, group discussion, etc. are required. Each .5 units consist of service hours, reflection activities, and meetings with the instructor for a total of 26.25 hours. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: 0 Lab Hours: 1.81 Repeatable: 17 Grading: O
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

GUIDE-100 - Diagnostic Learning Units: 0.5
This course is designed for the student whose learning style has impeded academic performance in traditional classroom settings. The primary objectives of the course are to inform students of services and accommodations provided through the Disabled Students Program for those who have a specific learning disability.
Lecture Hours: 0.5 Lab Hours: None Repeatable: Yes 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 - Reading Strategies
An intensive individualized course for students who have difficulty reading due to a weakness in one or more of the learning modalities involved in the reading process. Individual objectives as determined in Diagnostic Learning will involve skill areas such as left-to-right visual tracking, decoding, sight vocabulary, reading rate, and comprehension skills. Curriculum materials appropriate to the student's needs will be used in achieving course objectives. Class size is limited and enrollment restricted to those students who qualify under Title V.
Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: Yes 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-104 - Diagnostic Learning - Writing Strategies
This is an individualized course designed for students who can work independently with specific learning disabilities and whose learning problems have impeded the mastery of writing skills such as organization, structure, fluidity, punctuation and grammar. Class size is limited.
Lecture Hours: None Lab Hours: 3 Repeatable: 2 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 - Spelling Strategies  
Units: 0.5 - 4

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.

Lecture Hours: 0.5  Lab Hours: 1.5  Repeatable: Yes  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-108  -  Diagnostic Learning - Mathematical Strategies  
Units: 0.5 - 4

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: Yes  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-109  -  Group Experience  
Units: 0.5 - 3

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-110  -  Computer Assisted Instruction  
Units: 1

This is a self-paced course designed for students who are eligible for Disabled Students Program services to improve basic academic skill areas and/or cognitive processes and logical reasoning skills through the use of appropriate computer equipment and software. The type of equipment and software utilized will be individually adapted to the student's disability and major or vocational goal.

Lecture Hours: None  Lab Hours: 3  Repeatable: 2  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-117  -  College Study Techniques for Students with Disabilities  
Units: 1

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: Yes  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 Students with Disabilities  
Units: 2

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: Yes  Grading: K

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

GUIDE-119  -  Orientation to College for Disabled Student  
Units: 1

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: Yes  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: 1 - 3

A comprehensive course that integrates personal growth, college life/transitions, academic study strategies, and critical and creative thinking proficiency. Students will learn through this survey course topics such as: life management, personal and educational values and planning, learning styles, memory and concentration, note taking, test taking, library use and maintaining health to be a successful student, career exploration, critical and creative analysis and problem solving. Emphasis is on the students' attainment of life-long success in academic, professional and personal development.

Lecture Hours: 1 - 3  Lab Hours: None  Repeatable: 2  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AAAS
CSU GE: None  District GE: None  IGETC: None
GUIDE-150 - Adaptive Word Processing Units: 2

Students with various disabilities, who may require extensive training and/or the use of adaptive computer hardware and/or software, will learn introductory word processing skills in order to successfully use computers.

Lecture Hours: 1.5 Lab Hours: 1.5 Repeatable: Yes Grading: O

Recommended: Knowledge of the keyboard.

Advisory Level: Read: 1 Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

GUIDE-190 - Student Leadership Lab Units: 1 - 3

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: 2 Grading: K

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

HED-011 - Dynamic Health Concepts Units: 3

This course surveys current health issues. Topics include the latest information on drug abuse, nutrition, communicable diseases, human sexuality, chronic and genetic diseases. Primary emphasis is directed to the individual's total emotional, intellectual, and social health from birth to death. Students are empowered to make intelligent, analytical decisions and progress towards positive social, emotional, and physical well-being. This course meets the Health Education requirement for California Teaching Credentials.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E1 District GE: E1 IGETC: None

HSCI-008 - Medical Terminology Units: 3

A medical terminology course including an introduction to body systems and functions. The student will analyze, pronounce, and spell medical terminologies. Students will develop a baseline knowledge of body systems through the further study of pathology, laboratory tests, and diagnostic and treatment procedures.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

HSCI-010 - Prehospital Emergency Care Units: 5.5

Students will acquire the theory and skills necessary to earn an EMT-1 certificate of completion. National Registry skills testing is included in the course. Following the course completion, a National Registry written exam must be taken through a county EMS agency to become state certified. This course meets state regulations for EMT-1 training and is approved by Santa Clara County Emergency Medical Services as preparation for EMT-1 certification.

Lecture Hours: 4 Lab Hours: 4.5 Repeatable: 3 Grading: L

Prerequisite: American Heart Association Healthcare provider CPR card current through semester of enrollment.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

HSCI-012 - EMT-1 Refresher Units: 0.5

EMT-1 recertification course approved by Santa Clara County Emergency Medical Services. A current California EMT-1 certification with a lapse of less than 24 months is required. Additional Continuing Education Units (CEUs) may be required to meet certification requirements when the EMT-1 is lapsed more than 6 months.

Lecture Hours: 0 Lab Hours: 1.5 Repeatable: 3 Grading: K

Prerequisite: Current EMT-1 California certification with a lapse of no more than 24 months and Current American Heart Association Healthcare provider CPR card.

Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

HSCI-020 - Clinical Technician I Units: 3

Clinical Technician I prepares a student to become a multitask technician in the health care field. Skill competencies include: anatomy, physiology, medical terminology, phlebotomy, specimen collection and lab testing, preparing instrument packs for sterilization, assisting in minor surgery, obtaining medical histories, assisting with physical examinations, CPR, career laddering, and resume writing for Clinical Technician job opportunities.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: HSCI 001 with C or better

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None
Polysomnographic Technology I is the first level of sleep medicine theory. Topics covered include: scope of practice, patient preparation, normal sleep architecture, physiology of hypoxic and hypercapnic mechanisms, and instrumentation. Clinical rotations and study guides for national certification will be provided.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: HSCI 001 with C or better

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

HSCI-108 - Directed Study in Health Science Units: 0.5 - 9

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division Office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

HSCI-114 - Wilderness Medical Care Technician

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: AA/AS
CSU GE: None District GE: None IGETC: None

HSCI-138 - Work Experience Units: 1 - 8

Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 15 Grading: O

Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
SJCC Course Catalog

HIST-010B - Development of Western Culture Units: 3
This course covers the development of Western culture and society through the study of the institutions, thought, literary and artistic expression from the review of the Renaissance to modern times. Emphasis is placed on understanding the facets of modern civilization by tracing the social, cultural, and political thought of the past. 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
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS CU GE: D6 District GE: D IGETC: 3B

HIST-017A - History of the United States Units: 3
This course is a survey of the history of the United States which, with History 17B, satisfies the requirement in United States History, Constitution and American ideals. The course content examines the history of the United States from pre-Columbian times to Reconstruction. History 1 may not be combined with either History 17A or History 17B to meet the requirement in United States History, Constitution and American ideals.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS CU GE: D6,F1,F2 District GE: D,D* IGETC: 4F,7A

HIST-017B - History of the United States Units: 3
This course is a survey of the history of the United States which, with 17A, satisfies the District requirement in United States history 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
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS CU GE: D6,F1,F2 District GE: D,D* IGETC: 4F,7B

HIST-021 - African American History Units: 3
This course is designed to present the student with the cultural, political, economic and social history of African people in the United States from their origin in African 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
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS CU GE: D3,D6 District GE: D,ES IGETC: 4F

HIST-024 - History and Culture of the American Indian Units: 3
This course presents an overview of the many Indian cultures in North America and the history of the interaction between these cultures and the dominant white culture from 1492 to the present. The course begins with a review of the theories behind the settlement of the Americas and then surveys the Pre-Columbian civilizations and their achievements. Following this there is a review of representational tribes from each of the major geo-cultural regions along with the history of these tribes' interactions with the Europeans and (later) Americans.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS CU GE: D3,D6 District GE: D,ES IGETC: 4F

HIST-098 - Directed Study in History Units: 0.5 - 9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS CU GE: None District GE: None IGETC: None

HUMNT-001 - Introduction to Visual and Performing Arts Units: 3
In this interdisciplinary course students are introduced to the basic conceptual vocabulary used in the perception and descriptive analysis of dance, music, theater and visual art. Students will use these concepts to interpret art objects in context, and in life situations. Examples presented are chosen for their artistic integrity and cultural diversity.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L Credit by Exam: Yes
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS CU GE: C1 District GE: C IGETC: 3A

HUMNT-002 - Introduction to World Literature Units: 3
This course introduces students to a variety of literary works from around the world which are significant in illuminating both the universality and diversity of human experience. Readings in this course are chosen for their literary, historical, cultural, philosophical, and psychological importance.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS CU GE: C2 District GE: C* IGETC: 3B
**HUMNT-003 - Introduction to Women’s Studies**  
Units: 3

This is an interdisciplinary course that from the perspectives of history, ethnic studies, anthropology/sociology, literature, economics, art, theater, and science will analyze the experiences, social conditions, political and economic concerns of women both in the present and the past. Through the study of gender, students will analyze issues surrounding race, class, sexual orientation, and globalization.

Lecture Hours: 3  
Lab Hours: 0  
Repeatable: No  
Grading: L

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

**CSU GE:**  
C2, D4  
**District GE:** C*, D  
IGETC: 3B, 4D

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**Japanese**

**JAPAN-001A - Elementary Japanese**  
Units: 5

This course introduces students to listening to, reading, writing, and speaking in the Japanese language. Students will study the sound, grammar, and writing systems of Japanese, and the language in the context of Japanese culture and history. The course meets IGETC (Intersegmental General Education Transfer Curriculum) standards for the foreign language requirement. This course corresponds to two years of high school study and is not recommended for native speakers of Japanese.

Lecture Hours: 5  
Lab Hours: None  
Repeatable: No  
Grading: L

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU/UC  
Degree Applicable: AA/AS

**CSU GE:**  
C2  
**District GE:** C*  
IGETC: 6A

**JAPAN-001B - Elementary Japanese**  
Units: 5

This is a second semester Elementary Japanese course. Students will continue to develop skills of listening to, speaking, reading, and writing the Japanese language. 80 Chinese characters will be taught. Customs and cultural aspects will be discussed. The course meets IGETC (Intersegmental General Education Transfer Curriculum) standards for the foreign language requirement. Course is not recommended for native speakers of Japanese.

Lecture Hours: 5  
Lab Hours: None  
Repeatable: No  
Grading: L

Prerequisite: JAPAN 001A with C or better

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status: CSU/UC  
Degree Applicable: AA/AS

**CSU GE:**  
C2  
**District GE:** C*  
IGETC: None

**JAPAN-002A - Intermediate Japanese**  
Units: 5

This course is a continuation of Japanese 001B. The course is designed to review and expand the knowledge of the structure of the language. Students are introduced to social and cultural aspects of Japan. Students are introduced to different levels of speech through which they will synthesize and analyze the impact of human relationships among different strata of society.

Lecture Hours: 5  
Lab Hours: None  
Repeatable: No  
Grading: O

Prerequisite: JAPAN 002A

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status: CSU/UC  
Degree Applicable: AA/AS

**CSU GE:**  
C2  
**District GE:** C*  
IGETC: 3B

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**JAPAN-002B - Intermediate Japanese**  
Units: 5

This course is a continuation of Japanese 002A. The course is designed to review and expand the knowledge of the structure of the language. It includes practice in speaking, reading, and writing. Students are introduced to social and cultural aspects of Japan. Students are introduced to different levels of speech through which they will synthesize and analyze the impact of human relationships among different strata of society.

Lecture Hours: 5  
Lab Hours: None  
Repeatable: No  
Grading: O

Prerequisite: JAPAN 002A

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status: CSU/UC  
Degree Applicable: AA/AS

**CSU GE:**  
C2  
**District GE:** C*  
IGETC: 3B

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**JAPAN-091A - Conversational Japanese**  
Units: 3

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

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

**CSU GE:**  
None  
**District GE:** None  
IGETC: None

**JAPAN-091B - Conversational Japanese**  
Units: 3

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

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

**CSU GE:**  
None  
**District GE:** None  
IGETC: None

**JAPAN-098 - Directed Study-Japanese**  
Units: 0.5 - 9

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None  
Lab Hours: 1.81  
Repeatable: 17  
Grading: O

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

**CSU GE:**  
None  
**District GE:** None  
IGETC: None
This course introduces the formal properties of visual literacy as they relate to graphic and information design across all media, as well as, perception, semiotics, and visual persuasion. Students will develop an understanding of the language and power of images in developing a visual intelligence.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

JOURN-098 - Directed Study  Units: 0.5 - 9

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None  Lab Hours: 1.81  Repeatable: 17  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

JOURN-138 - Work Experience  Units: 1 - 8

Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None  Lab Hours: 1.81  Repeatable: 15  Grading: O

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

JOURN-007 - Visual Communication  Units: 3

This course provides an introduction to communications media--print, electronic and broadcast--and the role they play in society in reflecting, affecting, creating and molding public opinion, ideas and values, and influencing popular culture. The course involves an analysis of the media from the point of view of the audience both in historical and contemporary perspectives, and the production of media from the point of view of the communicator. Legal, ethical and social issues related to the media, including gender and cultural diversity, will be explored.

Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: L

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
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

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LABOR-021 - Labor Contracts and Grievances
Units: 1

The aim of this class is to provide a practical guide to understanding the labor contract as a primary tool for advancing workers’ interests in the workplace. Attention will be given to the purpose, structure and function of the contract with particular emphasis on the grievance procedure.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: O

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LABOR-022 - Labor Negotiations and Dispute Resolution
Units: 1

The aim of this class is to provide an overview of the collective bargaining process in modern labor relations. Emphasis will be on 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

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LABOR-023 - Labor in American Society
Units: 1

The aim of this class is to provide an understanding of the principles and beliefs that have served as the foundation of American trade unionism. The history of American unionism will be examined with emphasis on understanding the diversity 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: AA/AS
CSU GE: None District GE: None IGETC: None

LABOR-024 - Leadership and Communication
Units: 1

This course introduces interpersonal leadership skills in the context of union and community organizations. Primary attention is given to active listening, confrontation and problem solving techniques in work and community settings. Volunteer motivation and accountability methods and coalition building strategies are emphasized. 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: AA/AS
CSU GE: None District GE: None IGETC: None

LABOR-025 - Labor Organizing and Political Action
Units: 1

This course introduces the techniques utilized in the formation of labor unions in the public and private sectors. It further studies the ways modern unions function in the political arena.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: O

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LABOR-030 - Mediation Principles & Practice
Units: 3

This course is designed to introduce students to the principles and process of mediation through exercises, lively discussion, mediation simulation, lectures, and relevant reading materials. Students will learn mediation, communication, and negotiation skills and will understand the formal process of mediation by course end.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: D IGETC: None

LABOR-031 - Survey of Contemporary Labor/Social Issues for Activists
Units: 1

This course will provide students knowledge about key contemporary issues and enhance their analytical and problem-solving skills needed to manage the complex processes of negotiation, bargaining, compromise, and political action. The course will focus on how to use the political process, organize and educate on issues such as education, a living wage, crime and substance abuse and health care for workers and their families. The course is intended for all students who wish to increase their leadership skills and engage in more effective social action.

Lecture Hours: 1 Lab Hours: 0 Repeatable: No Grading: O

Recommended: This is an introductory course. Students should have had coursework relating to any discipline in the social sciences, either in high school, junior college, or from work experience.

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
SJCC Course Catalog

LABOR-032 - Organizing Immigrant Workers     Units: 1
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: AA/AS
CSU GE: None District GE: None IGETC: None

LABOR-033 - Solving Worksite Problems     Units: 1
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: AA/AS
CSU GE: None District GE: None IGETC: None

LABOR-034 - Immigrant Leadership Training     Units: 3
The student will develop the vision, skills and leadership of immigrants. The student will discuss the commonality of human needs, develop a needs development methodology, analyze the historical context of immigration and immigration laws, and will discuss diverse leadership styles. In addition, the student will develop the following skills: public speaking, team building and teamwork, community organizing, tools of advocacy, and media relations. Finally, the student will focus on leadership development by: assessing current levels of teamwork, community organizing, tools of advocacy, and media relations. Finally, the student will develop the following skills: public speaking, team building and teamwork, community organizing, tools of advocacy, and media relations.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LABOR-098 - Directed Study     Units: 0.5 - 9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O
Credit by Exam: Yes
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LABOR-138 - Work Experience     Units: 1 - 8
Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.
Lecture Hours: None Lab Hours: 1.81 Repeatable: 15 Grading: O
Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

Laser Technology

LASER-098 - Directed Study-Laser Technology     Units: 0.5 - 9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O
Credit by Exam: Yes
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LASER-100 - Introduction to Photonics     Units: 4
Laser 100 is the introductory course which will lead to an AS Degree in Laser Technology. Students study the principles, techniques and skills tasks typically performed by an entry-level laser/electro-optics technician. Topics covered include laser and optics principles, laser performance analysis, and good laser lab and manufacturing practices.
Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Credit by Exam: Yes
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LASER-101 - Laser Optics     Units: 4
Laser Optics is the second course in the series leading to an AS degree in Laser Technology. Students study laser matrix optics, electro-optic modulators, and the troubleshooting of common beam problems. Laser resonators, beam propagations and aberrations are emphasized.
Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: LASER 100 with C or better
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
LASER-102 - Intermediate Laser Technology Units: 4
Intermediate Laser Technology is the third course in a series leading to an AS degree in Laser Technology. Students learn the fundamentals of solid state laser technology and introductory theory of pulsed laser systems. Students also learn nonlinear optics and principles for q-switching.
Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: LASER 100 with C or better
Recommended: Concurrent enrollment in PHYS 002B

LASER-103 - Advanced Laser Technology Units: 4
Advanced Laser Technology is an advanced course in the series leading to an AS degree in Laser Technology. Students study in-depth theory and treatment of pulsed and solid state lasers.
Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: LASER 102 with C or better

LASER-138 - Work Experience Units: 1 - 8
Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.
Lecture Hours: None Lab Hours: 1.81 Repeatable: 15 Grading: O
Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

LE-116 - PC 832, Laws of Arrest Units: 1
This course is certified by the Commission on Peace Officer Standards and Training (POST) and meets the content and hour requirements established by POST. Students will study professional orientation, laws of arrest, search, seizure, evidence, preliminary investigations, communications and arrest techniques. This course satisfies PC 832 requirements for entry level but does not include the firearms portion. This course may be offered as a component for Correctional Officer Core Course or the Reserve Police Officer Modules.
Lecture Hours: 1.71 Lab Hours: 0.57 Repeatable: 7 Grading: L

LE-154 - Basic Police Academy Units: 22
This is an 880 hour course of training certified by the Commission on Peace Officer Standards and Training (POST) to meet the statutory basic training requirements for peace officers. Course requires significant commitment in time and dedication. It requires both academic and physical skills in addition to extra motivation to endure the intensive agenda.
Lecture Hours: 30.63 Lab Hours: 19.66 Repeatable: No Grading: L
Prerequisite: POST approved pre-entry English skills assessment exam provided by the academy. Medical clearance by a licensed physician. Criminal History clearance by the Department of Justice pursuant to Penal Code.

LE-156 - Police Supervisor Units: 2
This course emphasizes the basic elements of supervision and how they may be applied to police work. Essentials of good leadership and understanding of the basic needs of human beings as well as ways to stimulate subordinates to better performance are the contents of the course.
Lecture Hours: 7.6 Lab Hours: 17.2 Repeatable: No Grading: L

LE-158 - PC 832 - Firearms Units: 0.5
This course is designed for public safety personnel requiring annual updates, recertification, or remediation mandated by the Commission on Peace Officer Standards and required 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: Yes Grading: L
Prerequisite: Criminal history clearance by the Dept. of Justice as stated by the California Penal Code.

LE-160 - Basic Police Academy-Modular Format, Level III, Part II Units: 3.5
The Commission on Peace Officer Standards and Training (POST) has revised the Reserve Officer Program. The program follows the Basic Police Academy only in an extended modular format. This change was made to conform with local and state advisory committee needs. When the student completes Level III, they will be certified by POST as a Level III Reserve Police Officer. State Mandate to update curriculum adding 8 hours of chemical agent to go from 132 hours to 140 hours.
Lecture Hours: 5.1 Lab Hours: 2.5 Repeatable: No Grading: L
Prerequisite: Completion of LE 158 and CORCT 109; both with C or better and current valid PC 832 - Arrest Methods and PC 832-Firearms certificates, POST approved pre-entry English skills assessment examination provided by the Academy, Criminal History clearance as provided by the Department of Justice pursuant to Penal Code, and POST approved pre-entry physical agility test provided by the Academy.
<table>
<thead>
<tr>
<th>LE-161</th>
<th>Basic Police Academy-Modular</th>
<th>Units: 7</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Format, Level I</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
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<td>Lecture Hours: 11.8</td>
<td>Lab Hours: 4.2</td>
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<tr>
<td>Prerequisite: Completion of LE 160 with C or better</td>
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<td><strong>Advisory Level:</strong></td>
<td><strong>Read:</strong> 3</td>
<td><strong>Write:</strong> 3</td>
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<td><strong>Transfer Status:</strong></td>
<td><strong>CSU:</strong> Degree Applicable: AA/AS</td>
<td><strong>District GE:</strong> None</td>
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<table>
<thead>
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<th>LE-162</th>
<th>Basic Police Academy-Modular</th>
<th>Units: 12.5</th>
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<td></td>
<td></td>
</tr>
<tr>
<td>This is a 500 hour course of training that is certified by the Commission on Peace Officer Standards and Training (POST) and meets the content and hour requirements established by POST. This course, combined with current PC 832 certificates, meets the educational requirement of a Level I Reserve Police Officer.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture Hours: 15.7</td>
<td>Lab Hours: 12.9</td>
<td>Repeatable: No</td>
</tr>
<tr>
<td>Prerequisite: Completion of LE 161, Level II, POST approved comprehensive exam provided by the Academy, and Medical Examination/Clearance by a licensed physician</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Advisory Level:</strong></td>
<td><strong>Read:</strong> 3</td>
<td><strong>Write:</strong> 3</td>
</tr>
<tr>
<td><strong>Transfer Status:</strong></td>
<td><strong>CSU:</strong> Degree Applicable: AA/AS</td>
<td><strong>District GE:</strong> None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LE-166</th>
<th>Non-Lethal Chemical Agent Training</th>
<th>Units: 0.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course 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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture Hours: 0.5</td>
<td>Lab Hours: None</td>
<td>Repeatable: No</td>
</tr>
<tr>
<td><strong>Advisory Level:</strong></td>
<td><strong>Read:</strong> 3</td>
<td><strong>Write:</strong> 3</td>
</tr>
<tr>
<td><strong>Transfer Status:</strong></td>
<td><strong>CSU:</strong> Degree Applicable: AA/AS</td>
<td><strong>District GE:</strong> None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LE-168</th>
<th>Field Training Program</th>
<th>Units: 1 - 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is a two to twenty-four week program certified by Law Enforcement Agencies in the State of California. The program is designed to certify the completion of specifications described in the “Field Training Officer Guide” from the Commission on Peace Officer Standards and Training. Students will be assigned to a certified Field Training Officer in a patrol car. The Field Training Program introduces a newly assigned officer to the personnel procedures, policies and purposes of the individual agencies and provides the initial formal and informal training specific to the agency and the day-to-day duties. This program is one unit of credit for every 80 hours of participation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture Hours: 4.57</td>
<td>Lab Hours: 54.9</td>
<td>Repeatable: Yes</td>
</tr>
<tr>
<td>Prerequisite: LE 154, with C or better, or POST certified as a California Peace Officer.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Advisory Level:</strong></td>
<td><strong>Read:</strong> 3</td>
<td><strong>Write:</strong> 3</td>
</tr>
<tr>
<td><strong>Transfer Status:</strong></td>
<td><strong>CSU:</strong> Degree Applicable: AA/AS</td>
<td><strong>District GE:</strong> None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LE-172</th>
<th>Advanced Officer Training</th>
<th>Units: 0.5 - 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 acquired materials will be provided. This course satisfies Advanced Officer Training requirements. It is repeatable for credit as the subject continually changes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture Hours: 0.69 - 1.14</td>
<td>Lab Hours: 0.69 - 1.14</td>
<td>Repeatable: Yes</td>
</tr>
<tr>
<td>Prerequisite: LE 164 (Basic Academy), with C or better, or Verification of referral by SBRPSTC staff.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Advisory Level:</strong></td>
<td><strong>Read:</strong> 3</td>
<td><strong>Write:</strong> 3</td>
</tr>
<tr>
<td><strong>Transfer Status:</strong></td>
<td><strong>CSU:</strong> Degree Applicable: AA/AS</td>
<td><strong>District GE:</strong> None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LE-173</th>
<th>Field Evidence Technician</th>
<th>Units: 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is an 80 hour in-service course which provides training for law enforcement investigators at a crime scene where evidence needs to be identified, collected, processed, and/or safeguarded. The student will be trained in evidence photography, crime scene sketching and appropriate reporting.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture Hours: 2.86</td>
<td>Lab Hours: 1.71</td>
<td>Repeatable: 1</td>
</tr>
<tr>
<td><strong>Advisory Level:</strong></td>
<td><strong>Read:</strong> 3</td>
<td><strong>Write:</strong> 3</td>
</tr>
<tr>
<td><strong>Transfer Status:</strong></td>
<td><strong>CSU:</strong> Degree Applicable: AA/AS</td>
<td><strong>District GE:</strong> None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LE-175</th>
<th>Drug Investigation-11550</th>
<th>Units: 0.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course is designed for law enforcement officers desiring to upgrade, refine, or develop an expertise in the field for recognition, identification and apprehension of individuals under the influence of narcotics and dangerous drugs. Informant development and District Attorney legal updates are also covered. This is an 11550 Health &amp; Safety Code course covering restricted dangerous drugs: Opiates, Cocaine, PCP, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture Hours: 1.4</td>
<td>Lab Hours: None</td>
<td>Repeatable: No</td>
</tr>
<tr>
<td><strong>Advisory Level:</strong></td>
<td><strong>Read:</strong> 3</td>
<td><strong>Write:</strong> 3</td>
</tr>
<tr>
<td><strong>Transfer Status:</strong></td>
<td><strong>CSU:</strong> Degree Applicable: AA/AS</td>
<td><strong>District GE:</strong> None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LE-176</th>
<th>Background Investigation</th>
<th>Units: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is a Commission on Peace Officer Standards and Training (POST) certified course designed to provide law enforcement officers with the skills needed for accomplishing background investigations. Students will study the fundamentals of background investigation, interviewing, the use of psychological screening, polygraphs, legal aspects of background investigation, and verbal/non-verbal communication.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture Hours: 2.06</td>
<td>Lab Hours: None</td>
<td>Repeatable: No</td>
</tr>
<tr>
<td><strong>Advisory Level:</strong></td>
<td><strong>Read:</strong> 3</td>
<td><strong>Write:</strong> 3</td>
</tr>
<tr>
<td><strong>Transfer Status:</strong></td>
<td><strong>CSU:</strong> Degree Applicable: AA/AS</td>
<td><strong>District GE:</strong> None</td>
</tr>
</tbody>
</table>
SJCC Course Catalog

**LE-178 - Field Training Officer**  Units: 1
This course is designed for police officers that have been or will be accepted into field training 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. It covers methods of teaching, training, and evaluation of Police Officers.

Lecture Hours: 1.6  Lab Hours: 0.69  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**LE-179 - Skills and Knowledge Modular Training**  Units: 0.5 - 2
This course offers in-service training curriculum for public safety personnel. Most modules are eight hours long and are either certified through POST or State Board of Corrections-Standards of Training for Corrections (STC) or the Office of the State Fire Marshall.

Lecture Hours: 0.5 - 2  Lab Hours: None  Repeatable: Yes  Grading: K

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

**LIB-011 - Introduction to Library Resources**  Units: 1
This course introduces students to library research techniques that will contribute to their academic and career success. Students will conduct searches using traditional and online resources, such as books, electronic databases and the Internet. Research skills to be emphasized include: thesis formulation, selection of resources, and advanced search strategies. Students will learn to locate, evaluate and document a variety of print and electronic resources.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**LIB-015 - Electronic Research and the Internet**  Units: 3
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

Recommended: some familiarity with sending emails and using the computer

Advisory Level:  Read: 2  Write: 2  Math: 1
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**LIB-194 - Individualized Skills Lab**  Units: 0.5 - 6
This course provides a framework for any of the disciplines listed in the catalog to offer Individualized Instructional courses and modules, which are designed to enrich or broaden the students' experiences beyond that which is available through the regular curriculum. Course can be taken for a maximum of 6 units.

Lecture Hours: 0  Lab Hours: 1.5  Grading: O

Recommended: READ 301

Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

**MACH-098 - Directed Study in Machine Technology**  Units: 0.5 - 9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None  Lab Hours: 1.81  Repeatable: 17  Grading: O

Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**Library Studies**

**Learning Skills**

**LS-090 - Directed Tutoring Experience**  Units: 1
This course will help students gain knowledge about tutoring in order to provide effective academic assistance to others. Students assess, compare, and contrast tutoring techniques which will enable them to address different learning styles, study skills and discipline-specific needs. This course is highly recommended during the first semester as a tutor in the SJCC Reading and Writing Center's Peer Tutoring Program.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**LS-210 - Supervised Tutoring**  Units: None
Students referred by counselor/instructor will receive basic skills 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.

Lecture Hours: None  Lab Hours: 3  Repeatable: 19  Grading: N

Open Curriculum: An assessment test is required prior to first day of class

Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NONC
CSU GE: None  District GE: None  IGETC: None

**Machine Technology**

**MACH-098 - Directed Study in Machine Technology**  Units: 0.5 - 9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None  Lab Hours: 1.81  Repeatable: 17  Grading: O

Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

169
### SJCC Course Catalog

**MACH-100 - Shop Math and Blueprint Reading**

Problem solving techniques are emphasized through the combined application of shop mathematics, blueprint reading, and industrial reference materials in this course. Students are also oriented to the mechanical occupations.

<table>
<thead>
<tr>
<th>Lecture Hours: 4</th>
<th>Lab Hours: None</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit by Exam: Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommended: 3 units of MATH 310 with CR or placement based on math assessment.</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**Advisory Level:** 
Read: None Write: None Math: None

**Transfer Status:**
- Degree Applicable: AA/AS
- CSU GE: None
- District GE: None
- IGETC: None

**MACH-101 - Introduction to Machine Technology**

The practical and theoretical aspects of machine tool processes. 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.

<table>
<thead>
<tr>
<th>Lecture Hours: 2</th>
<th>Lab Hours: 3</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit by Exam: Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Advisory Level:** 
Read: 3 Write: 3 Math: 1

**Transfer Status:**
- Degree Applicable: AA/AS
- CSU GE: None
- District GE: None
- IGETC: None

**MACH-109 - Introduction to Coordinate Measurement Machine**

The student will study the parts and requirements of a B&S Micralux Coordinate Measuring Machine (CMM). Setup, calibration, and measurement techniques will be demonstrated. Special emphasis will be placed on software differences and macro-programming for measurement routines.

<table>
<thead>
<tr>
<th>Lecture Hours: 1</th>
<th>Lab Hours: 3</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
</tr>
</thead>
</table>

**Advisory Level:** 
Read: 3 Write: 3 Math: None

**Transfer Status:**
- Degree Applicable: AA/AS
- CSU GE: None
- District GE: None
- IGETC: None

**MACH-110 - Precision Measurement**

The primary purpose of this course is to provide a source of learning for specific methods and techniques that can be used to ensure functional inspection of geometric tolerances. This course is designed specifically for operators, machinists, inspectors, quality technicians and engineers, and other people in manufacturing companies who have the need to know about inspection methods and techniques. This course will introduce students to the methodology of practical measurements and instrument selection and all the geometric dimensioning and tolerancing in the standard, a representative sample of applications, and more than one method of inspection for each symbol.

<table>
<thead>
<tr>
<th>Lecture Hours: 2</th>
<th>Lab Hours: 3</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit by Exam: Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisite: MACH 100 with C or better</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Advisory Level:** 
Read: 3 Write: 3 Math: None

**Transfer Status:**
- Degree Applicable: AA/AS
- CSU GE: None
- District GE: None
- IGETC: None

**MACH-111 - Advanced Shop Math Applications**

This class will cover specialized math applications used in the machine trade. Students will learn machine tool setup and advanced math applications for compound angles, dovetails, bolt-hole patterns, thread pitch dimensions, dividinghead, spur and helical gears.

<table>
<thead>
<tr>
<th>Lecture Hours: 2</th>
<th>Lab Hours: 0</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
</tr>
</thead>
</table>

**Advisory Level:** 
Read: 3 Write: 3 Math: 1

**Transfer Status:**
- Degree Applicable: AA/AS
- CSU GE: None
- District GE: None
- IGETC: None

**MACH-120 - Principles of Machine Tool Practices 1, Measurement Emphasis**

This course is an introduction to the fundamental and practical application of measurement 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, deburring and inspection techniques. Instruction will include the set-up and operation of drill press, bandsaw and grinding machines.

<table>
<thead>
<tr>
<th>Lecture Hours: 3</th>
<th>Lab Hours: 5</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
</tr>
</thead>
</table>

**Advisory Level:**
- Read: 2 Write: 2 Math: None

**Transfer Status:**
- Degree Applicable: AS
- CSU GE: None
- District GE: None
- IGETC: None

**MACH-121 - Machine Tool Fundamentals 1, Measurement Emphasis**

This course is an introduction to the fundamental and practical application of measurement 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, deburring and inspection techniques. Instruction will include the set-up and operation of drill press bandsaw and grinding machines. This class is equivalent to Machine Technology 120 in content, but in a non-accelerated format.

<table>
<thead>
<tr>
<th>Lecture Hours: 3</th>
<th>Lab Hours: 5</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
</tr>
</thead>
</table>

**Advisory Level:**
- Read: None Write: None Math: None

**Transfer Status:**
- Degree Applicable: AS
- CSU GE: None
- District GE: None
- IGETC: None

**MACH-123 - Principles of Machine Tool Practices 2, Lathe Emphasis**

This course covers intermediate blueprint reading and mathematical problem solving. Students are instructed in the principles and safe operation of various types of lathes, including: speed and feed calculations, work holding devices, turning, thread cutting tapers, knurling and basic set-up procedures.

<table>
<thead>
<tr>
<th>Lecture Hours: 3</th>
<th>Lab Hours: 5</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
</tr>
</thead>
</table>

**Advisory Level:**
- Read: 2 Write: 2 Math: 1

**Transfer Status:**
- Degree Applicable: AS
- CSU GE: None
- District GE: None
- IGETC: None
**SJCC Course Catalog**


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 MACH 123 and MACH 129

Advisory Level:
Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

**MACH-129 - CNC Operator Fundamentals**

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 MACH 123 and MACH 129

Advisory Level:
Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

**MACH-138 - Work Experience**

Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 15 Grading: O

Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

Advisory Level:
Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

**MACH-151A - Advanced Lathe Practices**

Students are instructed in the complete operation of the lathe, including work holding devices, calculations, and standard operations. Operations include single point threading, taper turning, knurling, and radius cutting.

Lecture Hours: 3 Lab Hours: 3 Repeatable: 1 Grading: L

Prerequisite: MACH 101 with C or better

Advisory Level:
Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

**MACH-151B - Advanced Milling Machine Practices**

This course introduces students to the theory and application of advanced machine tools processes, with focus on all milling machine operations. Students are instructed in the proper and safe operation of equipment and tools, advanced machine set-ups, indexing heads, rotary tables, and vertical shaping attachments. Special emphasis is placed on use of charts and reference data for calculations.

Lecture Hours: 3 Lab Hours: 3 Repeatable: 1 Grading: L

Prerequisite: MACH 101 with C or better

Advisory Level:
Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

**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: 3 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: MACH 151B with C or better

Advisory Level:
Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

**MACH-153A - Operator/Programmer I**

This is an introduction to Computerized Numerical Control (CNC) milling machines and machining techniques with emphasis on terminology, pre-planning skills, and basic program writing for Manual Data Input applications. Laboratory exercises will focus on CNC controls.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L

Credit by Exam: Yes
Prerequisite: MATH 011 or MATH 011R or MATH 011S and MACH 129, all with C or better

Advisory Level:
Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

**MACH-153B - Operator/Programmer II**

This course is designed to develop the skills required of a CNC Programmer/Operator. Pre-planning, program generation, machine set-up, machine operation, and editing requirements are covered with emphasis placed on milling. The laboratory applications primarily focus on the use of HAAS and Fadal EIA controls.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L

Credit by Exam: Yes
Prerequisite: MACH 153A with C or better

Advisory Level:
Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACH-154</td>
<td>Introductory CAD/CAM Operations</td>
<td>2</td>
<td>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</td>
</tr>
<tr>
<td>MACH-155</td>
<td>Introduction to CNC 4th Axis</td>
<td>2</td>
<td>This course is designed to develop the skills necessary for a CNC machinist to utilize a rotary 4th Axis attachment on a VMC. Pre-planning, program generation, 4th Axis set-up and operation, documentation, and MDI editing requirements are performed by the student on a Haas VMC with a 4th Axis attachment to develop these skills. The laboratory applications will emphasize the 4th Axis as a programmed indexer and 3d surface machining. Lecture Hours: 2 Lab Hours: 2 Repeatable: No Grading: O Prerequisite: MACH 153B with C or better</td>
</tr>
<tr>
<td>MACH-156</td>
<td>CNC Lathe I</td>
<td>5</td>
<td>This is an introduction to Computerized Numerical Control (CNC) turning machines and lathe machining techniques with emphasis on terminology, pre-planning skills, and basic program writing for Manual Data Input applications. Laboratory exercises will focus on the Fanuc 21i-T (on Daewoo Lynx CNC Lathe) and Mazatrol CNC controls (using computer simulators). Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L Credit by Exam: Yes Prerequisite: MACH 151A or MACH 151B, both with C or better</td>
</tr>
<tr>
<td>MACH-157</td>
<td>CNC Lathe II</td>
<td>5</td>
<td>This course is designed to develop the skills required of a CNC Lathe Programmer/Operator. Pre-planning, program generation, machine set-up, machine operation, and editing requirements are covered with emphasis placed on turning. The laboratory applications primarily focused on the use of Fanuc control systems. Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L Credit by Exam: Yes Prerequisite: MACH 156 with C or better</td>
</tr>
<tr>
<td>MACH-158</td>
<td>Advanced CAD/CAM Operations</td>
<td>2</td>
<td>Using PCs, students will prepare CNC Turning/Milling programs of moderately complex parts from supplied blueprints/models using FeatureCAM, SurfCAM, MasterCAM and other CAMs. There will be an emphasis on speed, accuracy, planning, and job documentation. Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: O Prerequisite: MACH 154 with C or better</td>
</tr>
<tr>
<td>MACH-159</td>
<td>Introduction to CNC Programming Macros</td>
<td>2</td>
<td>Starting with a brief review of standard CNC concepts including G-codes, M-codes, and subprograms, the student will learn basic Fanuc macro structure and develop practical macro applications. The emphasis of the course will be on correct programming style and applications development for efficient and productive CNC usage. Students develop customized macro routines that can be used in the workplace. Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: L Credit by Exam: Yes Recommended: General knowledge of manual CNC programming (part program structure, G-codes and M-codes, as well as subprograms ), CNC machining and setup.</td>
</tr>
<tr>
<td>MACH-160</td>
<td>Introduction to CNC Laser Applications</td>
<td>5</td>
<td>This introductory course will expose students to the basics of laser machine tools, safety, and applications such as cutting, drilling, welding, and marking. Lecture Hours: 4 Lab Hours: 4 Repeatable: No Grading: L</td>
</tr>
<tr>
<td>MACH-359</td>
<td>Beginning Fundamentals of Machine Technology</td>
<td>0.5</td>
<td>This course focuses on the practical aspects of machine tool processes. Students are introduced to the proper and safe application of measuring instruments and various hand tools. Students will learn basic set-up and operation of the lathe, milling machine, drill press and saws, with emphasis on safety. Lecture Hours: 0.5 Lab Hours: 0.5 Repeatable: No Grading: K Open Curriculum: No prerequisite, corequisite or levels</td>
</tr>
</tbody>
</table>
MFG-060 - Introduction to Automation Technology
This course introduces students to the basics of automation used at home, in building management and in industry. The X10 standard for home automation is discussed. The course covers components of an automation system and component operation such as sensors and servo systems. Automation applied to the semiconductor industry and building management is emphasized. The theory-lecture is re-enforced with hands on lab that provide application of the principles of operation and sensors and motion systems as well as simple control systems. Up-to-date technologies and possible future technologies are discussed. Students also participate in research and oral presentations involving automation.

Lecture Hours: 4 Lab Hours: 6 Repeatable: No Grading: L
Prerequisite: ELECT 062
Corequisite: Or concurrent enrollment in ELECT 062
Recommended: CT 077

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MFG-103 - Measurement and Test
Students will learn to use instrumentation devices for the measurement of mechanical, electrical, fluid and other properties common to design and manufacturing processes. Fundamentals of data analysis and control systems will also be studied. This course is useful for engineering, design, manufacturing, and industrial technology applications.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L
Credit by Exam: Yes

Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MFG-111 - Statistical Process Control
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

Advisory Level: Read: 2 Write: 2 Math: 1
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

MFG-112 - Technical Problem Solving
Students will develop leadership and problem solving skills applicable to technical fields. Data gathering, small group teambuilding and action plans will be taught and developed as part of this course. This course is useful for engineering, manufacturing, and industrial technology applications.

Lecture Hours: 2 Lab Hours: None Repeatable: No Grading: L
Credit by Exam: Yes

Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MFG-138 - Work Experience
Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 15 Grading: O
Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MATH-011A - Elementary Algebra
This is a fast-paced review of introductory algebra. Students study topics including operations with algebraic expressions, solving linear equations and inequalities, algebraic methods for solving application problems, graphing linear equations and inequalities, solving systems of linear equations, laws of exponents, solving equations involving rational expressions, and solving quadratic equations by applying algebraic methods. This course provides an introduction to the study of algebra.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: O
Prerequisite: 3 units of MATH 310 or MATH 311, with CR or placement based on math assessment.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

MATH-011R - Review of Introductory Algebra
This is a fast-paced review of introductory algebra. Students study topics including operations with algebraic expressions, solving linear equations and inequalities, algebraic methods for solving application problems, graphing linear equations and inequalities, solving systems of linear equations, laws of exponents, solving equations involving rational expressions, and solving quadratic equations by applying algebraic methods. This course provides an introduction to the study of algebra.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Prerequisite: 3 units of MATH 310 or MATH 311 with CR, or placement based on math assessment.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

MATH-011S - Variable Unit Elementary Algebra
This is a variable unit Elementary Algebra course that may be completed over one or more semesters. Students will study topics including operations with algebraic expressions, solving linear equations and inequalities, algebraic methods for solving application problems, graphing linear equations and inequalities, solving systems of linear equations, laws of exponents, factoring polynomials, and solving quadratic equations by factoring. This course provides an introduction to the study of algebra.

Lecture Hours: 1 - 5 Lab Hours: None Repeatable: 4 Grading: K
Prerequisite: 3 units of MATH 310 or MATH 311 with CR, or placement based on math assessment.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units:</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH-013</td>
<td>Intermediate Algebra</td>
<td>5</td>
<td>This course continues the Algebra sequence and is a prerequisite to college level math courses. It is required of students planning to transfer to 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, properties of rational exponents and logarithms, roots and radicals, functions, and inverse functions. Content may include determinants, Cramer’s rule, matrices, simultaneous solutions of sets of equations, sequences and series, or conic sections. Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: O Prerequisite: MATH 011A or MATH 011R or MATH 012 or MATH 011S or MATH 101; all with C or better or placement based on assessment.</td>
</tr>
<tr>
<td>MATH-013S</td>
<td>Variable Unit Intermediate Algebra</td>
<td>1 - 5</td>
<td>This is a variable unit Intermediate Algebra course that may be completed over one or more semesters. This class is a prerequisite to transfer level math courses. Students must complete 5 units of MATH 013S to qualify to take transfer level math courses. Students will review the first course in Algebra and will study the real number system, properties of algebraic systems, absolute value in equations and inequalities, complex numbers, properties of rational exponents and logarithms, roots and radicals, functions, and inverse functions. Content may include determinants, Cramer’s rule, matrices, simultaneous solutions of sets of equations, sequences. Lecture Hours: 1 - 5 Lab Hours: None Repeatable: 4 Grading: K Prerequisite: 5 units of (MATH 011A or MATH 011S) or 3 units of (MATH 011R or MATH 012 or MATH 101); all with C or better or placement based on math assessment.</td>
</tr>
<tr>
<td>MATH-014</td>
<td>Geometry</td>
<td>3</td>
<td>The course involves the study of plane geometric figures and relationships. This includes logical proofs, constructions, and numerical calculations. It may include additional topics in solid geometry and analytic geometry. This course is highly recommended for anyone who has not had or wishes to review high school geometry. This course is a pre-requisite to Precalculus Algebra. Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O Prerequisite: MATH 011A or MATH 011R or MATH 011S or MATH 012 or MATH 101; all with C or better or placement based on assessment.</td>
</tr>
<tr>
<td>MATH-021</td>
<td>Precalculus Algebra</td>
<td>3</td>
<td>This course is designed to prepare students for the level of algebra required in calculus. Students will study topics which include basic algebraic concepts, complex numbers, equations and inequalities, graphs of functions, system of equations and inequalities, linear and quadratic functions, polynomial functions of higher degree, rational, exponential, and logarithmic functions, matrices and determinants, analytic geometry, and mathematical induction. Students may not receive credit for both MATH 021 and MATH 025. Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L Credit by Exam: Yes Prerequisite: MATH 013 and MATH 014, both with C or better, or equivalent.</td>
</tr>
<tr>
<td>MATH-022</td>
<td>Trigonometry</td>
<td>3</td>
<td>This course in numerical and analytical trigonometry is designed to prepare students for the level of trigonometry and advanced algebraic concepts necessary for calculus. Students will study topics, which include trigonometric functions and equations, basic identities, graphing, inverse trigonometric functions, vectors, polar coordinates, and conic sections. 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 and MATH 014, both with C or better, or equivalent.</td>
</tr>
<tr>
<td>MATH-025</td>
<td>Precalculus Algebra and Trigonometry</td>
<td>5</td>
<td>This course is an intensive combined course in college algebra and trigonometry designed primarily as preparation for calculus. Students will study basic algebraic concepts, complex numbers, equations and inequalities, graphs of functions, system of equations and inequalities, linear and quadratic functions, polynomial functions of higher degree, rational, exponential, logarithmic, and trigonometric functions, inverse functions, basic identities, vectors, polar coordinates, analytic geometry, and mathematical induction. Students may not receive credit for both MATH 021 and MATH 025, or both MATH 022 and MATH 025. Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L Credit by Exam: Yes Prerequisite: MATH 013 and MATH 014, both with C or better, or equivalent.</td>
</tr>
<tr>
<td>MATH-051</td>
<td>Mathematics for General Education</td>
<td>3</td>
<td>This course is intended for non-science majors. Students will fulfill the general education requirements in Mathematics in the CSU system. Current topics in math will be discussed including number theory, consumer math, geometry concepts such as symmetry, patterns and the golden rectangle, voting theory, graph theory, and basic probability and statistics. Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L Credit by Exam: Yes Prerequisite: MATH 013 with C or better.</td>
</tr>
<tr>
<td>MATH-052</td>
<td>Mathematics for Elementary Education</td>
<td>3</td>
<td>Mathematics 052 or its equivalent is required of prospective elementary teachers. It covers the structures of the real number system, elementary number theory, and manipulative techniques useful in presenting mathematical concepts to children. Students learn by lecture, problem-solving, and participating in projects. An optional Math 052 laboratory is available. Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L Credit by Exam: Yes Prerequisite: MATH 013 and MATH 014, both with C or better.</td>
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</table>
### MATH-061 - Finite Mathematics

<table>
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<th>Units: 3</th>
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</table>

In Finite Mathematics students will apply algebra skills to solve 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, and mathematics of finance. Optional topics include game theory, Markov processes and graph theory.

**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Credit by Exam:** Yes  

**Prerequisite:** MATH 013 with C or better

**Advisory Level:**  
**Transfer Status:** CSU/UC Degree Applicable: AA/AS  
**CSU GE:** B4  
**District GE:** B4  
**IGETC:** 2A

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### MATH-063 - Elementary Statistics

<table>
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<th>Units: 3</th>
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This course is an introduction to the study of statistics. It does not require a knowledge of calculus but does assume a familiarity with the basic concepts of intermediate algebra. Students will learn 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 projects.

**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Credit by Exam:** Yes  

**Prerequisite:** MATH 013 with C or better

**Advisory Level:**  
**Transfer Status:** CSU/UC Degree Applicable: AA/AS  
**CSU GE:** B4  
**District GE:** B4  
**IGETC:** 2A

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### MATH-070 - Discrete Mathematics

<table>
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<th>Units: 3</th>
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</table>

This course will prepare students for further study in mathematics, computer science, or other sciences. Students will learn and apply concepts and ideas in logic, Boolean algebra, methods of proofs, induction, sequences, set theory, counting techniques, probability, recursion, relations, graphs, and trees.

**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Credit by Exam:** Yes  

**Prerequisite:** (MATH 021 and MATH 022) or MATH 25, all with C or better, or equivalent

**Advisory Level:**  
**Transfer Status:** CSU/UC Degree Applicable: AA/AS  
**CSU GE:** B4  
**District GE:** B4  
**IGETC:** 2A

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### MATH-071 - Calculus I with Analytic Geometry

<table>
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<th>Units: 5</th>
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</table>

This is the first course in calculus and analytic geometry for students majoring primarily in mathematics, physical science, computer science, or engineering. Students will cover topics including functions and graphs, topics in analytic geometry, the analysis of algebraic and trigonometric functions, limits, derivatives, integrals, and applications.

**Lecture Hours:** 5  
**Lab Hours:** None  
**Repeatable:** No  
**Credit by Exam:** Yes  

**Prerequisite:** (MATH 021 and MATH 022) or MATH 025, all with C or better

**Advisory Level:**  
**Transfer Status:** CSU/UC Degree Applicable: AA/AS  
**CSU GE:** B4  
**District GE:** B4  
**IGETC:** 2A

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### MATH-072 - Calculus II with Analytic Geometry

<table>
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<th>Units: 5</th>
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</table>

This is the second course in calculus and analytic geometry for students majoring in mathematics, physical sciences, computer science, or engineering. Students will engage in a thorough study of logarithmic and exponential functions, inverse trigonometric functions, topics in analytic geometry, techniques of integration, polar coordinates, infinite sequences and series, further applications of integration, and an introduction to differential equations.

**Lecture Hours:** 5  
**Lab Hours:** 0  
**Repeatable:** No  
**Credit by Exam:** Yes  

**Prerequisite:** MATH 071 with C or better

**Advisory Level:**  
**Transfer Status:** CSU/UC Degree Applicable: AA/AS  
**CSU GE:** B4  
**District GE:** B4  
**IGETC:** 2A

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### MATH-073 - Multivariable Calculus

<table>
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<tr>
<th>Units: 5</th>
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</thead>
</table>

Students will complete the three semester calculus sequence begun with MATH 071 and MATH 072. Students will learn how differential and integral calculus are extended to multivariable functions. Students will apply the concepts of vectors, lines, planes, space curves, partial derivatives, multiple integrals, vector fields, line integrals, surface integrals, and vector calculus. MATH 073 is required of mathematics majors, computer science majors, engineering majors and some physical science majors.

**Lecture Hours:** 5  
**Lab Hours:** None  
**Repeatable:** No  
**Credit by Exam:** Yes  

**Prerequisite:** MATH 072 with C or better

**Advisory Level:**  
**Transfer Status:** CSU/UC Degree Applicable: AA/AS  
**CSU GE:** B4  
**District GE:** B4  
**IGETC:** 2A

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### MATH-078 - Differential Equations

<table>
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<tr>
<th>Units: 3</th>
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</table>

Students will learn the basic theory and applications of ordinary differential equations. They will develop methods for solving first order equations, higher order linear equations, and linear systems. Students are introduced to Laplace transforms and some theoretical aspects of differential equations such as existence and uniqueness of solutions, the phase plane, and stability of equilibrium solutions for autonomous equations. Note: Some UC campuses combine differential equations with linear algebra and give transfer credit for MATH 078 only when it is transferred together with MATH 079. Some CSU campuses offer differential equations as an upper division course and give content credit only for MATH 078.

**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Credit by Exam:** Yes  

**Prerequisite:** MATH 073 with C or better

**Advisory Level:**  
**Transfer Status:** CSU/UC Degree Applicable: AA/AS  
**CSU GE:** B4  
**District GE:** B4  
**IGETC:** 2A

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### MATH-079 - Linear Algebra

<table>
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<th>Units: 3</th>
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</table>

This course is designed for students majoring in math, statistics, physics, computer science or engineering. Students will learn about linear systems and matrices, linear transformations, determinants, vector spaces and their properties, orthogonality and inner product spaces, eigenvectors and eigenvalues, diagonalization and their applications. Note: Some UC campuses combine differential equations with linear algebra and give credit for MATH 079 only when it is transferred with MATH 078. Some CSU campuses offer linear algebra as an upper division course and will give content credit only for MATH 079.

**Lecture Hours:** 3  
**Lab Hours:** None  
**Repeatable:** No  
**Credit by Exam:** Yes  

**Prerequisite:** MATH 072 with C or better

**Advisory Level:**  
**Transfer Status:** CSU/UC Degree Applicable: AA/AS  
**CSU GE:** B4  
**District GE:** B4  
**IGETC:** 2A
MATH-098  -  Directed Study in Mathematics  Units: 0.5 - 9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None  Lab Hours: 1.81  Repeatable: 17  Grading: O
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

MATH-301  -  Basic Mathematics  Units: 1 - 3
This course is designed to give students a basic background in Mathematics. Students will study operations and application problems with whole numbers, fractions, decimals and percents, prime numbers, order of operations, units of measurement, perimeters, areas, signed numbers, variables, and simple equations. This class can be offered in a variable unit or lecture format. Repeatable to a maximum of 3 units.
Lecture Hours: 1 - 3  Lab Hours: None  Repeatable: 2  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

MATH-311  -  Pre-Algebra  Units: 3
This course is designed for those students who have a foundation in arithmetic but need to develop further skills before taking Introductory Algebra. It is intended to serve as a bridge between arithmetic operations and elementary algebra. Topics include: integers, fractions, decimals percents, exponents, scientific notation, order of operations, variables, algebraic expressions, equations, basic geometric shapes and simple applications.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: K
Prerequisite:  3 units of MATH 310 with CR or placement based on math assessment.
Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

MCUT-001  -  Meat Cutting I  Units: 3
This is the first of two Meat Cutter Apprenticeship courses. Students must be enrolled in the Santa Clara County Meat Cutters Joint Apprenticeship to enroll. Students learn safety and sanitation related to meat cutting; classification, identification, handling and curing.
Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: L
Corequisite:  Student must be employed as a meat cutter apprentice with a participating employer.
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

MCUT-002  -  Meat Cutting II  Units: 3
This is the second of two Meat Cutter Apprenticeship courses leading to journeymen status. Students must be enrolled in the Santa Clara County Meat Cutter Apprenticeship to enroll. Students learn safety and sanitation related to meat cutting; classification, identification, handling and curing.
Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: L
Corequisite:  Student must be employed as a meat cutter apprentice with a participating employer.
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

MA-005  -  Medical Office Emergencies  Units: 2
Students will study basic skills and acquire knowledge necessary to handle emergency procedures in medical offices including hospital settings. Students will acquire skills to evaluate cardiac arrest and/or an obstructed airway, and safely perform Cardiopulmonary Resuscitation (CPR) intervention. Students will obtain the knowledge to disseminate information to various regulatory emergency agencies. Upon successful completion, students will earn CPR certification.
Lecture Hours: 1.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None
MA-007 - Medical Front Office Procedures Units: 3
Students will gain the knowledge and skill sets necessary to perform the typical duties of a Front Office/Medical Records Technician. Topics will include technology and telecommunications, legal, and ethical issues, prioritization, and delegation of tasks, medical scheduling, medical reports and records management, and communication with patients, physicians, and staff in medical office settings or health care facilities.
Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L
Recommended: Basic touch keyboarding skill of 25 net words a minute
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

MA-008 - Medical Office Financial Procedures Units: 3
Students will gain the knowledge and skill sets necessary to perform medical office financial procedures. Topics will include credits and collections, bookkeeping, accounting, payroll, and banking procedures in medical office settings or health care facilities.
Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

MA-009 - Medical Records Systems Units: 3
Students will gain the knowledge and skill sets necessary to develop and maintain medical record systems, to procure and maintain equipment and supplies, and perform automated methods of electronic filing, micrographics, retrieval, and transfer procedures in medical office settings or health care facilities.
Lecture Hours: 3 Lab Hours: 2 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

MA-010 - Medical Billing Units: 2
Students will gain the knowledge and skill sets necessary to develop and maintain medical insurance claims using computer-based systems, and will perform automated methods of completing medical insurance forms in medical office settings or health care facilities.
Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

MA-011 - Medical Coding Units: 2
Students will acquire basic knowledge of the functions of coding used in the medical field. Students will learn to interpret and locate codes in the CPT (Current Procedural Terminology) manual.
Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

MA-012 - Medical Assisting Administrative Practicum Experience Units: 4
Students will acquire medical front-office administrative skills and experience in the work setting under the supervision of a licensed healthcare professional in a board-certified medical office setting or out-patient facility. Students will also gain competencies in professional communication, patient instruction, and identify legal concepts related to practicing as a Medical Assistant in the State of California.
Lecture Hours: 0.5 Lab Hours: 10.5 Repeatable: No Grading: L
Prerequisite: HSCI 008 and MA 005 and MA 006 and MA 009, all with C or better
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

METEO-010 - Weather and Climate Units: 3
Meteorology 010 explores natural processes related to the science of the atmosphere. Students will study physical and chemical principles involved in the atmosphere's structure and composition, the causes of weather, radiation and energy in the atmosphere, energy and heat 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.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: None Degree Applicable: AA/AS
CSU GE: B1 District GE: B IGETC: 5A

MUSIC-014 - Musicians' Workshop Units: 0.5 - 2
This is a course in music rehearsal process which culminates in public performance. Students participate as musicians, rehearsing and performing repertory, arrangements and original student and faculty compositions.
Lecture Hours: None Lab Hours: 1.5 Repeatable: 15 Grading: L
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
MUSIC-C020 - Class Piano Units: 1
This course is designed for intermediate pianists to improve technique and interpretive abilities. Study and testing materials are drawn from a graduated series of exercises, etudes, and representative piano works. The student will learn how to assess and provide the stylistic nuances and phrasing concepts required for the performance of repertoire work from the Renaissance through the 20th century. The student will learn approaches to improvisation and other creative activities.
Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: L
Prerequisite: MUSIC 050B, with grade C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MUSIC-C028 - Class Guitar Units: 1
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 MUSIC 058B
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MUSIC-C050A - Beginning Piano Units: 1
This is an introductory course in piano. The course is designed for students wanting to learn music using the piano as a vehicle for learning. The student will study basic theory concepts such as the 5-finger pattern, intervals, chords, simple chord progressions, and scales. This course reinforces concepts taught in the theory courses. Students will harmonize simple melodies, transpose and improvise simple pieces and patterns.
Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: C IGETC: None

MUSIC-C050B - Beginning Piano Units: 1
This is the second semester introductory course in piano. The course is designed for students wanting to learn music using the piano as a vehicle for learning. Students will expand their knowledge of basic theory concepts such as the 5-finger pattern, intervals, chords, simple chord progressions, and scales. This course reinforces concepts taught in the MUSIC 050A. Students will harmonize simple melodies, transpose and improvise simple pieces and patterns.
Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: L
Prerequisite: MUSIC 050A, with grade C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MUSIC-C058A - Beginning Guitar Units: 1
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
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MUSIC-C058B - Beginning Guitar Units: 1
This is a beginning course of class instruction in guitar which introduces the student to correct hand and arm position and posture, fundamentals of tone production, and basic technical and rhythmical studies. Repeatable to a maximum of 4 units.
Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: O
Prerequisite: MUSIC 058A
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MUSIC-C083 - Exploring The World of Music Units: 3
This course introduces the elements of music from a cross-cultural perspective. Religious, cultural societal, and political influences from various geographical locations will be explored.
Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C IGETC: 3A

MUSIC-C091 - Music Appreciation: Western Civilization Units: 3
This course introduces the student with little or no previous experience in musical performance or listening to the traditions of European-American music. The student will learn about the elements of sound and how the use and combinations of those elements have been influenced by the changing social, political, technological, and economic patterns of the Western industrialized nations. The student will gain insights to achieving the best listening experience through the study of the forms and styles of music ranging from Gregorian chant to the Beatles.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C IGETC: 3A
**MUSI-C-095 - Music Appreciation: Jazz**  
Units: 3  
The student who has little or no previous experience in musical performance or listening to the traditions of jazz music will study the musical elements of jazz and appraise the development of the jazz art form as a product of culture. They will also study how to aurally distinguish the elements of jazz music, and trace the evolution of styles and structures of jazz from its inception to the present time.  
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
CSU GE: C1 District GE: C IGETC: 3A  
**MUSI-C-098 - Directed Study in Music**  
Units: 0.5 - 9  
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.  
Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O  
Advisory Level: Read: 2 Write: 2 Math: None  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None  
**MUSI-C-099 - Introductory Music**  
Units: 3  
This course is designed for the student who wishes to learn the "language" of music, how to read, note, interpret, perform, and create with those symbols which represent the four properties of sound: pitch, duration, amplitude, and timbre. It includes the study of the fundamentals of Western notated music and how these elements combine to create musical compositions: pitch identification, rhythm and meter, scales, key signatures, intervals, chord construction, harmonic progression and texture. Students will discuss style analysis, i.e., what elements of music are organized in various cultures and time periods.  
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
CSU GE: C1 District GE: C IGETC: None  
**OCEAN-010 - Descriptive Oceanography**  
Units: 3  
Students will study 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 ocean. The course partially fulfills the general education requirement without a laboratory, in physical science.  
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Advisory Level: Read: 3 Write: 3 Math: 1  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
CSU GE: B1 District GE: B IGETC: 5A,5B  
**PHI-010 - Introduction to Philosophy: Metaphysics and Epistemology**  
Units: 3  
Students are introduced to the philosophical history and disciplines of metaphysics and epistemology from Socrates to Wittgenstein. This course will cover a long progression of ideas about being, knowledge, justice, goodness, existence and language. The history of philosophy through the ideas proposed by the most important philosophers will be presented in a thematic development so that students can learn, not only the basic concepts and ideas, but the causes of the development of this philosophical history.  
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
CSU GE: C2 District GE: C* IGETC: 3B  
**PHI-011 - Introduction to Philosophy: Political Philosophy, Aesthetic Philosophy and Religion**  
Units: 3  
This course surveys political theory from its origins to the modern era, the nature and value of the arts, and the philosophical nature and sources of religious experience, all within the context of ancient and modern thought. Selective readings range from Plato and Aristotle to Machiavelli, Locke, Tillich, and Croce.  
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Advisory Level: Read: 2 Write: 2 Math: None  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
CSU GE: C2 District GE: C* IGETC: None  
**PHI-012 - Introduction to Philosophy: Existentialism: Past, Present, and Future**  
Units: 3  
The focus of this course is on the various forms of existentialism as expressed in philosophy and literature, the spectrum of its meanings, and its relevance to the development of individual and collective human values. Selective readings range from Euripides and Kiekegaard to Camus and Heidegger.  
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Advisory Level: Read: 2 Write: 2 Math: None  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
CSU GE: C2 District GE: C* IGETC: 3B  
**PHI-051 - Introduction to Asian Philosophy**  
Units: 3  
Introductory course in the philosophies of India, China, Japan and Vietnam. Students will learn the fundamentals of Veda, Buddhism, The I-Ching, Confucianism, Taoism, Kim Van Kieu and Islamic thought.  
Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L  
Recommended: PHIL 010  
Advisory Level: Read: 3 Write: 3 Math: None  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
CSU GE: C2 District GE: C* IGETC: 3B
PHI L-060 - Logic and Critical Thinking  Units: 3
This is an introductory course in formal and informal/critical reasoning. Students will learn the basic concepts, methodologies and application of sentential, symbolic logic, the forms and types of arguments, the bases of critical thinking, the validity and soundness and the reliability of inductive and inductive reasoning, the fundamental structures of logical presentation, and the basic forms of logical fallacies. Strong emphasis will be on written and oral expression of critical thinking skills.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: A3  District GE: A3  IGETC: None

PHI L-065 - Introduction to Ethics  Units: 3
This course explores some of the major ethical theories and problems of the past and present. Students learn the application of concepts of good and evil, right and wrong, to current ethical and social issues, and to the processes of formulating and making actual ethics-based decisions. Utilitarian and rule-based systems are studied and through critical reasoning are applied in analyses, discussions, and in written assignments. Emphasis is on the real, the practical, and the application in everyday ethical situations.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level: Read: 3  Write: None  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  District GE: C*  IGETC: 3B

PHI L-070 - Religion: The Live Hypothesis  Units: 3
This is an introductory philosophical survey of living religions (Hinduism, Buddhism, Confucianism, Taoism, Islam, Judaism, and Christianity, Native American and African) using comparative study that focuses on the meaning of religious experience, the forms its expression may take and what it may offer humanity.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  District GE: C*  IGETC: 3B

PHOTO-022 - Beginning Photography  Units: 3
This course introduces students to black-and-white photography. The 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.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

PHOTO-038A - Hand Coloring - Water Colors  Units: 1
This course meets as a six-week module or for a total of 36 hours. Hand coloring black and white prints offers countless creative possibilities. Hand coloring goes back to almost the beginning of photography. These images have a look that is unique and quite distinguishable from images composed on color film. Regaining popularity in recent years, hand coloring gives one complete control over every color in a print. Photos to be hand colored should be printed on matte surface paper.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: O
Prerequisite: PHOTO 62
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

PHOTO-038B - Hand Coloring - Oils  Units: 1
Hand coloring black and white prints offers countless creative possibilities. Hand coloring goes back to almost the beginning of photography. These images have a look that is unique and quite distinguishable from images composed on color film. Regaining popularity in recent years, hand coloring gives one complete control over every color in a print. This course meets as a six-week module.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: O
Prerequisite: PHOTO 62
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

PHOTO-038C - Hand Coloring - Colored Pencils  Units: 1
This course is offered as a six-week module or for 36 hours. Hand coloring black and white prints offers countless creative possibilities. Hand coloring goes back to almost the beginning of photography. These images have a look that is unique and quite distinguishable from images composed on color film. Regaining popularity in recent years, hand coloring gives one complete control over every color in a print. Photos to be colored should be printed on matte surface paper.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: O
Prerequisite: PHOTO 70
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

PHOTO-038D - Toning Photos  Units: 1
This course meets as a six-week module or for a total of 36 hours. Chemical toning is a method of adding color to black and white photographs. Toning photographs will extend the archival permanence of a print and can also alter the image to produce unusual and striking visual effects. The chemical toning of prints works by converting the black silver image into a color. You can tone the entire print at one time or use selective toning in stages to add multiple colors.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: O
Prerequisite: PHOTO 70
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
PHOTO-062 - Intermediate Photography  Units: 3
Students will learn the intermediate practice and theory of photography. The course will include black-and-white photography skills, color theory and vision, flash, lighting, digital imaging, and the history of photography. Students will discuss issues within photography, ways to conceptualize the finished image and how photography is used in print and electronic media. Students must provide their own 35 mm camera.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Prerequisite: PHOTO 022
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

PHOTO-070 - Beginning Color Photography  Units: 3
Beginning Color Photography is an introduction to color in photography with emphasis placed on the psychology of color, color theory and composition. Students print from color negatives using enlargers and chemical processing and from digital files using scanners, digital cameras, software and inkjet printers. They will learn to color balance in both the traditional and digital practice. Specific assignments will direct students toward problem solving in color, such as portraiture, landscape, advertising and abstract. Each student will produce a final portfolio. Individual and class trips to galleries and museums will be required.
Lecture Hours: 2  Lab Hours: 4  Repeatable: 3  Grading: L
Prerequisite: PHOTO 062 with C or better
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

PHOTO-071 - Intermediate Color Photography  Units: 3
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 70
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

PHOTO-075 - Beginning Digital Imaging  Units: 3
The course introduces new technologies and digital imagery, featuring the Internet via the World Wide Web, & introduces the use of digital cameras, computers, scanning, storage media, printers, photographic editing programs, portfolio editing and Kodak Photo CD. General issues in digital photography will be covered.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: O
Recommended: PHOTO 022 and PHOTO 070 and knowledge of Windows or Mac operating systems
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

PHOTO-076 - Photoshop 1  Units: 3
This course introduces the technology of digital electronic photography with instruction in beginning digital image processing for fine arts and commercial applications using Photoshop software.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

PHOTO-076L - Photoshop Laboratory  Units: 1
This laboratory course is subsequent and supplementary to Photo 076, Photoshop I, and provides hands-on computer experience using Photoshop Digital Imaging software to augment and demonstrate concepts presented in the Photo 076 course. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: O
Prerequisite: PHOTO 76
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

PHOTO-077 - Photoshop 2  Units: 3
This course continues study in digital image processing for fine art and commercial applications using Photoshop software. More advanced topics in digital imaging will be covered, including prepress issues and in-depth color correcting.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Prerequisite: PHOTO 076
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

PHOTO-077L - Photoshop 2 Laboratory  Units: 1
Photo 077L, the lab course is subsequent and supplementary to Photo 077 and provides hands on computer experience using Photoshop Digital Imaging software to augment and demonstrate concepts presented in the Photo 077 course. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: O
Prerequisite: PHOTO 077
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
PHOTO-079 - Digital Photography 1 Units: 3
This course introduces to the world of digital photography and multimedia applications using digital and traditional cameras. Activities of the class will include photographing and altering images both with digital cameras on Power PC and Macintosh computers for artistic and commercial applications. Adobe PhotoDeluxe, Photoshop and other software will be used as part of an electronic darkroom to output to laser, inkjet, and dye sublimation printers.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: O
Prerequisite: PHOTO 075 or PHOTO 076 with C or better
Corequisite: Or concurrent enrollment in PHOTO 075
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None

PHOTO-079L - Digital Photography 1 Laboratory Units: 1
Photo 079L is subsequent and supplementary to Photo 079 and provides hands on computer experience using digital photography and multimedia applications to augment and demonstrate concepts presented in the Photo 79, Digital Photography I course.
Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: O
Prerequisite: PHOTO 079
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None

PHOTO-089A - Special Problems Units: 3
Designed to enable the student to expand knowledge and understanding of photographic processes. Individual projects are planned with instructor. Advanced individual projects in black and white photography are pursued.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: O
Prerequisite: PHOTO 062
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None

PHOTO-098 - Directed Study in Photography Units: 0.5 - 9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None

PHOTO-138 - Work Experience Units: 1 - 8
Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed. 
Lecture Hours: None Lab Hours: 1.81 Repeatable: 15 Grading: O
Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None

PED-001 - Dr Excuse Units: None
Doctor's excuse must be presented to division dean for waiver consideration.
Lecture Hours: None Lab Hours: None Repeatable: 19 Grading: O
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU Degree Applicable: AA/AS CSU GE: E2 District GE: E2 IGETC: None

PED-003 - Theory and Technique of Defensive Football Units: 3
This course is designed to teach students the various approaches to intercollegiate defensive football as related to offensive football. Several aspects of defensive football such as kickoff, punt return, and definition the PAT/FG will be included. Repeatable to a maximum of 9 units.
Lecture Hours: 3 Lab Hours: None Repeatable: 1 Grading: O
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA CSU GE: None District GE: None IGETC: None

PED-004 - Theory and Technique of Offensive Football Units: 3
This class is designed to teach students various approaches to intercollegiate offensive football. Several aspects of offensive football such as punt, point after touchdowns, and field goal kicking will be included. Repeatable to a maximum of 9 units.
Lecture Hours: 3 Lab Hours: None Repeatable: 1 Grading: O
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA CSU GE: None District GE: None IGETC: None
**PED-005 - Introduction to Physical Education**  
Units: 3  
Students will learn theory, 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.  
Lecture Hours: 3  
Lab Hours: 0  
Repeatable: No  
Grading: L  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**PED-008 - Archery**  
Units: 0.5 - 1  
This course is designed to instruct students in the fundamental skills of archery as a target shooting sport. Safe use and proper care of tackle, along with range safety are included.  
Lecture Hours: None  
Lab Hours: 2 - 3  
Repeatable: 7  
Grading: O  
Open Curriculum: No prerequisite, corequisite or levels  
Advisory Level:  
Read: None  
Write: None  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: E2  
District GE: E2  
IGETC: None

**PED-009 - Badminton**  
Units: 1  
This is a physical activity class for men and women, designed to teach the skills and knowledge relative to badminton. This class may be offered at the beginning, intermediate or advanced skill level.  
Lecture Hours: None  
Lab Hours: 3  
Repeatable: 3  
Grading: O  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: E2  
District GE: E2  
IGETC: None

**PED-010 - Baseball Hitting**  
Units: 0.5 - 1  
Through this course, students are provided the opportunity to develop the physical and mental skills involved in hitting a baseball. Addressed are all the fundamentals involved in stroke, hitting strategy and role of hitting in our offensive scheme. The player must have participated in high school varsity baseball or equivalent to take this course. Repeatable to a maximum of 4 units.  
Lecture Hours: None  
Lab Hours: 2 - 3  
Repeatable: 7  
Grading: O  
Open Curriculum: No prerequisite, corequisite or levels  
Advisory Level:  
Read: None  
Write: None  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: E2  
District GE: E2  
IGETC: None

**PED-011 - Baseball Fundamentals**  
Units: 0.5 - 1  
Baseball Fundamentals emphasizes team defensive concepts. Players must have participated in high school varsity baseball or equivalent to take this course. Repeatable to a maximum of 4 units.  
Lecture Hours: None  
Lab Hours: 2 - 3  
Repeatable: 7  
Grading: O  
Open Curriculum: No prerequisite, corequisite or levels  
Advisory Level:  
Read: None  
Write: None  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**PED-012 - Basketball**  
Units: 1  
This is a physical activity course designed to teach basic individual skills and team play, with emphasis on beginning and intermediate basketball.  
Lecture Hours: None  
Lab Hours: 3  
Repeatable: 3  
Grading: O  
Open Curriculum: No prerequisite, corequisite or levels  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: E2  
District GE: E2  
IGETC: None

**PED-013 - Advanced Football**  
Units: 0.5 - 1  
This course is designed to provide instruction in the activities relevant to the fundamentals of football. Related skills and group participation are emphasized. Repeatable to a maximum of 4 units.  
Lecture Hours: None  
Lab Hours: 2 - 3  
Repeatable: 7  
Grading: L  
Open Curriculum: No prerequisite, corequisite or levels  
Advisory Level:  
Read: None  
Write: None  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: E2  
District GE: E2  
IGETC: None

**PED-017 - Self Defense**  
Units: 0.5 - 1  
This course is an introduction to personal self-defense. It includes preventive 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: None  
Lab Hours: 2 - 3  
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: AA/AS  
CSU GE: E2  
District GE: E2  
IGETC: None
**PED-018 - Karate**  
Units: 0.5 - 1  
This course is designed to teach students the various skills and techniques of the art of karate and other Japanese martial art forms. Analysis and application of movement, individual and group interaction, and uses of karate will be studied. Repeatable to a maximum of 4 units.  
Lecture Hours: None  
Lab Hours: 2 - 3  
Repeatable: 7  
Grading: O

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:  
Read: None  
Write: None  
Math: None

Transfer Status:  
CSU/UC: Degree Applicable: AA/AS  
CSU GE: E  
District GE: E2  
IGETC: None

**PED-019 - Tae Kwon Do**  
Units: 1  
Students study the basics of Tae Kwon Do as a method of physical conditioning, balance, flexibility, and to aid in the development of self-confidence. The course is designed for all levels of physical ability. The student should develop general physical conditioning and body control to perform movements and techniques of Tae Kwon Do. In addition, students learn basic skills of self-defense in regard to prevention and protection. Tae Kwon Do is a lifetime choice for genuine martial arts skills, fitness, confidence, and accomplishment.  
Lecture Hours: 0  
Lab Hours: 3  
Repeatable: 3  
Grading: O

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status:  
CSU: Degree Applicable: AA/AS  
CSU GE: E  
District GE: E2  
IGETC: None

**PED-023 - Cardio Kickboxing**  
Units: 1  
An aerobic exercise program utilizing non-contact kickboxing. The class format includes warm-up, pre-aerobics, peak aerobics and aerobic cool down as determined by musical beats per minutes (BPM). Hand weights and step boxes may be used for additional lower and upper body strength and conditioning. A cool-down will conclude the exercise session.  
Lecture Hours: 0  
Lab Hours: 3  
Repeatable: 3  
Grading: O

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status:  
CSU/UC: Degree Applicable: AA/AS  
CSU GE: E  
District GE: E2  
IGETC: None

**PED-024 - Beginning Golf**  
Units: 1  
This course is designed to teach the fundamentals of a golf swing using irons, fairway woods, and driver. Putting, chipping, and pitching skills will also be covered. Information on rules, scoring, etiquette, and course play will be included. Students will be required to pay for range balls and green fees.  
Lecture Hours: None  
Lab Hours: 3  
Repeatable: 3  
Grading: O

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status:  
CSU/UC: Degree Applicable: AA/AS  
CSU GE: E  
District GE: E2  
IGETC: None

**PED-024A - Intermediate Golf**  
Units: 1  
This course is designed to teach the development of intermediate golf skills through instruction, practice, and golf play on local golf courses. The student will learn advanced swing techniques, practice strategies, strategies for positive mental skills, shot selection, and course management skills. Students will be required to pay for range balls and green fees.  
Lecture Hours: None  
Lab Hours: 3  
Repeatable: 3  
Grading: O

Recommended: Beginning Golf Class

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status:  
CSU/UC: Degree Applicable: AA/AS  
CSU GE: E  
District GE: E2  
IGETC: None

**PED-030 - Fit For Life**  
Units: 0.5 - 1  
This is a physical activity course designed toward the development of fitness of the student. A variety of activities will be used to develop cardiorespiratory endurance, flexibility, muscle endurance and strength. Other topics will be body composition, weight control, diet and nutrition. This class may be offered to any student interested in the improvement of his/her fitness. Repeatable to a maximum of 4 units.  
Lecture Hours: None  
Lab Hours: 2 - 3  
Repeatable: 7  
Grading: O

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:  
Read: None  
Write: None  
Math: None

Transfer Status:  
CSU/UC: Degree Applicable: AA/AS  
CSU GE: E  
District GE: E2  
IGETC: None

**PED-034 - Racquetball**  
Units: 1  
This is a physical activity course designed to help students increase their knowledge and physical skills required for playing racquetball successfully. This course may be offered at the beginning, intermediate, or advanced skill levels.  
Lecture Hours: None  
Lab Hours: 3  
Repeatable: 3  
Grading: O

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status:  
CSU/UC: Degree Applicable: AA/AS  
CSU GE: E  
District GE: E2  
IGETC: None

**PED-038 - Soccer-Recreational**  
Units: 0.5 - 1  
This is a physical activity course designed to help students increase their knowledge and physical skills required for playing soccer successfully. This class may be offered at the beginning, intermediate or advanced levels.  
Lecture Hours: None  
Lab Hours: 2 - 3  
Repeatable: 3  
Grading: O

Open Curriculum: No prerequisite, corequisite or levels

Advisory Level:  
Read: None  
Write: None  
Math: None

Transfer Status:  
CSU/UC: Degree Applicable: AA/AS  
CSU GE: E  
District GE: E2  
IGETC: None
PED-039 - Hatha Yoga  Units: 1
Hatha Yoga focuses on understanding and controlling the body, breath and mind through exercises, holasanas, breathing techniques (pranayamas) and meditation training. The techniques are designed to increase strength, flexibility, endurance, balance and coordination; release stress and muscle tension; and enhance the ability to concentrate.
Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: O
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E2  District GE: E2  IGETC: None

PED-040 - Softball  Units: 1
This physical activity course is designed to teach softball skills of pitching, hitting, fielding, catching, base running, throwing, sliding, and team offense and defense.
Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: O
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E2  District GE: E2  IGETC: None

PED-041 - Pilates Mat Workout  Units: 1
Pilates is a world-renowned method of conditioning and strengthening which emphasizes developing a sustained strength of the spine and torso to have a leaner, more defined and supportive musculature. This Pilates mat work course is designed to develop strength, flexibility, coordination and balance of participants of all ages, through a safe progression of challenging and functional exercises. Focus will be on quality, not quantity. This method of body conditioning is a unique system of stretching and strengthening exercises. Mat work is defined as exercises performed in a group setting, on mats, in the aerobics room. The only equipment necessary for this class is an exercise mat.
Lecture Hours: 0  Lab Hours: 3  Repeatable: 3  Grading: O
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E2  District GE: E2  IGETC: None

PED-042 - Swimming  Units: 0.5 - 1
This is an activity course which assists students in learning selected swimming strokes and skills and in applying these skills to increase physical fitness and provide for safety in, on and around the water. This class may be offered at the beginning, intermediate or advanced level. (Lap Swimming). Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 2 - 3  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: AA/AS
CSU GE: E2  District GE: E2  IGETC: None

PED-044 - CAREball: Core, Alignment, and Resistance Exercise on the BALL  Units: 1
The focus of this unique course is on the "Core" muscles and joints of the abdomen and back of the human body, using the large stability ball and resistance exercise apparatus (as opposed to weights) to support and encourage postural alignment, muscle strength, joint flexibility and mobility. In the CAREball class students will exercise and stretch based on the mind-body concepts and safety standards of Yoga, Pilates, and Body Sculpting. This non-to-low impact class is suitable for all fitness levels.
Lecture Hours: 0  Lab Hours: 3  Repeatable: 3  Grading: O
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

PED-046 - Tennis  Units: 1
Students learn basic tennis skills with emphasis on forehand, backhand, serve, volley, lob, overhead, and strategies for singles and doubles play. Students learn rules, scoring, and etiquette of tennis.
Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: O
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E2  District GE: E2  IGETC: None

PED-048 - Track and Field  Units: 0.5 - 1
This is a physical education activity class which emphasizes the running, jumping, and throwing events of track and field. An analysis of the theory precedes the activity in each event. Repeatable to a maximum of 4 units.
Lecture Hours: None  Lab Hours: 2 - 3  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: AA/AS
CSU GE: E2  District GE: E2  IGETC: None

PED-049 - Officiating Track & Field Events  Units: 1
This course is designed to provide our PE Major students the acquisition of appropriate knowledge and skills for officiating a track and field meet. Course may be used as preparation for the Pacific Association Official Certification exam.
Lecture Hours: 1  Lab Hours: 0  Repeatable: No  Grading: O
Recommended: Experience with Track and Field events is desirable.
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
SJCC Course Catalog

Physical Education

PED-052 - Volleyball Units: 1
An activity class with emphasis on individual skills of passing, setting, spiking, serving, blocking, and team offense and defense. The class combines all skill levels.
Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: O
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E2 District GE: E2 IGETC: None

PED-055 - Aerobics with Music Units: 1
Students learn 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: 3 Grading: O
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E2 District GE: E2 IGETC: None

PED-056 - Weight Training Units: 1
This 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.
Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: O
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E2 District GE: E2 IGETC: None

PED-094 - Individualized Skills Laboratory Units: 0.5 - 6
This 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. Course can be taken for a maximum of 6 units.
Lecture Hours: None Lab Hours: 1.5 - 18 Repeatable: 11 Grading: O
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

PED-098 - Directed Study in Physical Education Units: 0.5 - 9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: E District GE: E2 IGETC: None

Physical Science

PHYS-040 - Introduction to Physical Science Units: 4
This is an introductory physical science laboratory course. It is a descriptive course illustrating basic chemistry and physics principles using everyday examples. Course focus is on developing a broad range appreciation for physical science to increase effectiveness in teaching these courses at the elementary grade level. The course is divided into two parts, a chemistry section and a physics section.
Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 2 Math: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: B1,B3 District GE: BL IGETC: 5A

Physics

PHYS-002A - General Physics Units: 4
This is the first of a two-semester course in general physics for students not needing calculus based physics. Students will study basic principles: vectors, Newton's laws of motion, work, and the conservation principles of energy, momentum, elasticity, and thermodynamics.
Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: MATH 013, minimum grade C, or equivalent
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1,B3 District GE: BL IGETC: 5A

PHYS-002B - General Physics Units: 4
This is the second of a two-semester course in general physics for students not needing calculus based physics. The basic principles of vectors, Newton's Laws of Motion, work, and the conservation principles of energy, linear, and angular momentum have been introduced in Physics 2A. In Physics 2B, these principles are applied to topics in electrodynamics, optics, and modern physics.
Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: PHYS 002A
Advisory Level: Read: 3 Write: 3 Math: 3
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: BL IGETC: None
PHYS-004A - General Physics Units: 5

This course is the first in a four-semester sequence of General Physics for majors in physics, chemistry, engineering, mathematics or other 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, simple harmonic motion, universal gravitation and fluids. Elementary applications of these principles are introduced using a problem solving approach.

Lecture Hours: 4 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: MATH 072 with C or better
Corequisite: Or concurrent enrollment in MATH 072

Advisory Level:
Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1,B3 District GE: BL IGETC: 5A

PHYS-004B - General Physics Units: 5

This course is the second in the physics sequence for majors in physics, chemistry, biology, engineering, mathematics or other physical sciences. Students are introduced to general principles of electricity and magnetism at a 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 modeling.

Lecture Hours: 4 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: PHYS 004A and MATH 073 both with C or better
Corequisite: Or concurrent enrollment in MATH 073

Advisory Level:
Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1,B3 District GE: BL IGETC: 5A

PHYS-004C - General Physics Units: 5

This course is the third in the physics sequence for majors in physics, chemistry, engineering, mathematics and other physical sciences. Students will learn general principles of optics and thermodynamics are introduced at a 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 modeling.

Lecture Hours: 4 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: PHYS 004A and MATH 073 both with C or better
Corequisite: Or concurrent enrollment in MATH 073

Advisory Level:
Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: BL IGETC: 5A

PHYS-004D - General Physics Units: 5

This is the fourth in a four-semester sequence of general physics for majors in chemistry, engineering, mathematics, physics, or other sciences. The principles of relativity and modern physics are introduced at an elementary, but calculus-based level. The topics are modifications of Newton's Laws of Motion at speeds near the speed of light, the wave nature of particles, wave functions, energy levels and spin of the electrons in atoms, behavior of electron in solids, properties of atomic nuclei, nuclear fission and fusion, properties of elementary particles, and applications in cosmology and astrophysics.

Lecture Hours: 4 Lab Hours: 3 Repeatable: No Grading: L

Prerequisite: PHYS 004A and MATH 073, both with C or better
Corequisite: Or concurrent enrollment in MATH 073.

Advisory Level:
Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1,B3 District GE: B1, BL IGETC: 5A

PHYS-098 - Directed Study in Physics Units: 0.5 - 3

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O

Advisory Level:
Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

POLSC-001 - Politics and Government in America Units: 3

This course is a study of national, state and local governments and politics with emphasis on the U.S. Constitution and the national government. This course along with History 1 meets the State requirement in the Constitution of the U.S. and state and local governments and satisfies the State requirement for the California Teachers Credential.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level:
Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D8, F2 District GE: D,D* IGETC: 4H

POLSC-002 - Comparative Politics Units: 3

This course offers an introduction to the comparative study of politics by looking at the government, politics and public policies of other nations. Similarities and differences are explored. Emphasis will be placed on contemporary political problems and how various nations confront and attempt to solve them.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Advisory Level:
Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D8 District GE: D IGETC: 4H

POLSC-004 - International Relations Units: 3

This course introduces the beginning student to the study of world politics. The class is designed to provide students with both a framework and the analytical skills for better understanding the causes and effects of world events and the broader dynamics of the relations among nations. Emphasis will varyingly be placed on theories of international relations, state, and non-state players, the historical struggle for power between the countries of the East and West and the North and the South; the causes and prevention of war; international law and organizations; international political economy, including control of the world's resources and multinational corporations; and the foreign policy process both in the United States and abroad.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Advisory Level:
Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D8 District GE: D IGETC: 4H
PSYCH-001 - Introduction to Psychology
Units: 3

This course is the study of how people think about, influence, and relate to one another. Topics include conformity, prejudice, liking, attitude change, first impressions, aggression, conflict, peacemaking, and service to others.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

PSYCH-060 - Personal Growth and Adjustment
Units: 3

A survey of the humanistic, behavioral, cognitive, and psychodynamic principles involved in psychological coping with life challenges. This course includes exploration of learning styles, personality, values clarification, intimacy, and interpersonal communication skills.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: D4, D9, E District GE: D, ES IGETC: 4D, 4I

PSYCH-035 - Introduction to the Psychology of Women
Units: 3

Students will study significant physical and psychological issues of women within an historical, familial, societal, and cultural framework. A variety of experiences and issues that uniquely concern women, which are traditionally examined from a male point of view, will be explored. The concepts of development, adaptation, well-being, and the diversity of women will be included using psychological theories and current research.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: D4, D9, E District GE: D, ES IGETC: None

POLSC-098 - Directed Study in Political Science
Units: 0.5 - 9

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.5 - 27 Repeatable: 17 Grading: O

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
**Psychology**

**PSYCH-098 - Directed Study in Psychology**  Units: 0.5 - 9

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None  Lab Hours: 1.81  Repeatable: 17  Grading: O

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**PSYCH-099 - Abnormal Psychology**  Units: 3

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 theoretical aspects of pathological behavior, diagnostic techniques, and systems of remediation.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: D9  District GE: D  IGETC: None

**PSYCH-100 - Human Sexuality**  Units: 3

This course is designed to offer factual information on human sexuality functioning. It will include 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: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: D9, E1  District GE: D,E1  IGETC: 4

**Reading**

**READ-101 - Analytical Reading**  Units: 4

In Reading 101 students will read, discuss, and write about a variety of academic topics, contemporary themes, and social problems, using articles, text chapters, and fiction commonly assigned in college-level courses. At the end of the course, students will have become proficient in critical analysis, and research as well as vocabulary development, comprehension, and study skills through practice and the completion of independent project(s). Students will take a board-graded common final which will count as 40% of their final grades.

Lecture Hours: 4  Lab Hours: 0  Repeatable: No  Grading: L
Prerequisite: (4 units of READ 301 or ENGL 322) and (ENGL 330 or ENGL 335); all with CR or placement based on assessment.

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

**READ-301 - Essentials of Reading**  Units: 4

In Reading 301 students will read, discuss, and write about a variety of academic topics, contemporary themes, and social problems, using articles, text chapters, and fiction typical of those found in college courses. Students will become competent in reading comprehension and vocabulary development skills and be introduced to critical reading and research. Students will take a board-graded common final which will count as 40% of their final grades.

Lecture Hours: 4  Lab Hours: None  Repeatable: No  Grading: K
Prerequisite: 3 units of (ENGL 321 or ENGL 341) or 6 units of READ 350 or (ESL 312 and ESL 313); all with CR 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

**Real Estate**

**REST-098 - Directed Study in Real Estate**  Units: 0.5 - 9

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: 0  Lab Hours: 1.81  Repeatable: 17  Grading: O

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**REST-350 - Practical Reading**  Units: 6

In this course, students will develop practical reading, writing, and study skills typical of those needed for success in college. A broad range of materials, including text articles, online materials, and fiction will be included. Students will take a board-graded common final which will count as 40% of their final grades.

Lecture Hours: 6  Lab Hours: 0  Repeatable: No  Grading: K
Open Curriculum: An assessment test is required prior to first day of class

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

**REST-098 - Directed Study in Real Estate**  Units: 0.5 - 9

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: 0  Lab Hours: 1.81  Repeatable: 17  Grading: O

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**REST-120 - Pretest for California Real Estate License Exam**  Units: 1

This will provide the students with a practical applications course on the theory and the 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 or are concurrently enrolled in Real Estate Principles, and are looking for additional testing procedure training prior to the state exam.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O
Credit by Exam: Yes
Prerequisite: REST 122 with C or better
Corequisite: REST 122

Advisory Level: Read: 3  Write: 3  Math: 2
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None
**REST-122 - Principles of Real Estate**  Units: 3

This course presents students with an overview of the principles and economics of real property ownership and transfer, review of forms, terminology, and processes involved. It also provides an awareness of land use history, with attention to the economic, legal, social and political issues related to real property. The course is recommended for home buyers, home sellers, property managers and those involved in the variety of housing related industries. Course is an approved elective for the Real Estate Broker examination, is required for the Real Estate Salesperson license, and is a prerequisite for many other real estate courses.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level:  Read: 3  Write: 3  Math: 2

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**REST-123 - Real Estate Appraisal**  Units: 3

This course, a study in the determination of residential real property valuation, investigates topics of cost, market and income approaches to determine value, comparable sales analysis, appraisal techniques and methodology trends. Evaluation of single family dwellings, residential income property, and raw land are covered as well as appraisal professionalism and ethics. This course is required for the Real Estate Broker's examination, and approved elective for the Real Estate Salesperson's license, and fulfills 54 hours toward the OREA Appraiser's examination.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O

Recommended: REST 122

Advisory Level:  Read: 2  Write: 2  Math: None

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**REST-124 - Legal Aspects of Real Estate**  Units: 3

Course provides students an overview of the current laws that affect the work of real estate brokers and salespeople. It can serve as a guide for other real estate professionals (loan officers, title officers, etc.) as well as consumers (buyers, sellers, landlords, tenants) to understand the basic legal principles of real estate ownership and conveyance. Topics include titles, community property, liens, restrictions, transfers, brokerage, listings, escrows, contracts, commissions, tax sales, real instruments, land title development, probate proceedings and encumbrances. Required for the Real Estate Broker's examination and an approved elective for the Salesperson's license. Not offered every semester.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Prerequisite: REST 122 with C or better

Advisory Level:  Read: 3  Write: 3  Math: None

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**REST-125 - Real Estate Practice**  Units: 3

Students will be provided with 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 required for both the Broker applicant and the Salesperson's license.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O

Prerequisite: REST 122 with C or better

Advisory Level:  Read: 3  Write: 3  Math: 2

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**REST-126 - Real Estate Finance**  Units: 3

Students will be presented with an overview of the real estate finance system as well as a working knowledge of the practical aspects of obtaining a mortgage. This course, while focusing on the residential marketplace, includes a review of the Federal Reserve System, primary and secondary mortgage markets, fluctuation of interest rates, and the evolution of lending programs. Topics include legal instruments and clauses, defaults and foreclosure process, conventional and government loans, and state and federal regulations. Students will learn the basics of underwriting residential real estate financial transactions. An elective course for the Salesperson's license and required for the Broker's exam.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level:  Read: 3  Write: 3  Math: 2

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**REST-127 - Real Estate Property Management**  Units: 3

In this course students will cover 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 salesperson's license and an option for the broker's exam. Not offered every semester.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: 2

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**REST-128 - Real Estate Economics**  Units: 3

Students will be provided an overview of the economic principles and forces that influence real estate activity and values to make informed decisions when investing in real estate. The course combines understanding of national, regional, and local economic considerations with basic investment principles. A comprehensive analysis of the current state of the local housing market leads to anticipating future trends and their impact, and how application of the federal income tax code impacts real estate investment decisions. The course is an alternative requirement (in lieu of Accounting) for the Real Estate Brokers exam and an elective for the Salesperson's license. Not offered every semester.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Prerequisite: REST 122 with C or better

Advisory Level:  Read: 3  Write: 3  Math: 2

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**REST-130 - Uniform Standards of Professional Appraisal Practice (USPAP)**  Units: 1

An introductory course covering appraising professional practice and ethics. The students will study the history of professionalism and ethics in appraising, Federal appraisal legislation, and Federal organizations involved in implementing the legislation. This course includes a comprehensive review of each Standard in the Uniform Standards of Professional Appraisal Practice and professional appraisal organizations' Code of Ethics. This course meets the California Office of Real Estate Appraisers (OREA) 15 hours Ethics requirement.

Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level:  Read: 3  Write: 3  Math: 2

Transfer Status: CSU Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None
### SJCC Course Catalog

#### REST-133 - Advanced Real Estate Appraisal

**Units: 3**

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 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

**Advisory Level:**  
**Read:** 2  
**Write:** 2  
**Math:** None

**Transfer Status:**  
CSU: Degree Applicable: AA/AS  
District GE: None  
IGETC: None

#### REST-138 - Work Experience

**Units: 1 - 8**

Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: 0  
Lab Hours: 1.81  
Repeatable: 15  
Grading: O

Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

**Advisory Level:**  
**Read:** 3  
**Write:** 3  
**Math:** None

**Transfer Status:**  
CSU: Degree Applicable: AA/AS  
District GE: None  
IGETC: None

### Recreation

#### REC-074 - Introduction to Corrective and Rehabilitation Physical Education

**Units: 3**

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

**Advisory Level:**  
**Read:** 2  
**Write:** 2  
**Math:** None

**Transfer Status:**  
CSU: Degree Applicable: AA/AS  
District GE: None  
IGETC: None

### Sign Language

#### SL-001A - Introduction to American Sign Language

**Units: 3**

Students will study beginning American Sign Language 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 satisfies both foreign language requirements, GE requirements, and can lead to bi-lingual employment certification. This course corresponds to two years of high school study.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L

Credit by Exam: Yes

Prerequisite: SL 001AL

**Advisory Level:**  
**Read:** 3  
**Write:** 3  
**Math:** None

**Transfer Status:**  
CSU/UC: Degree Applicable: AA/AS  
District GE: C*  
IGETC: 6A

CSU GE: C2  
District GE: None

#### SL-001BL - Sign Language Lab - Sign Language 1A

**Units: 0.5**

The Foreign Language Laboratory/Humanities Lab supplements classroom instruction for SL 001A. The students will use audio and video media as well as computer programs and the Internet to improve fluency, comprehension and written expression in the target language and explore cultural components related to the target language. This course is a corequisite for SL 001A.

Lecture Hours: 0  
Lab Hours: 1.5  
Repeatable: No  
Grading: K

**Corequisite:** SL 001A

**Advisory Level:**  
**Read:** 3  
**Write:** 3  
**Math:** None

**Transfer Status:**  
CSU: Degree Applicable: AA/AS  
District GE: None  
IGETC: None

#### SL-001B - Intermediate American Sign Language

**Units: 3**

In the second semester students of American Sign Language will study 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: L

Credit by Exam: Yes

Prerequisite: SL 001A, with C or better, or two years of High School ASL, or the equivalent

**Corequisite:** SL 001BL

Recommended: Review of SL 001A material

**Advisory Level:**  
**Read:** 3  
**Write:** 3  
**Math:** None

**Transfer Status:**  
CSU/UC: Degree Applicable: AA/AS  
District GE: C*  
IGETC: 3B, 6A

CSU GE: C2  
District GE: None

#### SL-002A - Advanced American Sign Language

**Units: 3**

Intermediate students of American Sign Language review and expand fluency in receptive and expressive conversational skills. Vocabulary, fingerspelling, grammatical and cultural understanding will be advanced through the use of medium-length prepared and self-generated dialogues and stories.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L

Prerequisite: SL 001B, with C or better, or equivalent

**Corequisite:** SL 002AL

**Advisory Level:**  
**Read:** 3  
**Write:** 3  
**Math:** None

**Transfer Status:**  
CSU/UC: Degree Applicable: AA/AS  
District GE: C*  
IGETC: 6A, 3B

CSU GE: C2  
District GE: None
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SL-002AL</td>
<td>Sign Language Lab - Sign Language 2A</td>
<td>0.5</td>
</tr>
<tr>
<td>SL-002B</td>
<td>Advanced American Sign Language</td>
<td>3</td>
</tr>
<tr>
<td>SL-002BL</td>
<td>Sign Language Lab - Sign Language 2B</td>
<td>0.5</td>
</tr>
<tr>
<td>SL-003</td>
<td>Conversational Sign Language</td>
<td>3</td>
</tr>
<tr>
<td>SL-015</td>
<td>Deaf Culture</td>
<td>3</td>
</tr>
<tr>
<td>SSCI-020</td>
<td>African American Culture</td>
<td>3</td>
</tr>
<tr>
<td>SSCI-031</td>
<td>Contemporary Issues in the Mexican American Community</td>
<td>3</td>
</tr>
</tbody>
</table>
**Sociology**

**SOC-010 - Introduction to Sociology**  
Units: 3  
Students survey the principles and basic concepts of sociology. It 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.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status: CSU/UC  
Degree Applicable: AA/AS

CSU GE: D1,D3  
District GE: D,ES  
IGETC: 4G

**SOC-011 - Social Problems**  
Units: 3  
Students analyze selected contemporary American social problems 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, gender inequality, health care, aging, as well as social and personal pathology.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU/UC  
Degree Applicable: AA/AS

CSU GE: D0  
District GE: D  
IGETC: 4J

**Sociological**

**SOC-010 - Introduction to Sociology**  
Units: 3  
Students survey the principles and basic concepts of sociology. It 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.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status: CSU/UC  
Degree Applicable: AA/AS

CSU GE: D1,D3  
District GE: D,ES  
IGETC: 4G

**SOC-098 - Directed Study in Social Science**  
Units: 0.5 - 9  
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructons and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None  
Lab Hours: 1.81  
Repeatable: 17  
Grading: O

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

**Solar & Renewable Energy**

**SOLAR-102 - Introduction to Photovoltaic Installation**  
Units: 4  
This course introduces the student to solar photovoltaic (PV) power systems and their installation. Upon successful completion the student will have a rudimentary knowledge for an entry level position in the field. The lab will provide hands-on experience with a variety of systems encountered in the industry.

Lecture Hours: 3  
Lab Hours: 3  
Repeatable: No  
Grading: L

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

**SOLAR-103 - NABCEP Exam Preparation**  
Units: 1.5  
Students will review the theory of solar PV (photovoltaic) systems and their installation and prepare for the NABCEP (North American Board of Certified Energy Professionals) exam. NABCEP certification requires that students pass an industry-designed exam, based on learning objectives developed by subject matter experts. NABCEP certification is an industry recognized demonstration of basic knowledge, comprehension, and application of key terms and concepts of photovoltaic system operations. Students holding the Entry Level Certificate may find that their employment opportunities in energy careers are enhanced. Students taking the NABCEP exam at the end of the course are liable for the appropriate NABCEP fee.

Lecture Hours: 1.5  
Lab Hours: 0  
Repeatable: No  
Grading: L

Recommended: SOLAR 102

Advisory Level:  
Read: 3  
Write: 3  
Math: 2

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

**Spanish**

**SPAN-001A - Elementary Spanish**  
Units: 5  
This is the first of two courses designed to develop the basic ability to understand, speak, read, and write the Spanish language. It includes aspects of the culture of Latin America and Spain. Not recommended for native speakers of Spanish. This course corresponds to two years of high school study.

Lecture Hours: 5  
Lab Hours: None  
Repeatable: No  
Grading: L

Credit by Exam: Yes

Corequisite: SPAN 001AL

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU/UC  
Degree Applicable: AA/AS

CSU GE: C2  
District GE: C*  
IGETC: 6A
**SPAN-001AL - Foreign Language Lab - Spanish**  
*Units: 0.5*

The Foreign Language Laboratory supplements classroom instruction in Spanish 001A. The students will use audio and video media as well as computer programs and the Internet to improve fluency, comprehension and written expression in the target language, as well as the exploration of cultural components related to the target language. This course is a co-requisite for SPAN 001A.

**Lecture Hours: 0**  
**Lab Hours: 1.5**  
**Repeatable: No**  
**Grading: K**

**Corequisite: SPAN 001A**

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None

**Transfer Status:**  
CSU: Degree Applicable: AA/AS  
District GE: None  
IGETC: None

**SPAN-001B - Elementary Spanish**  
*Units: 5*

This is the second of two courses designed to develop the basic ability to understand, speak, read, and write the Spanish language. It includes aspects of the culture of Latin America and Spain.

**Lecture Hours: 5**  
**Lab Hours: None**  
**Repeatable: No**  
**Grading: L**

**Credit by Exam:** Yes

**Prerequisite:** SPAN 001A

**Corequisite:** SPAN 001BL

**Advisory Level:**  
Read: 2  
Write: 2  
Math: None

**Transfer Status:**  
CSU/UC: Degree Applicable: AA/AS  
District GE: C*  
IGETC: 6A

**SPAN-001BL - Foreign Language Lab - Spanish**  
*Units: 0.5*

The Foreign Language Laboratory supplements classroom instruction in Spanish 001B. The students will use audio and video media as well as computer programs and the Internet to improve fluency, comprehension and written expression in the target language, as well as the exploration of cultural components related to the target language. This course is a co-requisite for SPAN 001B.

**Lecture Hours: 0**  
**Lab Hours: 1.5**  
**Repeatable: No**  
**Grading: K**

**Corequisite: SPAN 001B**

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None

**Transfer Status:**  
CSU: Degree Applicable: AA/AS  
District GE: None  
IGETC: None

**SPAN-002A - Intermediate Spanish**  
*Units: 5*

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

**Corequisite: SPAN 002AL**

**Advisory Level:**  
Read: 2  
Write: 2  
Math: None

**Transfer Status:**  
CSU/UC: Degree Applicable: AA/AS  
District GE: C*  
IGETC: 6A, 3B

**SPAN-002AL - Foreign Language Lab - Spanish**  
*Units: 0.5*

The Foreign Language Laboratory supplements classroom instruction in Spanish 002A. The students will use audio and video media as well as computer programs and the Internet to improve fluency, comprehension and written expression in the target language, as well as the exploration of cultural components related to the target language. This course is a co-requisite for SPAN 002A.

**Lecture Hours: 0**  
**Lab Hours: 1.5**  
**Repeatable: No**  
**Grading: K**

**Corequisite: SPAN 002A**

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None

**Transfer Status:**  
CSU: Degree Applicable: AA/AS  
District GE: None  
IGETC: None

**SPAN-002B - Intensive Intermediate Spanish**  
*Units: 5*

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

**Corequisite: SPAN 002BL**

**Advisory Level:**  
Read: 2  
Write: 2  
Math: None

**Transfer Status:**  
CSU/UC: Degree Applicable: AA/AS  
District GE: C*  
IGETC: 3B

**SPAN-002BL - Foreign Language Lab - Spanish**  
*Units: 0.5*

The Foreign Language Laboratory supplements classroom instruction in Spanish 002B. The students will use audio and video media as well as computer programs and the Internet to improve fluency, comprehension and written expression in the target language, as well as the exploration of cultural components related to the target language. This course is a co-requisite for SPAN 002B.

**Lecture Hours: 0**  
**Lab Hours: 1.5**  
**Repeatable: No**  
**Grading: K**

**Corequisite: SPAN 002B**

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None

**Transfer Status:**  
CSU: Degree Applicable: AA/AS  
District GE: None  
IGETC: None

**SPAN-022A - Spanish for Spanish Speakers**  
*Units: 5*

This is the first in a two-course sequence designed to serve the needs of students whose first or home language is Spanish. This course will focus on the development of: 1) reading skills through Spanish and Latin American essays, short stories, journalistic writings; 2) writing skills, awareness of English interference, and understanding of dialectal differences; 3) oral expression and critical thinking through commentary and cultural/historical presentations. This course corresponds to two years of high school study.

**Lecture Hours: 5**  
**Lab Hours: 0**  
**Repeatable: No**  
**Grading: L**

**Recommended:** Demonstrate basic conversational skills in Spanish as first or home language.

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None

**Transfer Status:**  
CSU/UC: Degree Applicable: AA/AS  
District GE: C*  
IGETC: None
SPAN-022B - Spanish for Spanish Speakers  Units: 5

This is the second in a two-course sequence specially designed to serve the needs of students whose first or home language is Spanish. This course will focus on the development of: 1) reading skills through Spanish and Latin American essays, short stories, journalistic writings; 2) writing skills, awareness of English interference, and understanding dialectical differences; and 3) oral expression and critical thinking through commentary and cultural/historical presentations.

Lecture Hours: 5  Lab Hours: 0  Repeatable: No  Grading: L

Prerequisite: SPAN 022A with C or better

Advisory Level:
Read: 3  Write: 3  Math: None

Transfer Status:
CSU/UC  Degree Applicable: AA/AS
CSU GE: C2  District GE: C*
IGETC: None

SPAN-091A - Conversational Spanish  Units: 3

This three unit course is designed to develop the student's oral and listening communication skills through vocabulary improvement, listening comprehension, pronunciation and grammar. In addition the students will develop an ability to use the Spanish language in everyday situations and become acquainted with some aspects of the Hispanic culture.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Prerequisite: SPAN 091A, with C or better

Advisory Level:
Read: 3  Write: 3  Math: None

Transfer Status:
CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None
IGETC: None

SPAN-091B - Conversational Spanish  Units: 3

This is the second of two courses designed to increase the student's oral and listening communication skills through vocabulary improvement, listening comprehension, pronunciation and grammar. In addition students will develop an ability to use the Spanish language in everyday situations and become acquainted with some aspects of the Hispanic culture.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Prerequisite: SPAN 091A, with C or better

Advisory Level:
Read: 3  Write: 3  Math: None

Transfer Status:
CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None
IGETC: None

SPAN-098 - Directed Study in Spanish  Units: 0.5 - 9

Individual or small groups of students who would benefit from independent study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division Office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None  Lab Hours: 1.81  Repeatable: 17  Grading: O

Advisory Level:
Read: 2  Write: 2  Math: None

Transfer Status:
CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None
IGETC: None

THEAT-002 - Beginning Acting  Units: 3

Students learn and practice the basic skills of acting: observation; concentration; physical, emotional and psychological resources for acting.

Lecture Hours: 2  Lab Hours: 3  Repeatable: 3  Grading: L

Advisory Level:
Read: 3  Write: 3  Math: None

Transfer Status:
CSU/UC  Degree Applicable: AA/AS
CSU GE: C1  District GE: None
IGETC: None

THEAT-003 - Intermediate Acting  Units: 3

Students practice the elements of acting in scenes from a variety of classic and modern plays, developing their ability to create character, to move and speak effectively on stage, to understand and interpret scripts, and to work in an ensemble with other actors.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L

Prerequisite: THEAT 002 or DRAMA 013A

Advisory Level:
Read: 3  Write: 3  Math: None

Transfer Status:
CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None
IGETC: None

THEAT-005 - Voice Skills  Units: 3

Students learn vocal skills for performing and public speaking. Class exercises and presentations focus on alleviating performance anxiety, relaxation, the vocal anatomy, vocal tone, projection, articulation, variety and expressiveness. The coordination of the voice with the body and emotion is emphasized.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L

Advisory Level:
Read: 3  Write: 3  Math: None

Transfer Status:
CSU/UC  Degree Applicable: AA/AS
CSU GE: E1  District GE: E1
IGETC: None

THEAT-020 - Introduction to Theatre Arts  Units: 3

Students study the history and aesthetics of theatre arts from their origin in primitive cultures through modern theatre practice in western and non-western theatre. Play writing, theatrical design, acting, and directing styles, theatre architecture, and dramatic genres are examined.

Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: L

Advisory Level:
Read: 3  Write: 3  Math: None

Transfer Status:
CSU/UC  Degree Applicable: AA/AS
CSU GE: C1  District GE: C
IGETC: 3A
THEAT-022 - Script Analysis Units: 3
Students read plays, watch movies, and study plot construction, characterization, thematic content, and technical considerations in preparation for play writing, screen writing, directing plays, and designing for the theatre and films.
Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C IGETC: 3A

THEAT-030 - Studio Production Workshop Units: 0.5 - 2
Students participate in rehearsals and public performances as an actor in a studio theatre production. A studio production features intimate staging, naturalistic acting styles.
Lecture Hours: 0 Lab Hours: 1.5 - 6 Repeatable: 15 Grading: O
Prerequisite: Audition
Recommended: THEAT 002 or DRAMA 013A or the equivalent
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

THEAT-031 - Play Production Workshop Units: 0.5 - 2
Students participate in rehearsals and public performances as an actor in a large-scale theatre production featuring complex staging, distant audience, large house visual and acoustical circumstances.
Lecture Hours: 0 Lab Hours: 1.5 - 6 Repeatable: 15 Grading: O
Prerequisite: Audition
Recommended: THEAT 002 or DRAMA 013A or the equivalent
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

THEAT-032 - Film Production Workshop Units: 0.5 - 2
Students participate in rehearsals and production of a film as actors, managers and technicians.
Lecture Hours: 0 Lab Hours: 1.5 - 6 Repeatable: 8 Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

THEAT-033 - Technical Theatre Workshop Units: 0.5 - 2
Students learn practical applications of technical theater techniques by serving as apprentices during the design, construction, and running of a live theatre performance.
Lecture Hours: 0 Lab Hours: 0.5 - 30 Repeatable: 8 Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

THEAT-033 - Introduction to Film Units: 3
This is an introductory course in film studies in which students view films and learn to understand the artistic disciplines of film making. Film content is examined in relationship to cinematography, editing, visual design, special effects, sound design, acting, directing, social and cultural contexts.
Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C IGETC: 3A

TRANS-010 - Introduction to Transit Industry Units: 0.5
Careers
Students are introduced to the wide variety of professions available in the public transit industry, and are guided to determine whether this is a career path they want to pursue. Students gain a basic understanding of the various departments and career skills necessary to work in the public transit industry.
Lecture Hours: 0.5 Lab Hours: 0 Repeatable: No Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

TRANS-011 - Commercial Drivers License Permit Preparation Units: 0.5
Students are introduced to the wide variety of professions available in the public transit industry, and are guided to determine whether this is a career path they want to pursue. Students gain a basic understanding of the various departments and career skills necessary to work in the public transit industry.
Lecture Hours: 0.5 Lab Hours: 0 Repeatable: No Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None
### SJCC Course Catalog

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRANS-012</td>
<td>- Mechanical/Electrical Aptitude for Transit Fleet Maintenance</td>
<td>0.5</td>
<td>Students study the basic mechanical and electrical aptitudes used in transportation fleet maintenance. Upon successful completion, students will gain knowledge of essential movement, electrical, tool, measurement, and testing concepts and terminology needed for a career in public transportation fleet maintenance.</td>
</tr>
<tr>
<td>VIET-001A</td>
<td>- Foreign Language Lab - Vietnamese 1A</td>
<td>0.5</td>
<td>The Foreign Language Laboratory/Humanities Lab supplements classroom instruction for VIET 001A. The students will use audio and video media as well as computer programs and the Internet to improve fluency, comprehension and written expression in the target language and explore cultural components related to the target language. This course is a corequisite for VIET 001A.</td>
</tr>
<tr>
<td>VIET-001B</td>
<td>- Elementary Vietnamese</td>
<td>5</td>
<td>Further development in a more intensive practice of the elementary skills of reading, oral, and written communication in Vietnamese language. Essential components include spelling, pronunciation, intonation, vocabulary, grammar, and syntax structure. The continuation of an introduction to Vietnamese literature and culture will also be examined.</td>
</tr>
<tr>
<td>VIET-001BL</td>
<td>- Foreign Language Lab - Vietnamese 1B</td>
<td>0.5</td>
<td>The Foreign Language Laboratory/Humanities Lab supplements classroom instruction for VIET 001B. The students will use audio and video media as well as computer programs and the Internet to improve fluency, comprehension and written expression in the target language and explore cultural components related to the target language. This course is a corequisite for VIET 001B.</td>
</tr>
<tr>
<td>VIET-010</td>
<td>- Vietnam, 1600 - 2000: Politics, Culture, and Society</td>
<td>3</td>
<td>This course provides an introduction to the political development of Vietnam, from 1600 to 2000, with special emphasis on 20th century politics. Major topics include the Trinh/Nguyen Wars and the expansion into southern Vietnam, the Tay Son Rebellion, the encounter between the Nguyen Dynasty and French imperialism, the consolidation of the French colonial state, the growth of Vietnamese nationalism and communism, the August Revolution, the first Indochina War, the separate states in North and South Vietnam, the Second Indochina War and the post-war era. Parallel with the political changes, this course will also study some of the economic and social changes in Vietnam during this period.</td>
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<td>TRANS-014</td>
<td>- Intro to Health and Safety in Transit Maintenance</td>
<td>0.5</td>
<td>Students study the fundamental principles of industrial health and safety in the transportation fleet maintenance workplace. The student will gain essential knowledge of safe work principles and practices needed to begin a career in transportation maintenance.</td>
</tr>
<tr>
<td>TRANS-101</td>
<td>- Foundation of Public Service for Transit Workers</td>
<td>2</td>
<td>This course introduces the student to the role of public transit agencies and the basic personal and interpersonal skills needed in serving the public. Upon successful completion the student will have the fundamental knowledge of personal and interpersonal skills needed for an entry level position in transportation operations. The lab will provide hands-on opportunities for the students to apply learned skills in a range of operational duties.</td>
</tr>
<tr>
<td>VIET-001A</td>
<td>- Elementary Vietnamese</td>
<td>5</td>
<td>With intensive practice students will learn the elementary skills for oral and written communication in Vietnamese language. Essential components include pronunciation, vocabulary, grammar and syntax, cultural backgrounds and an introduction to Vietnamese literature and culture. This course corresponds to two years of high school study.</td>
</tr>
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<td>5</td>
<td>Further development in a more intensive practice of the elementary skills of reading, oral, and written communication in Vietnamese language. Essential components include spelling, pronunciation, intonation, vocabulary, grammar, and syntax structure. The continuation of an introduction to Vietnamese literature and culture will also be examined.</td>
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</table>
VIET-090A - Conversational Vietnamese  Units: 3
This course is designed for students desiring a basic, practical conversational approach to the Vietnamese language. It emphasizes oral communication skills (listening and speaking) practice by providing students with simple vocabulary, sentence patterns dealing with everyday life from both learning materials and real situations.
Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

VIET-090B - Conversational Vietnamese  Units: 3
This course is a continuation of VIET 090A, designed for students desiring a broader, deeper, conversational approach to the Vietnamese language. It is focused on more intensive oral and written communication skills practice, leading to the development of an ability to use as much as possible the target language in everyday conversation.
Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: L
Prerequisite: VIET 090A with C or better

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

VIET-098 - Directed Study  Units: 0.5 - 9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: 0  Lab Hours: 1.81  Repeatable: 17  Grading: O

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

Work Experience

WE-088A - General Work Experience  Units: 1 - 6
General Work Experience Education is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience need not be related to the students' educational goals, and can be paid or unpaid. Each unit of credit awarded requires 75 hours of paid employment, or 60 hours of unpaid employment. A maximum of 6 units of General Work Experience credit may be earned. Internship/job placement is not guaranteed.
Lecture Hours: 1 - 6  Lab Hours: None  Repeatable: 5  Grading: O
Corequisite: 1. Need not be enrolled in any other class during the semester besides Work Experience.
2. Must be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
Chapter 9 — The Student’s Right To Know!

Academic Freedom

Instructors have the right to study and investigate, interpret their findings and express resulting conclusions to students. Instructors have the responsibility to be thorough in their investigations and to draw conclusions supported by the findings. Because human knowledge is limited and changeable, the instructor may present views which are controversial and evaluate opinions held by others while simultaneously respecting the right of their free expression. (Board Policy 4030)

Students

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. (Board Policy 4030)

Academic Renewal by Repetition

Students may repeat any course, two times, in which they have received a “D” or “F” grade at this or another institution. The lower of the first two grades shall not be used in calculating the student’s GPA.

No student may repeat a course in which a final grade of “C” or “P” or better has been received unless the catalog entry with the course title indicates that credit may be earned more than once. Students’ transcripts will show the grades for all courses taken.

Action Gathering

Action gatherings on campus shall be confined to places, times and manner consistent with the orderly conduct of the college and the free flow of traffic. Requests for approval of such gatherings shall be made to the Director of Campus Life. Costs may be assessed to the sponsoring group for any additional services needed.

Auditing

Auditing of classes is not permitted. All students must be registered, and all fees paid prior to attending any class.
Chapter 9 — The Student’s Right To Know!

**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, 1st floor, Student Center. Access to the report is also available online at www.sjeccd.org/srtk/security.pdf.

**Disabled Students Program**

**Background**

The Americans with Disabilities Act (ADA) is a civil rights statute that prohibits discrimination against people with disabilities. This protection is similar to that given to women, minorities, and others through the Civil Rights Act of 1964. Protected are an estimated 43 million Americans with disabilities that substantially limit activities such as working, walking, talking, seeing, hearing, or caring for oneself. People who have a record of such an impairment and those regarded as having an impairment are also protected. This federal legislation prohibits discrimination based on disability, with the intent that our nation benefit from the skills and abilities of all individuals and increase their opportunities for self-sufficiency.

**Student Rights**

Students have the following rights under Section 504 of the 1973 Rehabilitation Act, as revised (29 U.S.C. 794), The American Disabilities Act 28 CFR 35.102-35.104, CA Assembly Bill 803 Government Code Section 11135 et. seq., and Title V, section 56008 of CA Education Code.

- Right to voluntary participation in the Disabled Students Program & Services (DSP&S).
- Right to confidentiality and protected disclosure of student records.
- Right to access to college classes, programs, activities, services and facilities to facilitate learning. The college will make every reasonable effort to provide access.
- Right to access information in the student’s preferred mode, i.e. Braille, verbal transcription, sign language, etc.
- Deaf students have the right to an interpreter with whom they have clear communication.
- Right to an integrated setting to be with other students who are not disabled.
- A right to request an appropriate accommodation to facilitate participation in class and campus activities.
- Right to protection against discrimination based on association with a person with a disability. As a friend or companion of a student with a disability, a student should not be treated differently from other students who are non-disabled.
- Right to safety requirements based on actual risks, not speculation or stereotype.
- A right to participate in campus activities, class demonstrations, or laboratory experiments to the extent that a disability does not pose a risk to the student or to other students.
- Right to request academic adjustments to facilitate student participation in class work and campus activities.
- Right to modification in policies unless the modification fundamentally alters the nature of the services or activities. The student has the right to request changes in class or campus policies to facilitate the student participation in class and campus activities. Request will be evaluated in terms of how the modification might affect course standards.

If a student feels that he/she is the target of discriminatory treatment, the student can file a complaint with the section 504/Americans with Disabilities Act Coordinator.

Contact Person: Dr. Jim Williams, Vice President of Administrative Services
Phone: (408) 223-3723
Location: Business Services Office, B101
Hours: Monday – Friday, 8 a.m. – 5 p.m.

**Student Responsibilities**

- To provide DSP&S documentation of disability.
- To request accommodations and access to college classes, programs, activities, services, and facilities in timely manner.
- To use accommodations appropriately.
- To notify DSP&S approximately 24 hours in advance for planned absences from classes where services are being provided, i.e. interpreters, readers. Failure to notify DSP&S may result in discontinued services.

**Determining Need**

Students who need academic adjustments must meet with Disabled Students Program and Services staff members to complete an application form, determine educational limitations and
services needed, and complete a student educational contract. The DSP&S Student Handbook names the accommodations the college can arrange and specifies the process for requesting them.

CONTACT THE DSP&S OFFICE

The faculty and staff of the Disabled Students Program and Services Office are available for consultation on any questions you may have related to accommodation for a disability. The highest standard of confidentiality is maintained. The ADA coordinator is also available to answer questions about the Americans with Disabilities Act.

TTY Phone Numbers

ADA Coordinator (Human Resources) .................. 531-1508
Adjunct ASL Instructors ................................. 292-0988
Associated Students/Office of
Student Life .................................................. 286-9025
Child Development Center .............................. 287-7240
Counselor for the Deaf ................................... 294-3447
Disabled Student Program ............................... 294-3447
District Police .............................................. 238-7613
Interpreter Coordinator ................................. 995-5594
Library ....................................................... 993-0534
Pay Phone - Student Center ............................. 947-9317
TTY Relay Operator (outside line) ....................... 711

Questions about TTY numbers, please contact the Disabled Students Program, 288-3746.

DISTRIBUTION OF NON-COLLEGE PUBLICATIONS

No bulletin, circular, advertisement, film or publication of any character shall be distributed, sold or displayed on the San José/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 Office of Student Life. 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 Office of Student Life.

DRUG FREE WORK PLACE

San José/Evergreen Community College District (SJ/ECCD) maintains standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees at the District or at any District activity. The standards of conduct are more fully set forth in the following:

- Board Policy 1530, Drug Free Work Place
- Board Policy 5040.3, Standards of Student Conduct
- Education Code Sections 87732, 87735 and 87736
- Education Code Sections 25658, 25658.5

San José/Evergreen Community College District will seek sanctions on students and employees, up to and including recommendations for expulsion or dismissal from employment and referral for prosecution, for violations of the standards of conduct.

Criminal sanctions for the unlawful possession or distribution of illicit drugs and alcohol include the following:

- Imprisonment in a State prison for possession of specified controlled substances, including opium derivatives and cocaine (Health and Safety Code Section 11350).
- Imprisonment in a State prison for two to four years for possession for sale of specified controlled substances, including opium derivatives and cocaine (Health and Safety Code Section 11351).
- Imprisonment in a state prison for three to five years for possession for sale of cocaine base (Health and Safety Code Section 11351.5).
- A fine of not more than $100 for possession of less than 28.5 grams of marijuana; imprisonment in a county jail and/or fine of $500 for possession of more than 28.5 grams of marijuana; imprisonment in a county jail and/or fine of not more than $500 or imprisonment in a state prison for possession of concentrated cannabis (Health and Safety Code Section 11359).
- Imprisonment in a state prison for possession for sale of marijuana (Health and Safety Code Section 11359).
- Misdemeanor penalties for possession, sale or distribution of alcoholic beverages on school property (Business and Professions Code Section 25608).
- Misdemeanor penalties for sale or furnishing alcoholic beverages to minors (Business and Professions Code Section 25658).
- Fines for attempt to purchase alcoholic beverages by persons under the age of 21 (Business and Professions Code Section 25658.5).

MATRICULATION

DEFINITION

Matriculation is a state-mandated program designed to assist students in accomplishing their educational goals. It is an agreement between the college and the student.

San José City College agrees to provide an organized process of admission, orientation, assessment, counseling and student progress follow-up. The students agree to declare a specific educational objective, attend class regularly, complete assigned course work and maintain satisfactory progress toward the achievement of their educational plans.
GOAL

The primary goal of matriculation is to increase student success through institutional effectiveness. Success is measured by the attainment of student educational objectives. Matriculation is a coordinated process:

1. Assisting students to make wise educational choices concerning the programs and courses to pursue based upon clear and sensitive appraisals of their skills, interest and aptitudes in relation to the programs and courses offered.

2. Enabling students to complete with satisfactory grades the units they attempt and to persist from semester to semester.

3. Identifying the support services that students need to succeed and referring students to college and community resources to meet those needs.

4. Strengthening student motivation to succeed through the above and providing frequent feedback and encouragement.

ACTIVITIES

Admission: Students utilize online, mail-in, telephone, 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 information sessions, orientations, schedules, career and transfer planning guides, catalogs, mailings, brochures, Web sites, and newsletters.

Assessment: Students are evaluated for current skill levels in reading, writing and math. District-approved, no-cost assessment instruments are used, and feedback is provided. Various assessment times and locations are available for accessibility. Career interest inventories and other specialized testing tools are available in the Career/Transfer Center.

Counseling: Students meet with educational counselors through walk-in and personalized appointments. Students learn about educational options including associate degrees, certificate programs, enrichment courses and weekend offerings. Counselors assist students in identifying their educational goals and in developing individualized plans to achieve them.

Student Progress follow-up: Students excelling in their course work are notified of honor lists and scholarships. Students encountering academic difficulties are referred to appropriate college services by counselors, instructors and staff members. Students having special needs are directed to additional follow-up resources within the college and community.

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, 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 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 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 José/Evergreen Community College District adopts the following in order to provide for the establishing, reviewing, and challenging of prerequisites, corequisites, advisories on recommended preparation and certain limitations on enrollment in a manner consistent with law and good practice.

A student may challenge any prerequisite or corequisite on one or more of the grounds listed below. The student shall bear the initial burden of showing that grounds exist for the challenge. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll in the course or program in question. Grounds for challenge are:

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

PROCESS:

Students who believe that they have completed the prerequisite(s) or corequisite(s) for a course listed in the schedule of classes or catalog for any of the reasons should do the following:

• Complete a Prerequisite Challenge form available at the Counseling Office;
• Make an appointment to see a counselor to help you review your experience and guide you in the challenge process. If the counselor cannot make a determination about your experience, he or she will refer you to the instructional dean who supervises the area in which you wish to take the course;
• If there are any unresolved issues after you meet with the instructional dean, you may present your case to the Vice President of Academic Affairs.
• When space is available in a course when a student files a challenge to the prerequisite or corequisite, the college shall reserve a seat for the student and allow the student to enroll in the course if the challenge is successful.

Nondiscrimination Statement

It is the policy of this District that, unless specifically exempted by statute, every course, course section or class, the Full Time Equivalent Students (FTES) of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College(s) and who meets such prerequisites as may be established pursuant to Title 5 of the California Administrative Code, commencing with section 58100.

San José/Evergreen Community College District does not discriminate on the basis of race, religion, color, ethnic group identification, gender, national origin, age, marital status, sexual orientation, organizational affiliation, political beliefs, veteran status, language, accent, immigration status, ancestry, transgender, or physical or mental disability. The lack of English language skills will not be a barrier to admission to or participation in vocational education programs. SJ/ECCD is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as amended, Sections 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. For further information, please contact the Equal Employment Opportunity Officer at either San José City College or Evergreen Valley College.

Students who believe that they have been discriminated against should contact one of the following offices for specific information:
CHAPTER 9 — THE STUDENT'S RIGHT TO KNOW!

Campus Diversity and Americans with Disabilities Act Coordinator:
Dr. Romero Jalomo, Dean of Counseling, Matriculation, Retention & Support Programs
Student Center
Telephone: (408) 288-3129

Title IX and Gender Equity Coordinator:
Dr. Elaine Burns, Vice President of Student Services
Student Center
Telephone: (408) 288-3146

Disabled Students Program:
Karen Pullen
Coordinator, Disabled Students Program
Student Center
Telephone: (408) 288-3747

NONSUMING POLICY

San José/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 records of the College are held as confidential, and no information regarding a student will be released without prior written authorization from the student. Parents and legal guardians of unmarried minors must also obtain written consent from the student. Federal and State laws do make exceptions, giving certain persons the right of access to records without prior written consent, provided there is sufficient reason to see those records. The exceptions are:

1. College officials, including teachers, counselors, and counseling interns, if that person has a legitimate educational interest to inspect a record.
2. Authorized representatives of the Comptroller General of the United States, the Secretary of the Department of Education, the administrative head of an education agency, State Education officials or their respective designees or the U.S. Office of Civil Rights.
3. Officials authorized to review records in conjunction with a student’s application for, or receipt of, Financial Aid.
4. Officials of schools in which the student may plan to enroll, provided that the student receives a copy of this record if desired.
5. Officials of government authorized to subpoena records, provided that there is a reasonable attempt to notify the student when such records are subpoenaed.

A record of access of all persons in categories 2, 3, 4 and 5 is maintained in the student’s file folder. No other person may obtain information about a student without the student’s written consent.

Statistical information concerning the student body which contains no personally identifiable data is made available to the public in various forms. The College also makes available to the public the names of students who are graduating, the names of students who are placed on the “Honor’s List,” and participants in athletic events unless students request, in writing to the Director of Admissions 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 José/Evergreen Community College District is committed to maintaining an environment free of sexual harassment and all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware both that the district is concerned and prepared to take action to prevent and correct such behavior, and that individuals who engage in such behavior are subject to discipline. The district is committed to following the provisions of federal and state laws prohibiting sexual harassment or discrimination in employment and educational programs and services, without regard to race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, political beliefs, organizational affiliation, sexual orientation, gender, or age.

DEFINITION

Unwelcome sexual advances, requests for sexual favors, and other verbal comments or conduct of a sexual nature shall constitute sexual harassment when:

• Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that student or employee, including, but not limited to, the individual’s academic or work evaluation; or
• Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic or work performance by creating an intimidating, hostile, or offensive academic or work environment. (Title IX of the Education Amendments of 1972).

Sexual harassment and discrimination may consist of verbal, written or physical contact of a sexual nature which:

• Is conditioned upon an employment benefit or an educational outcome
• Unreasonably interferes with an individual’s work performance, educational objectives, academic or other educational performance
• Unreasonably interferes with employment practices including but not limited to hiring or any other term, condition, or privilege of employment or academic performance; is used as a basis for educational decisions affecting the individual’s submitting to or rejecting the harassment or discrimination
• Creates an intimidating, hostile, or offensive working or learning environment (EEOC, 1990, Guidelines on Discrimination Because of Sex, CA Education Code 212.5, Title IX)

Forms of Harassment include the following:

• Derogatory posters, notices, or other forms of written materials, such as letters, photographs, or drawings
• Repeated leering or sexually aggressive gestures which the alleged perpetrator knows are unwanted by the person(s) at whom they are directed
• Unwelcome sexual advances (CA Education Code, 212.5, Title IX)
• Requests for sexual favors (CA Education Code, 212.5 Title IX)
• Any behavior, standards, criteria, or methods that limit, segregate, or classify any individual because of gender, sexual orientation, or physical appearance (CA Education Code, 230)
• Barriers that impede accessibility to programs, services, or facilities (CA Education Code, 230)

The District recognizes that confidentiality is important to all parties involved in a sexual harassment/discrimination investigation. To the extent possible, the confidentiality of the complainant, respondent and witnesses shall be protected. Individuals interviewed in accordance with these policies are directed to assist in maintaining such confidentiality.

The District shall not tolerate retaliation against any individual for initiation, pursuit or assistance with a complaint of sexual harassment/discrimination. Any individual who retaliates against any District employee and/or student in violation of the policy may be subject to disciplinary action. Any individual who believes that she/he has been a victim of sexual harassment/discrimination may file a complaint under the District’s Procedure for Resolution of Discrimination/Harassment Complaints within one year of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts of the sexual harassment/discrimination incident.

Each campus is responsible for identifying a Title IX officer. An individual may file a sexual harassment or sexual discrimination complaint with the campus Title IX officer, who will notify the District Affirmative Action Officer of all claims of sexual harassment or discrimination at the time the complaint is received. An individual may also file a complaint of illegal harassment or discrimination with the Office of Civil Rights, United States Department of Education, 1275 Market Street, 14th Floor, San Francisco, CA 94103, at the time of filing a complaint with the campus Title IX officer, during, or after use of the campus sexual harassment or discrimination complaint process, or without using the campus sexual harassment or discrimination complaint process at all.

A complaint filed with the Office for Civil Rights must be put in writing no later than 180 days after the occurrence of the possible harassment or discrimination.

The District shall notify employees, students and the public of this sexual harassment and sexual discrimination policy and of the procedure for investigation of complaints.

**POLICY ON CONSENSUAL RELATIONSHIPS**

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

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

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

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

**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 Director of Student Life. 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 Director of Student Life.

Regardless of affiliation, any group selling items or services on campus will be considered a vendor and will be required to follow vendor policy.

Nothing in this policy shall be interpreted as restricting normal business transactions with the bookstore, cafeteria, school newspaper, or District business office or with book company representatives.
STANDARDS OF STUDENT CONDUCT

Students and visitors to San José City College and Evergreen Community College are expected to adhere to academic and behavioral Standards of Student Conduct.

Academic standards include honesty, satisfactory academic performance, and regular attendance.

Behavioral standards include showing mutual respect to students and college staff and adherence to District/College rules and regulations and State/Federal laws.

By following these standards, students will conduct themselves in a manner that fosters a positive learning and working environment for students and staff, maintains order on the campus, and protects the rights of the individual and the interests of the District. Violation of these standards on District-owned or controlled property, or at a District-sponsored activity, could result in the consequences outlines in this section. Decisions will be made based on factual information in accordance with due process procedures as outlined by the College and the California Education Code.

ACADEMIC STANDARDS

Violations

- Altering grades
- Altering or forging college documents, records, or identification
- Copying from someone’s test or allowing someone to copy your test
- Copying from an author’s work without giving credit (plagiarism)
- Doing an assignment (e.g., a term paper or essay) for another student or asking, paying, bribing, or black mailing someone to do an assignment for you
- Sitting in for someone in class or on a test or having someone sit in class for you if not authorized by the instructor
- Submitting work previously presented in another class if not authorized by the instructor
- During an exam, using or consulting other test or course material not authorized by the instructor
- Possession of an examination or materials not authorized by the instructor.

Consequences may include one or more of the following actions by appropriate college officials as shown 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”, “NC” and/or “NP”
  Consequence: Progress Probation
- Cumulative GPA of less than 2.0 in the next terms of enrollment after being placed on Probation.
  Consequence: Academic Dismissal
- 50% or more of units attempted recorded as “I”, “W”, “NC” and/or “NP” in the next two subsequent terms of enrollment after being placed on Probation.
  Consequence: Progress Dismissal
- Consistent failure to submit or perform assigned work
  Consequence: Dismissal from the class or college

ATTENDANCE

Standards and Consequences

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

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. Wilful 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, whenever possible, 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 José/Evergreen Community College District is committed to fostering a safe, positive learning environment where students can pursue their educational goals and participate in college-sponsored activities that promote intellectual growth and personal development. To this end, students are provided protection and due process of their individual rights against unfair and improper action by any member of the district community.

If a student believes that he/she has been subjected to unjust action or denial of his/her rights under District/College rules and State/Federal laws, he/she will be given an opportunity to seek resolution through use of the Student Grievance Complaint Procedure. A grievance may be initiated by a student against: a) another student, b) a faculty member, c) an administrator, d) a member of the classified staff or e) board member, for the following reasons:

1. Imposition of a sanction (violation of academic standards, academic performance, and behavior standards along with the consequences outlined) without due process.
2. Violation of student’s rights according to the “Student and College Rights and Responsibilities,” (included in District policy pending board approval).
3. Violation of “Standards of Student Conduct.”
4. Violations of rights as enumerated in State/Federal laws, including but not limited to:
• Federal and State Constitution
• California Education Code
• Title V - Calif. Code of Regulations
• Title VII of the Civil Rights Act of 1964, and Section 12940 Et. Seq. of California Government Code, which prohibits discrimination on the basis of sex, race, color, or national origin
• Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex
• Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability
• Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability
• The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age
• California Labor Code, Section 1102.1, which prohibits discrimination based on actual or perceived sexual orientation

STUDENT 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.

STUDENT-RIGHT-TO-KNOW COMPLETION AND TRANSFER RATES FOR FALL 2005 COHORT

Completion Rate: 20.47%
Transfer Rate: 19.47%

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2004, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed above. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became ‘transfer prepared’ during a three year period, from Fall 2004 to Spring 2007. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered ‘transfer-prepared’. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming ‘transfer-prepared’ during a five semester period, from Spring 2005 to Spring 2007, are transfer students.
Adamczeski, Madeline (1999) – Chemistry
B.S., Ph.D., University of California, Santa Cruz

Ahlberg, David (1991) – Mathematics
B.S., University of Wisconsin; M.S., Carnegie Mellon University

Annilta-Suarez, Carina (2005) – Biological Science
B.S., University of Pacific; M.A., Sonoma State University

Banks, Roxie (2003) – Cosmetology
A.S., San José City College; B.S., University of Phoenix

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

Berke, Michael (2001) – Foreign Language (French)
B.A., M.A., University of California, Santa Barbara

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

Blair, Rufus (2008) – Sign Language
B.A., San José State University

Breheny, Jessica (2006) – English
B.A., San Francisco State University; M.A., State University of New York; Ph.D., University of California, Santa Cruz

Burke, Michael L. (2007) – President
B.A., M.A., University of Houston; Ph.D., University of Texas

Burns, Marie-Elaine (2005) – Vice President of Student Affairs
B.A., San Francisco State University; M.S., Ed.D., Pepperdine University;

Cabrera, Jose (2007) – Chemistry
B.A., California State University - Los Angeles
M.S., University of California, Irvine

Cao, Dongmei (2003) – English/ESL
M.A., University of Texas, Pan-American; M.A., Hunan Teaching Institute

Carr, Percy (1975) – Physical Education/Basketball Coach
B.A., M.A., Fresno State University

Castilla, Guillermo (2005) – Mathematics
B.S., National University of Mexico; M.A., University of California, Berkeley; Ph.D., University of California, Los Angeles

Chang, Janet C. (1999) – Director, Student Health Services
B.S., M.S., San José State 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
(ABJ Students) Physical Education
B.A., San Diego State University;
M.A., Pepperdine University;
Certified Corrective Therapist

Coohara, Graciela (2005) – Mathematics
B.S., Universidad Nacional de Mar del Plata, Argentina; M.S., San José State University

Connolly, Kieron (2000) – Air Conditioning & Refrigeration
Electronic Engineering NCEA, Department of Education
Cork Institute of Technology, Ireland

Connor, Carlton (2007) – Physical Education/Football Coach
B.S., San José State University

Conroy, Mary (1985) – Psychology
B.A., City College of New York; M.A., University of Minnesota; Ph.D., Stanford University

Covarrubias, Jesus (1997) – Social Sciences
B.A., University of California, Berkeley; M.A., Stanford University

Crawford, Marylin (2001) – Counselor/Coordinator, WIN
B.A., San José State University;
M.A., University of California, Santa Cruz

Cruz-Johnson, Celia (2001) – Reading
B.A., M.A., InterAmerican University of Puerto Rico

Cox, Summer (2007) – Counseling
B.A., University of California, Berkeley
M.A., Stanford University
M.A., San José State University

Datta, Sanhita (2008) – Biology
B.S., M.A., University of Calcutta
M.A., Eastern Illinois University
Ph.D., Drexel University

D’Eliscu, Peter (1996) – Biology
B.S., University of California, Irvine;
M.A., San José State University;
Ph.D., University of Arizona

Del Rio, Patricia (2009) – Metas Program Director
B.A., California Polytechnic University, Pomona
M.S., University of San Francisco

Del Rosario, Eugenia (2006) – Cosmetology
Cosmetology Certificate and License

Divinia, Michael (1986) – Mathematics
A.B., Dickinson College;
M.S., Ph.D., University of Rochester

Ferrell, Linda (1999) – Accounting
B.A., University of California, Davis;
M.B.A., Santa Clara University

Frazier, Christopher (2001) – Mathematics
B.A., M.A., University of California, Santa Cruz

Frey, Kevin (1990) – Music/Humanities
B.M.E., Iowa State University; M.M., University of Colorado

Froody, Marc (1997) – Physics
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

Gamez, Rebecca (2005) – Foreign Language (Spanish)
B.A., University of Notre Dame;
M.A., University of Texas, Austin
Gaydos, Beth (1993) – Biological Science
  B.A., University of California, Santa Cruz;
  M.A., San Jose State University

Gerster, Patrick (1998) – Dean, Humanities & Social Sciences
  B.A., College of St. Thomas;
  M.A., Ph.D., University of Minnesota

Gonzalez, Fabio (2007) – Counseling
  B.A., M.A., San Jose State University

Gregor, Michelle (2002) – Art/Ceramics
  B.F.A., University of California, Santa Cruz;
  M.F.A., San Francisco State University

Gutierrez, Suzanne (1986) – Psychology
  B.A., M.A., San Jose State University;
  Ph.D., The City University, London, U.K.

Hanson, Kathleen (1989) – English as a Second Language
  B.A., St. Louis University;
  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

Ho, Mai Le (2001) – Ethnic Studies
  B.A., University of California, Davis;
  M.S.W., University of California, Berkeley

Honesto, Sandra (2005) – Cosmetology
  Cosmetology Certificate and License

Huntze-Rooney, Deborah (1991) – Physical Education/
  Women's Softball Coach
  B.A., Chico State University;
  M.Ed., Azaa Pacifc University

Ibarra, Rufino H. (1985) – Physics
  B.S., University of Philippines;
  Ph.D., University of Minnesota

Inguito, Kevin (2007) – English
  B.A., San Francisco State University
  M.F.A., University of Iowa

Jalomo, Romero (2008) – Dean of Counseling, Matriculation, Retention, and
  Student Support
  B.A., California State University, Chico
  M.A., California State University, Dominguez Hills
  Ph.D., Arizona State University

Johnson, Alan (2005) – Administration of Justice
  B.S., M.S., San Jose State University;
  M.A., Cal Poly Pomona

Kauffman, Jerry (2005) – Construction Technology
  A.S., Evergreen Valley College
  B.A., San Jose State University

Kendrick, Eleanor (1981) – Mathematics
  B.S., University of Florida;
  M.A., San Jose State University

King, Joseph T. (1991) – Librarian
  B.A., University of California, San Diego;
  M.L.S., University of California, Los Angeles

Kozlowski, Heidi (2002) – English
  B.A., Washington State University;
  M.A., University of Idaho, Moscow

Lahai, Momoh (1998) – Business
  B.A., San Jose State University

Lazik, Iyun (2001) – Chemistry
  B.S., Lander University;
  Ph.D., Clemson University

Ledesma, Elena (2007) – Counseling
  B.A., California State University, Long Beach
  M.A., San Jose State University

Ledesma, Gary (2001) – Counseling
  B.A., San Jose State University;
  M.A., Santa Clara University

Levesque, Ronald (1990) – English as a Second Language
  B.A., University of Connecticut;
  M.A., Southern Illinois University

Levinson, Melanie (1999) – English
  B.A., University of California, Riverside;
  M.A., University of California, Irvine;
  Ph.D., Pennsylvania State University

Liem, Henry (1999) – Philosophy
  B.S., Oklahoma State University;
  M.P.A., University of Texas, Austin;
  M.A., San Jose State University;
  J.D., University of California, Berkeley

Lipilina, Yelena (2005) – Esthetics
  B.A., University St. Petersburg, Russia

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., Jawaharal Nehru University (India);
  Ph.D., Miami University – Ohio

Mansfield, Stephen (2003) – Air Conditioning and Refrigeration
  Certificate, San José City College

Martin, Leandra (1997) – Dean, Mathematics and Science
  B.S., Arizona State University;
  M.S., Iowa State University
  Ed.D., University of San Francisco

Martinez, Maricela (1998) – Counseling/Puente Program
  B.A., Northridge State University;
  M.A., San Jose State University

Mathias, Eve B. Page (1992) – Art/Humanities
  B.A., Boston University;
  M.A., M.F.A., San Jose State University

McCallum, Leslyn (2005) – Communication Studies
  B.A., Humboldt State University;
  M.A., University of Nevada, Reno

McElroy, Daniel (1985) – Computer Information Systems
  B.S., Weber State College

Mendoza, Donna (1990) – Theater Arts/Humanities
  A.B., University of California, Berkeley;
  M.A., Ph.D., University of California, Santa Barbara

  A.A., Cabrillo College;
  B.S., San Francisco State University;
  M.L.S., San Jose State University

Muench, Margaret (1980) – Reading/Writing
  B.A., University of California, Santa Barbara;
  M.A., University of California, Los Angeles

Nassab, Renza (2008) – Cosmetology
  B.S., Almeda College and University

Newton, Mark A. (1993) – Biological Science
  A.B., University of California, Berkeley;
  Ph.D., Arizona State University

Ngo, Tuan (2005) – Counseling
  B.S., University of California, Davis;
  M.S., San Francisco State University;

Nguyen, Kim Loan (2007) – Chemistry
  B.S., University of California, Berkeley
  Ph.D., University of California, Los Angeles

Nguyen, Patricia (1980) – English as a Second Language
  B.A., M.A., Southern Illinois University

Oberg-Hearn, Terri (1989) – Physical Education/Women’s
  Basketball Coach
  B.S., Fullerton State University;
  M.A., San Jose State University
Pio, Wendy (2005) – Dental Assisting
A.A., San José City College

Poindexter, Lucy (1999) – English
B.A., University of California, Santa Barbara;
M.A., San Jose State University;
M.S., National University

Potterton, James (1980) – Psychology
B.A., Webster College;
M.A., Southern Illinois University;
Ph.D., University of California, Santa Barbara

B.A., M.A., Fresno State University

Pullen, Karen (1999) – Counselor/Coordinator, Disabled Students Program
B.S., Ball State University;
M.A., New York University

Quach, Tin (1996) – Mathematics
B.A., Fresno State University;
M.A., University of California, Riverside

Rafat, Tait (2006) – Physical Education/Volleyball Coach
B.S., University of Nevada;
M.S., Nova Southeastern University, Florida

Ramirez-Bost, Carol (1997) – Cosmetology
Cosmetology Certificate and License

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

Reyes, J. Arturo (2009) – Vice President, Academic Affairs
B.A., M.A., California State University - Sacramento

Sanchez, Laura (1996) – Dental Assisting
B.A., M.A., John F. Kennedy University

Santos, Priscilla (1990) – Counseling/Guidance
B.A., M.A., San Jose State University;
Ed.D., University of San Francisco

B.A., M.A., San Jose State University;

Schirmacher, Robert (1987) – Child & Family Studies
B.A., Michigan State University;
M.A., University of Detroit;
Ph.D., University of Illinois

Shakarchi, Joseph (2007) – English
B.A., Brooklyn College
M.A., City College of New York

Shelton, Merylee (1988) – Communication Studies
B.A., Creighton University;
M.A., San Francisco State University

Simonson, Novella (1990) – English/English as a Second Language
B.A., M.A., San Jose State University

Skulte, John (1990) – English/English as a Second Language
B.A., Brooklyn College;
M.A., Ph.D., Indiana University

Smay, Jessica (2006) – Physical Sciences
B.A., Pomona College;
M.S., University of California, Santa Barbara

Sola, Marc (2006) – Counseling
A.A., Pasadena City College;
B.A., University of California, Los Angeles;
M.S., San Francisco State University

Solem, Cynthia (1996) – English as a Second Language/English
B.A., University of Wisconsin;
M.A., San Francisco State University

Soman, Anuradha (2000) – Mathematics
B.S., M.S., Karnataka University, Dharwar, India;
M.A., Stanford University

Song, John (1993) – Chemistry/Physical Science
B.S., Mount Union College;
Ph.D., Michigan State University

Sukuta, Sydney (2000) – Laser Technology/Physics
B.S., University of Arizona;
M.A., Fresno State University;
Ph.D., University of Nevada, Reno

B.A., University of California, Davis;
M.A., San Jose State University

Torres, Hugo (2008) – Cosmetology
Cosmetology Certificate and License

Tran, Angela (2000) – Mathematics
B.A., M.S., San Jose State University

Tran, Doriann (2005) – Counseling
B.A., University of California, San Diego;
M.Ed., University of California, Los Angeles;
P.P.S. credential, San 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

Ulate, Isai (2007) – Machine Technology
B.S./B.A., M.B.A., University of Phoenix

Vujjeni, Kishan (1990) – Dean, Business & Service Careers
M.S., Northern Carolina Agricultural and Technical State University;
M.S., Jackson State University

Cosmetology Certificate and License

White, Khalid (2008) – Afro-American Studies
B.A., Morehouse College
M.A., Harvard University

Williams, James E (2008) – Vice President, Administrative Services
B.S., Long Beach State University
M.S., Golden Gate University
Ed.D., University of LaVerne

Wilson, Patricia (1976) – Dental Assisting
B.A., Saint Mary’s University

Wing, Robert (1996) – Librarian
B.S., University of California, Davis;
M.L.S., San Jose State University

Yancey, David (1981) – Administration of Justice/History/Political Science
B.A., Sacramento State University;
M.A., San Jose State University

Young, Carole (1990) – Counseling/Guidance
B.A., M.A., San Jose State University

Youngblood, Sharon (1987) – Business/Accounting/Computer Applications
B.A., San Jose State University;
M.A., United States International University
CHAPTER 11 — CLASSIFIED STAFF

CLASSIFIED STAFF

Ahmed, Adil ........................................... Staff Accountant
WIN Program

Amador, Frank .................................... Admissions and Records Coordinator I
Admissions and Records

Barnes, Brenda .................................... Evaluations Specialist
Admissions and Records

Borella, Diane .................................... Instructional Support Assistant, Lab Lead
Language Arts

Bryan, Rosemarie ................................. Instructional Assistant II
Counseling and Student Services

Caldwell, Julinda ................................. Senior Division Administrative Assistant
Counseling and Student Services

Calvillo, Fidel .................................... Staff Assistant I
EOP&S

Canales, Jessica ................................. Staff Assistant III
EOP&S

Carrillo, Sharon ................................ Library Technician III
Library

Chen, Kimberly ................................. Instructional Support Assistant I
Disabled Students Program

Coletto, Patricia ................................. Articulation Specialist
Counseling and Student Services

Cruz, Elena ........................................ Child Development Specialist I
Child Development Center

Cuen, Colleen ..................................... Program Assistant
Athletics

Dominguez, Estella .............................. Instructional Support Assistant, Lab Lead
Mathematics and Science

Dowden, Peggy ................................. Instructional Support Assistant II
Counseling and Student Services

Elam, Vicki ........................................ Program Assistant
Academic Senate

Espino, Corinne ................................. Administrative Secretary
Office of Vice President for Academic Affairs

Esquivel, Carla ................................ Staff Assistant II
Special Programs

Ettinger, Faith ................................. Senior Division Administrative Assistant
Counseling and Student Services

Francisco, Judith .............................. Library Assistant
Library

Franklin, Debra ................................. Senior Library Technician
Library

Frederick, Tasha ............................... Outreach/Recruitment Specialist
Special Programs

Fukuman, Joyce ................................. Instructional Lab Technician II
Construction

Geer, Bruce ....................................... Network Technician
Technology Services

Gheibi, Peiman ................................. Instructional Support Coordinator
Mathematics and Science

Gonzales, Virginia ............................. Evaluations Specialist
Admissions and Records

Gonzalez, Maria ................................. Job Developer/Placement Officer
WIN Program

Gonzalez, Sandra ................................. Senior Division Administrative Assistant
Business and Service Careers

Green, Jennifer ................................. Schedules and Catalog Technician II
Office of Academic Support

Greene, Patricia ................................. Job Developer/Placement Officer
WIN Program

Gutierrez, Robert .............................. Instructional Support Assistant, Subject Lead
Language Arts

Guzman, Debra ................................. Interim Coordinator I
Admissions and Records

Hager, Robert ................................. Network Technician
Technology Services

Hager, Susan ................................... Curriculum Specialist
Office of Academic Support

Harris, Veronica ............................... Academic Advising Specialist
Special Programs

Heemskerk, Michele ........................ Instructional Lab Technician III
Special Programs

Hoffman, Heidi ................................. Accounting Technician
Student Accounts

Jimenez, Linda ................................. Staff Assistant
Puente Program

Jimenez, Margarita ........................... Puente Program Specialist
Puente Program

Lai, UC ........................................ Laboratory Clerk
Language Arts

Lam, Nam ......................................... Instructional Support Assistant, Subject Lead
Business and Service Careers

Little, Lisa ..................................... Health Services Assistant
Health Services

Lopez, Janeth (Andrea) ................. Senior Division Administrative Assistant
Special Programs

Lugo, Joe .................................... Instructional Support Assistant, Subject Lead
Business and Service Careers

Lynch, Beverly ................................. Program Specialist
VT/EA

Macias, Isabel ................................. Executive Secretary
President's Office

Mandyam, Srinivasan ......................... Web and Distance Education Technician
Campus Tech Support

Markevitch, Alla .............................. Program Assistant
WIN Program

Marroquin, Lina ................................. Instructional Lab Technician IV
Cosmetology

Martian, Camella ............................ AmeriCorps Coordinator
WIN Program

Martinez, Xiomara ............................ Financial Aid Specialist II
Financial Aid

Matos, Meredith ............................... Program Assistant
Special Programs

Matsumoto, Dennis .......................... Financial Aid Specialist III
Financial Aid Office

Moore, Elisabeth ............................... Library Technician
Library

Moore, Moraya ................................. Instructional Lab Technician II
Mathematics and Science
Moseley, Bornking.......................................................Laboratory Clerk
Language Arts
Nakaso, Joanne ........................................Adaptive Media Technology Specialist I
Special Programs
Neil, Jennifer .....................................................Instructional Laboratory Technician II
Physical Education
Nguyen, Diep Ngoc ..................................................Admissions and Records Assistant
Admissions and Records
Nguyen, Emmy .....................................................Program Assistant
WIN Program
Nguyen, Tuyet .....................................................Laboratory Technician II
Mathematics and Science
Nishiha, Kevin .....................................................Instructional Lab Technician II
Athletics and Physical Education
Nolasco, Cres ........................................................Network Technician
Technology Services
Nory, Germaine .....................................................Program Assistant
Admissions and Records
Nuristani, Fazila ....................................................Academic Advising Specialist
EOP&S
Paiz, Teresa ........................................................Admissions and Records Coordinator II
Admissions and Records
Partida, Sophia .....................................................Financial Aid Specialist III
Financial Aid Office
Peper, Odila ........................................................Financial Aid Specialist II
Financial Aid Office
Perez, Ruben .........................................................Admissions and Records Technician
Admissions and Records
Rice, Jane ........................................................Instructional Technologist/Online Coordinator
Office of Academic Affairs
Rico, Marjorie .....................................................Senior Division Administrative Assistant
Applied Science, Technology, and Physical Education
Rodarte, Deanna ....................................................Senior Division Administrative Assistant
Humanities and Social Science
Rodeo, Ariel .........................................................Network Technician
Technology Services
Rodriguez, Yolanda ...........................................Child Development Aide
Child Development Center
Rojas, Evelyn .......................................................Instructional Support Assistant, Lab Lead
Language Arts
Rollins, Debra .......................................................Child Development Specialist I
Child Development Center
Rose, Bunnie .........................................................Hourly Personnel Services Specialist
Office of Academic Support
Salazar, Arnold ...................................................Athletic Trainer
Athletics and Physical Education
Thomas, Elizabeth ................................................Library Technician
Library
Thompson, Roi Ann ...........................................Senior Division Administrative Assistant
Mathematics and Science
Tran, Tuyet .........................................................Financial Aid Specialist I
Financial Aid Office
Trigueiro, Maria .................................................Child Development Center Specialist I
Child Development Center
Truong, Anh .........................................................Financial Aid Specialist III
Financial Aid Office
Vasquez, Carmen ..................................................Admissions and Records Assistant
Admissions and Records
Vasquez, Carol ....................................................Student Retention Assistant
Counseling and Student Services
Vu, Kim Huyen .....................................................Child Development Aide
Child Development Center
Vu, Loc ............................................................Academic Advising Specialist
Counseling and Student Services
Vu, Oanh Cam .....................................................Child Development Aide
Child Development Center
Vu, Peter ........................................................Library Technician
Library
Vukelich, Anthony .................................................Instructional Lab Technician II
Applied Science and Technology
West, Susan .........................................................Administrative Secretary
Office of Vice President for Student Affairs
Wilson, Solomon ..............................................Athletic Program Support Specialist
Athletics
Wright, Mary ......................................................Staff Assistant I
Counseling and Student Services
Zagar, Susan .....................................................Instructional Support Assistant II
Cosmetology

**SUPervisory Personnel**

Andrade, Joe ...............................................Custodial Supervisor
Bonanno, Gina .............................................Bookstore Supervisor
Canoy, Eugenio ...............................................Technology and Media Services Supervisor
Hood, Sherry ..................................................Reprographics Supervisor
Munoz, Priscilla ...............................................Learning Resource Lab Supervisor
Zheng, Grace .....................................................Business Services Supervisor

**Management Personnel**

Brodie, Marilyn ..............................................Director of WIN
Burke, Michael ...............................................President
Burns, Marie-Eloise ........................................Vice President of Student Affairs
Del Rio, Patricia ...........................................Metas Program Director
Parker, David ....................................................Bookstore Director
Renteria, Phillip ...............................................Director of Campus Life
Reyes, J. Arturo ...............................................Vice President of Academic Affairs
Santos, Carlo ....................................................Director of Admissions and Records
Williams, James E. ........................................Vice President of Administrative Services

**Employees at San Jose City College With Primary Assignment to District Office**

Aldama, Alejandro .............................................Custodian I
Andrade, Emanuel ............................................Equipment/Vehicle Mechanic
Atchazo, Lolito .................................................Custodian I
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Broggi, Jason</td>
<td>District Mail Services Technician</td>
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<tr>
<td>Buenrostro, Javier</td>
<td>Custodian II</td>
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<tr>
<td>Chapman, Elaine</td>
<td>Senior Administrative Assistant, Maintenance</td>
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<td>Chiodo, Peter</td>
<td>Facilities Maintenance Worker</td>
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<tr>
<td>Cooper, Gary</td>
<td>Groundskeeper/Arborist</td>
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<td>Engdahl, Pete</td>
<td>Traffic and Campus Services Officer</td>
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<tr>
<td>Fasbinder, Jeffrey</td>
<td>District Graphics Designer, Reprographics</td>
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<td>Guevara, Daniel</td>
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<tr>
<td>Hattman, Colleen</td>
<td>Merchandising Specialist, Bookstore</td>
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<td>Juntado, Arnold</td>
<td>Electrician</td>
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<td>Killili, Simon</td>
<td>Custodian II</td>
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<td>Lopez, Maria</td>
<td>Custodian I</td>
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<td>Mathis, Gail</td>
<td>District Maintenance Supervisor</td>
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<td>Miranda, Felipa</td>
<td>Custodian I</td>
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<td>Mogensen, Robert</td>
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<td>Monarrez, Juan</td>
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<td>Nguyen, Nam</td>
<td>Reprographics Technician</td>
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<td>Nguyen, Tho Van</td>
<td>Bindery and Finishing Specialist, Reprographics</td>
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<td>Preciado, Antemio</td>
<td>Custodian I</td>
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<tr>
<td>Quinones, Mario</td>
<td>Facilities Maintenance Worker</td>
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<td>Reis, Emanuel</td>
<td>Groundskeeper I</td>
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<td>Rodriguez, Rogelio</td>
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<td>Romero, Patricia</td>
<td>Bookstore Sales Associate</td>
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<td>Rosas, Lorenzo</td>
<td>Custodian I</td>
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<td>Ruiz, David</td>
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<td>Valdes, Rene</td>
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<td>Velasquez, Ana</td>
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<td>Villa, Faustino</td>
<td>HVAC/Plumber</td>
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<tr>
<td>Vo, Khanh</td>
<td>Production Coordinator, Reprographics</td>
</tr>
<tr>
<td>Vo, Nam</td>
<td>Reprographics Technician</td>
</tr>
</tbody>
</table>
CHAPTER 12 — ADVISORY COMMITTEES

ACCOUNTING

Mary Chambers, CPA
Director of Business Programs
Yahoo!

Louis Coffaro, CPA
Public Accounting

Donna Cornejo
Professor Emeritus, Accounting
Vice President and Secretary, SpanCom LLC.

Julie Filice
Financial Analyst
Silicon Valley Bank

Mallory McWilliams, CPA
Accounting Professor
San José State University

CHILD AND FAMILY STUDIES

Yolanda Garcia
WestEd- Institute for Early Childhood Professional Development

Veronica Goei
Estrella Family Services

Ernestine Howard
Center for Employment Training

Audrey Munoz
Children’s Discovery Museum

Dawn Perry
City of San Jose

Lydia Robinson
PTRAC - Child Development Incorporated

Anna Trujillo
Santa Clara County Head Start
Santa Clara County Office of Education

AIR CONDITIONING/REFRIGERATION AND MAINTENANCE TECHNOLOGY

Ray Barnes
Senior Service Technician
Service, Co.

Joe Cota
Service, Co.

Evan Grund
Enable Technologies, LLC

John Hawk
San José State University

Hoc N. Hua
General Manager
H-Square Mechanical, Inc.

Chris Jones
Digital Solutions

Ed Kelley
Facilities Manager
Intel

William Kohl
Cushman & Wakefield @ Novell

Joseph Moraida
Assistant Chief Engineer
Work Place Resource Group

Mike Nausin
Airport Facilities Engineering
City of San Jose

Chris Nordby
Site Powerplant Manager
San Jose State University

Kent Penning
President
Cold Craft, Inc.

Dan Perret
Vice President
H-Square Mechanical, Inc.

COMPUTER APPLICATIONS

Dave Manson
Human Resources Manager
Santa Clara Valley Medical Center

Charlon McIntosh
Senior Director
Comcast

Giao Nguyen
AppleOne Temporary Agency

Virginia Shepard
Workforce Institute

Leah Taylor
Manpower Inc.

Catherine Thur
Workforce Institute

Edward Youngblood
Business & Tech Instructor
Silver Creek High School
CHAPTER 12 — ADVISORY COMMITTEES

COMPUTER INFORMATION SYSTEMS

Annamarie Cerros
CEO
Crew Maintenance Services, Inc.

James Curtis
Manager
Bay Area Financial Services, Inc.

Kevin Le
Network Engineer
San Francisco 49ers

Lonnie Leak
Chairman & CEO
Unity Training Group, Inc.

John Powell
Technical Marketing Manager
High Performance Business

William M. Rogers
Software Quality Assurance Manager
Lawrence Livermore National Laboratory

Dr. Khalid Siddiqi
Instructor
Ohlone Community College

DENTAL ASSISTING

Luis Aguilar, Office Manager

Judy Bocks, R.D.A.

Gina Fleming, R.D.A.E.F.

Melinda Gunnarsson, R.D.A.E.F.

Jennifer Johnson, R.D.A.

Martin Judd, D.D.S.

Stephanie B. Loller, D.D.S.

Stephanie Machida, C.D.A.

Carol McCutcheon, D.D.S.

Ned Nix, D.D.S., O.M.F.S.

Janet Oliver, R.D.A.

Margia Tanquary, R.D.A.E.F.

Eric Werner, D.D.S.

CONSTRUCTION TECHNOLOGY

Muhammed Chaudhry
Treasurer, S4CS Board

Brenda Childress
Executive Direction, S4CS Board

Joe Cota
Independent Construction Service Co.

Steve Demkowski
S.J. Demkowski Construction

David Gill
Roth Wood Products

Ken Maggi
Maggi Construction Co.

Tony Mirenda
Co-Chairperson, S4CS Board

Ansehl Pike
Amity Furniture Service

Tom Sanders
C.B. Tools & Supply, Inc.

David S. Thomas
Woodwork Institute of California

Henry Tooryani
Instructor, Construction Technology
San José City College

HEALTH SCIENCE (EMT)

Diane Adams, RPSGT, EMT
Minnesota Sleep Technician

Ali G. Bassiri, MD
Pulmonary, Critical Care, and Sleep Medicine
SleepMed

Rogelio Castillo
SJCC EMT Skills Trainer

Linda Chang, EMT, Phlebotomy Technician I
Clinic

Tim Finch, Paramedic
Skills Instructor

Manny Gadduong
SJCC EMT Skills Trainer

Andrew M. Hyslop
Certified Orthopaedic Technologist

Rene Ibarra
SJCC EMT Skills Trainer

Jason Lacerda, RPSGT
Technical Manager Bay Area
SleepMed

Arden Lawson, D.C.
Palmer College of Chiropractic West

Akira J. McCrasy
Manager, Sterile Processing
Santa Clara Valley Medical Center

COSMETOLOGY

Joe Estudillo
JoJo Hair Studio

William Soriano
W's Salon

Jaime Tay
Edge Salon
Jim McPhersen
Administrative Section Manager
Santa Clara Emergency Medical Services

Richard Phillips
Sleep Technician
SleepMed

Gerald Takahashi, Paramedic
Lecture and Skills Instructor

Marcus Zenuk
SJCC EMT Skills Trainer

**LABOR STUDIES**

Tony Alexander
A. Philip Randolph Institute

Bob Blanchet
Business Agent, Teamsters Local 287

Bob Brownstein
Working Partnership USA

Teresa Castellanos
Coordinator, Santa Clara County Citizen and Immigration Program

Phaedra Ellis-Lamkin
Executive Officer, South Bay Labor Council

Mai Le Ho
Ethics Instructor, San José City College

Barbara Hanfling
Executive Director, American Federation of Teachers #6157

Richard Hobbs
Director, Santa Clara County Human Relations Commission

Carol Koenig
Law Professor, Santa Clara University

Ronald Lind
President, United Food & Commercial Workers Local 428

Elvira Milirides
Labor Studies Instructor, former Area Director for CWA

Jim Potterton
Instructor, San José City College

Louis Rocha
President, Communications Workers of America Local #9423

Salvador Ventura
Dispatcher, International Brotherhood of Electrical Workers #332

Richard Wright
Field Representative, United Brotherhood of Carpenters #405

**LASER TECHNOLOGY**

Neil S. Ball
Directed Light

Brian L. Bohan
Cambridge Laser Laboratories, Inc.
Frances Goodman
KLA-Tencor

Brian Guscott
RH-USA

Glenn Hermes
LLNL

Norman Hodgson
Coherent Inc.

Steve Jarrett
Coherent Inc.

Bert Johnson
Consultant

Michael Leitner
Cambridge Laser Laboratories, Inc.

Lee McCrumb
Spectra-Physics

Alan Petersen
Spectra-Physics

Amee Orozco-Guiriba
New Wave Research

Richard Press
LPL Systems

John Rydstrom
Newport, Inc.

**MACHINE TECHNOLOGY**

Rodney Broome
Shop Supervisor
Google, Inc.
Instructor, Machine Technology
San José City College

Richard Press
LPL Systems

Isai Ulate
Instructor, Machine Technology
San José City College

**REAL ESTATE**

Carey Atwood
Loan Officer
GMAC

Ted Faravelli
Owner
Residential Analysis

Phuong La
Commercial Property Manager
Attorney
Brian O’Neill  
Senior Appraiser  
Santa Clara County Appraisers Office

Doug Tobin  
Financial Officer  
Intero Real Estate Services

Jesse Votaw  
Owner  
Foundation Trust Mortgage

**SIGN LANGUAGE**

Sandra Amundsen

Joann Bartley, Instructor  
San José City College

Nancy Gressley, Emeritus Counselor  
San José City College

Shelley Lawrence, Interpreting Instructor  
Ohlone College

Patricia Lessard, Interpreting Instructor  
Ohlone College

Carol Chen McLagann, Interpreter  
San José State University