San José City College

2011-2012 Catalog

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Dear Students and Community Members,

Welcome to San José City College. Our community of faculty and staff are dedicated to providing excellent instruction and student support services. As a student at San José, you can choose from a comprehensive range of general education programs and courses required for transfer, or a variety of technical and occupational courses leading to employment or career advancement.

From its modest beginnings in 1921, San José City College has grown into a world-class institution and is one of the Silicon Valley’s premiere institutions of higher education. Enrolling approximately 12,000 students each semester, our diverse student population contributes to an inviting, dynamic, and global environment.

San José City College offers state-of-the-art facilities. In recent years, we completed construction on the Cesar Chavez Learning Resource Center, the landmark five-story Technology Center, a new Student Center, and new Science and Cosmetology buildings. Future construction projects include a new Multi-disciplinary/Fine Arts building, a Vocational/Technology Building and a Physical Education complex.

Our vision statement, “Inspiring success, one student at a time,” is evident in all that we do. For more than 85 years, we have had a profound and long-lasting impact on the lives of our students – helping them fulfill their hopes and their dreams for a better life and a brighter future.

We welcome you to our community.

Dr. Barbara R. Kavalier, Ph.D.
President
Dear Students:

Thank you for selecting San José City College as your choice for a college education. This catalog has been designed to provide you with a wealth of information to ensure your academic success.

At San José City College, we take seriously the opportunity to “change an entire community one student at a time.” You are that student and we will do all we can to provide you with opportunities to help you meet your goals. San José City College was founded in 1921 and as a new student you will become part of a legacy including many distinguished scholars that have gone on to make a significant mark in our community, our state and our nation.

San José City College is a world-class institution enrolling 14,000 students each year. Our lively urban campus is just minutes from downtown San José, and our location very much dictates the design of our comprehensive educational programs. Over the past ten years, with full support of our local tax payers, we have modernized the entire campus and built “state of the art,” new facilities to educate a diverse, globally competent, 21st Century workforce.

Our, faculty, and staff are renowned for their “student-centered” approach to education. Whether they are preparing students for transfer to a four-year program or providing them with the training they need to work in Silicon Valley, they are committed to you. We stand behind our values—Opportunity, Equity and Social Justice—and we are here to provide the programs you need in order to achieve your goals.

Welcome to the San José City College community of learners.

Rita M. Cepeda, Ed.D.
Chancellor, San José/Evergreen Community College District
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The San José/Evergreen Community College District and San José City College have made every reasonable effort to determine that all information in this catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the Administration of the San 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.
Celebrating an existence which spans more than three-quarters of a century, San José City College continues to provide San Jose and Milpitas residents a community college education of unmatched quality. From its modest beginnings in 1921, San José City College has delivered its educational mission with integrity, sustained vitality, and a continuing awareness as to the need for change and innovation in the context of its dynamic communities.

For many years, San José City College operated in downtown San Jose. San Jose Unified School District assumed control of the College’s operation in 1953, moving it to its present Moorpark Avenue location. In 1958, the name was changed to San José City College. A decade later, an independent San 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 students annually, compared to its initial enrollment of 86 in 1921. During the 2010-11 academic year, 966 students earned degrees and/or certificates. The student body is diverse, reflecting the changing demographics of California’s various racial/ethnic groups: 22% Asian, 8% African American, 4% Filipino, 34% Hispanic, 17% Caucasian and 15% other or non-respondent. Comprehensive programs and services support the diversity of both community and college of which San José City College is so rightfully proud.

San José City College offers quality programs in basic skills, and a two-year lower division college program paralleling four-year colleges and universities in support of students who plan to pursue a baccalaureate degree. The College thereby provides a strong core of general education and major courses required for transfer. The College additionally offers a variety of one- and two-year technical, occupational, vocational and pre-professional courses of study, leading to workplace readiness and profitable, meaningful, gainful employment.

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

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

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

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

We believe that we have an obligation to respond to the academic, vocational and cultural needs of our community; to maintain a leadership role in defining and clarifying the needs and aspirations of the community and its various members; the realization through educational services indeed directly in service to the community; and to warrant community support through our dedication to excellence in all our endeavors.

**GENERAL EDUCATION PHILOSOPHY**

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

- Fosters personal growth and lifelong learning
- Presents and helps them interrelate with 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

Helping our students achieve these general education learning outcomes is a shared responsibility in all coursework and across all programmatic functions at the College. General education learning outcomes include a specific focus on such topics as:

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

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

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

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

**INSTITUTIONAL STUDENT LEARNING OUTCOMES**

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

1. Communication
   Students will communicate effectively including reading, writing, speaking and listening.
2. Critical and Analytical Thinking
   Students will analyze problems using evidence and sound reasoning to render decisions.
CHAPTER 1 — GENERAL INFORMATION

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

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

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

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

In support of these student learning outcomes all San José City College students are expected to demonstrate proficiency in reading, writing, and mathematics. The successful completion of college level reading, writing, and mathematics courses are therefore required of all degree candidates. In direct support of these outcome expectations, special courses and assistance are provided to students through the various learning skills centers at the College. Additionally, faculty and staff are forever ready to provide help, strategic support, encouragement, and direction to students. Each course in the degree programs offered by the College provides students with opportunities to develop critical thinking and the additional skills demanded by the universities and by today’s competitive global employment marketplaces. By the time students have completed their associate degree objectives at San José City College, they will have a firm foundation of knowledge and skills leading to success in future personal and career pursuits directly pursuant to gainful employment.

VISION, VALUES, MISSION STATEMENT AND GOALS

Vision
Inspiring Success … One Student at a Time.

Values
Student-Centered
Priority Driven
Collaborative

Mission Statement
The Mission of San José 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

College Goals

Goal 1: Student Success
Regularly evaluate all academic programs and student services and determine how well they promote student success and specifically how they will be improved to increase student retention rates and to close existing achievement gaps.

Goal 2: Partnerships
Support the educational, health, environmental, cultural and economic development of the San Jose community through the expansion and documented effectiveness of community partnerships ventures and college outreach programs.

Goal 3: Professional Development
Provide continuous professional development for all personnel associated with the college by offering a year-round calendar of training activities, including using student success data and the adoption of new learning systems and methods to improve student-learning and student services outcomes.

Goal 4: Cultural Competence
Support the District values of access, equity and social justice by promoting appreciation for and understanding of diverse races and cultures, including the expansion of the diversity of college personnel and cross-cultural curricula as well as the increased participation in ethnic/cultural events and international student enrollment.

Goal 5: Campus Safety
Promote and maintain an accessible, clean, safe and healthy campus environment through continuous engagement of students and college personnel in emergency preparedness, campus safety, environmental sustainability and stewardship of resources.

Goal 6: Resource Development
Improve the capacity of the college to increase the margin of academic excellence and student success through additional grants development, scholarships and corporate partnerships.

ACCREDITATION

San José City College is accredited by the Accrediting Commission for Community and Junior Colleges – Western Association of Schools and Colleges, and operates by authority of the Board of Governors of the California Community Colleges and the Board of Trustees of the San José/Evergreen Community College District. Accreditation information can be found on the San José City College Website http://jaguar.sjcc.edu/accreditation/index.html or in the library or President’s office.
GRANTING OF DEGREES

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

ORGANIZATION OF THE COLLEGE

The administrative leader of the District is the Chancellor; the President serves as the Chief Administrative Officer of the College. The Vice President of Academic Affairs oversees all academic programs and serves as the accreditation liaison. 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. The Vice President of Student Affairs provides administrative support to enrollment services, matriculation programs and services and student life. The Vice President of Administrative Services serves as the chief budget officers and oversees budgeting processes, facilities and bond program management.

Additionally, the college has a number of committees that support the various functions of the organization. Each committee consists of broad representation of faculty, staff, administrators, and in many cases, students. Some of the college committees include facilities, technology and finance. The College Planning Council (CPC) represents a participatory governance group and includes representatives from all constituencies.

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, which became operational 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 the district in the case of academic and professional matters, in direct support of the college’s educational integrity.

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, Student Center # 204. All staff and students are invited to attend its meetings.
CHAPTER 1 — GENERAL INFORMATION

STUDENT AFFAIRS & SERVICES’ DIVISIONS AND PROGRAMS

Admissions and Records

Matriculation
Counseling
Matriculation
Assessment
Career/Transfer Center
Guidance courses
Job Placement

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

Retention and Support Services
Disabilities Support Program and Services (DSP&S)
Extended Opportunity Programs & Services (EOP&S)
Cooperative Agencies Resources for Education (CARE)
Workforce Initiative Network (WIN) Program/CalWORKS
Career Pathways – Foster Youth

Workforce Initiative Network (WIN) Program
CalWORKS
Job Placement
Career Pathways - Foster Youth

Disclaimer
While every reasonable effort has been made to ensure that statements in this catalog are accurate, it must be understood that the information contained herein is subject to change or elimination without notice by the administration of the San José/Evergreen Community College District. Students should consult the appropriate campus or department for current information, as well as for any special rules or requirements imposed.

Global Studies
History
Labor Studies
Political Science
Psychology
Social Science
Sociology
UMOJA Program

Language Arts
Broadcasting and Journalism
Communication Studies
English
English as a Second Language
Foreign Languages
Chinese
French
Japanese
Spanish
Vietnamese
Journalism
Learning Skills
Library Studies
Puente Program
Reading
Sign Language

Mathematics and Sciences
Anatomy
Astronomy
Biology
Botany
Campus Tutoring Center
Chemistry
Environmental Science
Geology
Mathematics
Meteorology
Microbiology
Oceanography
Open Computer Laboratory
Physics
Physiology

Physical Education & Athletics
Adaptive Physical Education
Physical Education
Intercollegiate Athletics
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)
CHAPTER 2 —
ADMISSIONS AND REGISTRATION PROCEDURES

APPLICATION FOR ADMISSION

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

The first step for all persons desiring to enroll in classes at SJCC is to complete an Application for Admission. This application is available on our website, www.sjcc.edu, or in the Admissions and Records Office (A&R). If you want an application and related information to be mailed to you, call our Outreach Department at (408) 288-3708.

SUPPLEMENTAL APPLICATION - COSMETOLOGY

Because of special department requirements or enrollment limitations, the Cosmetology Department has established screening procedures and supplemental applications for their candidates. Information regarding this process is available in A&R, Counseling, and the Cosmetology Department.

RESIDENCY REQUIREMENTS

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

2. Students who have completed at least three (3) years in a California high school and have earned a high school diploma, or its equivalent may be exempt from non-resident tuition. For more information, see AB-540 below.

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

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

5. Tuition for non-California residents is set annually by the District Board of Trustees. Tuition for the 2011-2012 Academic Year is $199 per unit.

LEGAL RESIDENCE

Individuals are legal residents of California if they fulfill one of the following requirements:
1. They are at least 19 and have been a legal resident of California for more than one year immediately preceding the day before the first day of instruction (residency determination date) for the term they propose to attend SJCC.*

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, is entitled to resident classification until they have resided in the state the minimum time necessary to become a resident.*

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

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

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

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

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

“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 is entitled to resident classification. *

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

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

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

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

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

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

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

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 lived 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 A&R when submitting applications. Persons holding the following visas are precluded from establishing residency: B-1, B-2, C, D-1, D-2, F-1, F-2, H-2, H-3, J-1, J-2, M-1, M-2, O-2, P-1, P-2, P-3, P-4, Q, TD, and TN.

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 A&R for specific residency requirements.

**INTERNATIONAL STUDENTS**

It is the policy of SJCC to select a representative number of international students for admission each semester.

International Student Application forms may be obtained year-round; however, the application, application fee, and other required documentation must be filed by 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, capital outlay fee, and health fees at time of registration. Students should purchase health insurance to cover their medical needs immediately after registration. Information about various health insurance plans can be obtained through the International Student Program. Within the first month of the semester, students are required to submit proof of tuberculosis clearance and MMR immunization. All international students must follow United States Citizenship and Immigration Services guidelines as well as SJCC’s International Student Program policies.

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

**TRANSCRIPTS FROM OTHER COLLEGES**

Transfer credit may be allowed for work done at other accredited post-secondary education institutions. To receive such credit at SJCC, the student must have official transcripts of the prior work sent directly to A&R, 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. 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 A&R a minimum of eight weeks prior to graduation. These transcripts are to be sent directly from the former institutions to A&R 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 SJCC 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 may be granted to a maximum of 12 units.
- Credit by Examination "may be granted only to a student who is registered at the college, in good standing and only for a course listed in the catalog of the community college."
- An Application to be examined for Credit by Examination must be approved both by the student’s counselor and by the appropriate Dean.
- A student is permitted only one attempt to challenge each course.
- A full description of regulations and procedures for Credit by Examination is available in the Counseling Office.

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

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

**Non-Collegiate Courses**

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

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

Per Title 5, section 55035, “… no student shall receive more than 30 semester units (or 45 quarter units) of credit for remedial coursework. Students having exhausted the unit limitation shall be referred to appropriate adult noncredit education services provided by college, adult school, community-based organization, or other appropriate local provider with which the district has an established referral agreement.

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

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

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

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

**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 admissions application to A&R
2. Complete and submit a Free Application for Federal Student Aid (FAFSA) to the Financial Aid Office
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(s) by, visiting myweb.sjeccd.org, by calling (408) 223-0300, or in person at A&R
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 admissions application to A&R
2. Complete and submit a FAFSA to the Financial Aid Office
3. Schedule a required counseling appointment by calling (408) 288-3750
4. Clear any holds you may have before registering
5. Register for class(s) by, visiting myweb.sjeccd.org, by calling (408) 223-0300, or in person at A&R
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 admissions application to A&R
2. Complete and submit a FAFSA to the Financial Aid Office
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(s) by, visiting myweb.sjeccd.org, by calling (408) 223-0300, or in person at A&R
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 admissions application to A&R
2. Submit official transcripts to A&R
3. Obtain a registration date
4. Register for class(s) by, visiting myweb.sjeccd.org, by calling (408) 223-0300, or in person at A&R

**Academic Counseling:**

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 courses, 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.

**For High School Students planning to enroll at SJCC:**

1. Due to budget restrictions and limited class sections, the following will be in effect starting Summer 2011:
   - New and returning students: only incoming 11th and 12th graders will be admitted to attend class at SJCC. These students will be allowed to take one (1) class per term (Summer session, Fall semester and Spring semester)
   - Continuing students from all grades will be allowed to take just one (1) class per term (Summer session, Fall semester and Spring semester). Students are considered to be continuing if they have attended the last two consecutive terms prior to the term they are registering for. For example: students wishing to take classes in Summer 2011 must have taken and completed class(s) in Fall 2010 and Spring 2011
2. Complete and submit an admissions application A & R, first floor of the Student Center
   - Bring photo ID (high school student body card, California ID, etc.) when submitting the application
3. Complete and submit an Attendance Approval for Special Part-time High School Students form (R-40). The form is available online at: www.sjcc.edu/Reg/Apply/forms_apply.html
4. Schedule and take the Assessment for English, Math, or ESL by calling (408) 288-3170
5. Schedule an appointment with a counselor to discuss class selection based on assessment results by visiting the Counseling Center or by calling 408-288-3750
6. Register in person at A&R for the class listed on the mandatory high school student R-40 form signed by the high school principal, counselor, and parent or guardian. High school students are only eligible to enroll in classes for vocational purposes or as substitutes for courses not available through their high schools and may not enroll in PE or basic skills courses
7. 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. You will need this card to check out books, make copies in the Library and Library computer lab, and for other services
8. Attend the first class meeting. If the class is FULL or CLOSED, ask the instructor for a 4 digit add code, then take the add code to A&R and register in person
9. Complete and submit a new admissions application for each term/semester of enrollment and a new Attendance Approval for Special Part-Time High School Students form (R-40). This information applies to new, returning, and continuing students

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

1. Complete and submit an admissions application to A&R
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 Enrollment Services by calling 408-288-3733 to approve special admissions to the College. At this time, submit all paper-work which includes the R-42 form, principal’s letter, Hold Harmless Agreement (all found in the original packet received from
A & R), the School District Affidavit for Home-schooled students, and college assessment results to the Director of Enrollment Services during the interview. If approved, a registration date and time will be assigned.

6. Register for class(s) in-person at A&R
7. Obtain a basic ID card (free) or a photo ID card (small fee) at the Information Desk, first floor of the Student Center. You will need this card 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. are considered adults with regard to their records; all records are confidential unless released by the student and are protected by regulations of the Federal Family Educational Rights and Privacy Act (FERPA);
2. are held to the same standards as regular students in terms of class conduct and course requirements;
3. may not enroll in more than 11 units for Fall and Spring semesters (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; for Summer session high school students may not enroll in more than 3 units;
4. may not enroll in PE or basic skills courses; courses are only eligible for enrichment, vocational purposes or as substitutes for courses not available through their high schools;
5. may not register for courses not on a R-40 form; additional R-40 forms may be required;
6. Courses completed at their high schools do no guarantee adequate preparation for college level courses, assessment and/or SAT/AP scores may be used to determine placement levels.

Open Curriculum Class(s) only for students over 18 years of age or High School Graduates:
1. Complete and submit an admissions application to A&R
2. Obtain a registration date.
3. Clear any holds you may have before registering.
4. Register for class(s) 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. This card is needed to check out books and for other services.

For assistance call College Information at (408) 288-3708.

ASSessment And AdvIsement/CounselInG information

1. New, first time college students are required to take the Assessment in Math, English or ESL prior to orientation and registering for class(s) 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) and special admit students (R-42) are required to take the Assessment and attend an advisement/counseling session.
5. A student may be exempted from the Assessment if the student has one of the following:
   • A transcript indicating an A.A./A.S., B.A./B.S., M.A./M.S. or a higher degree.
   • A transcript indicating completion of college-level English or Math needed as prerequisites.
   • Life experience that requires basic skills, e.g., a journalist would not have to take a writing exam.
   • Occupational experience that would substitute for a course prerequisite, e.g., years of tune-up experience might exempt you from certain automotive classes.

CLASSIFICATION OF STUDENTS

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

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

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

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

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

MINIMUM UNIT REQUIREMENTS

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

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

*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.
**Maximum Unit Load**

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

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

**Retention of Student Files**

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

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

**Parking Permits**

Parking Permits are valid at both campuses and may be purchased online through 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. For parking permit fees, please see listing under Fees.

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

All motorcycles must have a current permit affixed to the right front fork and must be parked in designated motorcycle stalls. Motorcycles may not park in regular vehicle stalls. If an auto permit is purchased and students desire to ride a motorcycle some days of the week, they may have the motorcycle permit at no charge, provided they show ownership for BOTH vehicles. However, if students initially purchase a motorcycle permit for $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 A&R immediately. Stolen permits should be reported to the District Police Department on campus. Additional fees are charged for replacement of lost or stolen permits. The College District is not responsible for damage or loss to your vehicle.

**Notes:**

- Parking regulations are enforced in all staff parking lots.
- There is no free parking during the Summer Session.
- You must be a student to purchase a permit.
- Visit MyWeb to order a parking permit, verify your mailing address where, and to select payment method.
- You may use any computer (home, work, or on-campus) when purchasing with a credit card VISA/MC (debit), AMEX, Discover, for faster delivery of permit.
- You must use campus computers (LRC, Registration Cove, Cyber Café) only to order permits if you wish to pay with cash. After ordering online go to A&R for payment.
- San Jose/Evergreen Community 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 $36 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 A&R as described in the class schedule.

HEALTH SERVICES FEE

All students are required to pay the $17 Health Services fee at the time of registration for Fall and Spring classes. Effective Spring 2009 the BOGFW no longer waives the Health Services fee. The current $17 Health Services fee is subject to change. Health Services fees are mandatory with the following exceptions:

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

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

NON-RESIDENT/INTERNATIONAL STUDENT TUITION

Tuition for non-residents and international students is $199 per unit. In addition, students must pay enrollment fees and Student Health fees. Personal checks are not accepted for tuition. Payments must be made in cash, certified check, travelers’ checks, or Visa/MasterCard.

CLASS MATERIALS FEE

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

PARKING FEES

• $40 for Fall and Spring Semester permit for automobiles
• $20 for Fall and Spring Semester BOGFW recipients
• $14 for Fall and Spring Semester for Motorcycle permit
• $8 for Summer Semester permit for Automobiles
• $4 for Summer Semester permit for Motorcycles
• $2 DAY permit

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 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. Eligibility is determined by income and household size.
• The Board of Governors Fee Waiver is valid for one academic year (Summer, Fall, and Spring).

FEE DEFERRAL

• Indentured apprentices fulfilling related instruction are exempt from enrollment, health fees, and nonresident tuition for apprentice-related classes.
• Students may be eligible to have their college fees reimbursed by their employer. Students are advised to contact
a Human Resources representative at their place of work. The college will not send a bill to the student's place of work and does not accept second party checks.

- California resident high school students taking classes for high school credit and/or college credit will NOT be required to pay enrollment and health fees.
- Non-resident high school students taking courses for college credit are not exempt from the non-resident tuition.

REFUND OF FEES

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

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

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

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

No refunds of any type will be granted until all other financial obligations to the District have been satisfied. Refunds normally take 6 to 8 weeks after the deadline to process; they are mailed to the student.

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

Refunds will be made in full for the qualifying amount, minus the 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 A&R on or before 10% of the class meeting times has elapsed. Completed refund requests must be received in A&R on or before the 2nd meeting of the class.

Students may request in writing a refund for a canceled class any time during the semester/session in which the class was canceled. 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 FEES REFUND

Refunds will be made in accordance with the refund policy of the District within the first ten (10) days of instruction of each semester under the following conditions:
1. Applicant completes a "Parking Refund Request" form, available at the Campus Admissions and Records Offices.
2. Refunds are allowed when classes are dropped or canceled
3. The issued parking permit is returned to the Campus Admissions and Records Offices with the refund request

There is a $3 Parking Permit refund processing fee.

RETURNED CHECKS

A processing fee of $10 is charged for each returned check.
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 (SJCC) 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 SJCC 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 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 3160.

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 Association
- Multicultural Club
- Polynesian Club
ASSOCIATED STUDENTS

SJCC Students have the opportunity to participate in shared governance with faculty, classified staff, and administrators. The Associated Students (AS) is the student component of the college’s governance. The AS Administrative Council, led by the AS 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 of the SJCC AS. 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 and for officers of all clubs and organizations. Funds from the Student Activity Fee are used to support campus events and various educational, academic, cultural, athletic, social, and recreational activities.

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 campusstore.sjcc.edu. Books can be shipped to students or held in the store for pickup.

The SJCC Campus Store is located in the Student Center. For more information, call (408) 288-3737.

CAREER/TRANSFER CENTER

MISSION

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

C/TC provides students with valuable information and resources on career exploration and transfer planning. It is never too early to begin planning for transfer to a four-year college or university. We highly encourage students to visit us as soon as they begin their studies at SJCC.

Students who have completed a minimum of 30 transferable units should meet with a counselor to review their transfer eligibility and discuss a transfer plan as transfer requirements may vary from campus to campus. Generally students apply for transfer one year prior to transferring.

SERVICES AT-A-GlANCE

- Assistance in exploring major, college/university, and career options
- Bus tours to four-year colleges/universities
- EUREKA access- an online computer database for career and educational exploration
- Internet access for educational research
- Information about Transfer Admission Agreements/Guarantees
- Information about transfer to 4-year colleges
- Transfer preparation workshops
- Transfer college fairs
- Visits from representatives of four-year colleges/universities & MUCH MORE!

The C/TC is located in the Student Center in SC-216A. Please visit our website for updated transfer information and links: www.sjcc.edu/SServices/Services/Transfer/transfer.html or call (408) 288-3763.

C.A.R.R. PROGRAM

CREATIVE ATHLETIC RETENTION RESPONSE

MISSION STATEMENT

The SJCC 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. SJCC 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 SJCC 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 SJCC.

For more information, call (408) 288-3739

**College Information and Recruitment**

The College Information and Recruitment Office is dedicated to providing information to the community regarding SJCC'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 new students to register for Guidance courses: Orientation to College, Career Planning, Adaptive Physical Education, Adaptive Learning, Writing and Reading Strategies, Introduction to College, College Success, Career and Life Planning, and College Study Techniques during their first year in college.

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

**Counseling Center**

The Counseling Center at SJCC 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, transferring to four-year institutions, or supports personal interest. Students at SJCC are encouraged to develop an educational plan with a counselor to help achieve their educational goals. Counselors are available to assist students by appointment or during specific drop-in hours.

**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 and complete assignments, and maintain progress towards that goal, may result in denial of further services to the student by SJCC and SJECCD.

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

**Disabilities Support Program and Services (DSP&S)**

The Disabilities Support Program and Services (DSP&S) provides support services and instruction for students with disabilities attending SJCC. The goal of our program is to provide student services to assure 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, visit 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 SJCC. 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 at (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, 8am–6pm, and Friday, 8am–5pm.

**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.

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

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

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

Health Services provides memorandum excuses/instructions for Students based on medical triaging for contagious disease or temporary disability, including on the basis of pregnancy, childbirth, termination of pregnancy or recovery 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, 8:30am to 8:00pm, closed for lunch from 12:00pm–1:00pm, 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**

SJCC provides many programs, services and opportunities for international students to excel in their academic studies to earn an associate degree and/or transfer to a four-year institution. All international students receive updated SEVIS information, student status consultation and class scheduling assistance. SJCC International Student Staff assist international students through academic, personal and occupational counseling.

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

**Phi Theta Kappa International Honor Society**

SJCC 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 SJCC. 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 Discipline
- 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.

**Transfer Admission Agreement (TAA) Transfer Admission Guarantee (TAG)**

SJCC 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 partner four-year colleges and universities by completing the requirements of the TAA/TAG. Students who are interested in completing a TAA/TAG must schedule an appointment with a counselor by visiting or calling the Counseling Department. Students must follow-up with the Career/Transfer Center for additional assistance.

For more information, call Counseling at (408) 288-3750; or the Career/Transfer Center at (408) 288-3763.

**Veterans Information**

Financial aid assistance to veterans on campus is provided by the Veterans Coordinator located in the Financial Aid Office. Veterans’ counseling for academic purposes is offered through the SJCC Counseling Center. The Veterans Coordinator is available to aid students in obtaining educational benefits for veterans or their dependents, spouses or widows.

**Credit for Military Service**

Upon submission of a copy of the DD-214 (Discharge), 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 will 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 CalWORKs (California Work Opportunity and Responsibility to Kids Program)**

San José/Evergreen Community College District’s Workforce Initiative Network (WIN) Program/CalWORKs in conjunction with Santa Clara County, Department of Social Services 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/CalWORKs Program in coordination with Santa Clara County Social Services CalWORKS Employment Services offers 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, High Tech Career Center and employment retention services are provided during training and continue beyond employment.

The WIN/CalWORKs support staff at SJCC consists of a WIN director, job placement officer, program specialist, academic counselor and program assistant who work together to make each student’s school-to-work transition a rewarding experience.

For more information, call (408) 288-3743 or visit Student Center, room SC-216m Monday–Friday, 8am-5pm.

**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, assisting them through the financial aid process. As part of Student Services, our goal is to support and empower students in developing and
meeting their educational, career and personal goals at SJCC. 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. Criteria listed above outline eligibility criteria for Federal Student Aid. Eligibility criteria for other types of aid such as scholarships may vary. Visit the Financial Aid Office or the SJCC website for more information.

APPLYING FOR FEDERAL STUDENT AID

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

WHEN TO APPLY

AA 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 2011-2012 FAFSA is valid from July 1, 2011 through June 30, 2012 or Fall 2011 and Spring 2012 semesters as well as Summer 2012.

Students may submit a FAFSA beginning January 1 each year, which will take effect the following academic year – for example: starting January 1, 2011, students may submit the 2011-2012 FAFSA; for that year, students may submit their FAFSA as late as June 30, 2012.

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

HOW FINANCIAL NEED IS DETERMINED

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

Sample FAFSA NEED Analysis

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

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

EXPECTED FAMILY CONTRIBUTION (EFC)

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

COST OF ATTENDANCE

Cost of Attendance (COA) is a 9-month estimate of expenses that a student incurs. It includes the enrollment fees and an allowance for books, supplies, transportation, and living expenses. The 2011-2012 COA budgets are listed below reflecting standard expenses for a 9-month period.

<table>
<thead>
<tr>
<th></th>
<th>Living At Home</th>
<th>Living Independently</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees**</td>
<td>$ 1,054</td>
<td>$ 1,054</td>
</tr>
<tr>
<td>Book/Supplies</td>
<td>$ 1,656</td>
<td>$ 1,656</td>
</tr>
<tr>
<td>Personal/Misc.</td>
<td>$ 3,114</td>
<td>$ 2,853</td>
</tr>
<tr>
<td>Transportation</td>
<td>$ 1,278</td>
<td>$ 1,440</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$ 4,806</td>
<td>$11,556</td>
</tr>
<tr>
<td>**</td>
<td></td>
<td>**</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$11,908*</td>
<td>$18,559*</td>
</tr>
</tbody>
</table>

* Pro-rated for programs shorter or longer than the 9-month academic calendar.
**Fees include enrollment fee @ $36/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: $199 per unit, plus the enrollment fee of $36 per unit and $25 capital outlay fee per semester. Extenuating circumstances, as documented by the student and approved by the Financial Aid Office, may yield an adjustment in the COA. Students attending summer session will have a prorated COA.
FINANCIAL AID DISBURSEMENTS

Financial aid funds are generally disbursed twice per semester: at the beginning and at the mid-point of each semester.

• Financial aid funds will be disbursed via Higher One, either to the students’ existing bank account, or to Higher One account – visit mysjccard.com for more information
• Federal Work Study checks are paid on the 10th of each month
• Cal Grant checks are disbursed once per semester, usually October and March
• Federal Stafford Loan checks are sent to SJCC and are disbursed to students when received.
• Disbursement times may vary based on file completion date and awards being finalized. Please contact the Financial Aid Office for more information

TYPES OF AID AVAILABLE

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

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 BOGW:

• 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 Dependent Educational Assistance Program and Dependents of deceased or disabled California National Guard members certified by the Adjutant General's Office.
• The student's household meets the following income standards:

<table>
<thead>
<tr>
<th>Number in Household (Including student)</th>
<th>Total Family Income (2010 Adjusted Gross Income and/or Untaxed Income)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$16,245 or less</td>
</tr>
<tr>
<td>2</td>
<td>$21,855 or less</td>
</tr>
<tr>
<td>3</td>
<td>$27,465 or less</td>
</tr>
<tr>
<td>4</td>
<td>$33,075 or less</td>
</tr>
<tr>
<td>5</td>
<td>$38,685 or less</td>
</tr>
<tr>
<td>6</td>
<td>$44,295 or less</td>
</tr>
<tr>
<td>7</td>
<td>$49,905 or less</td>
</tr>
<tr>
<td>8</td>
<td>$55,515 or less</td>
</tr>
</tbody>
</table>

Add $5,610 for each additional dependent.

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

FINANCIAL AID PACKAGING POLICY

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

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

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

SATISFACTORY ACADEMIC PROGRESS

To be eligible for Federal Student Aid, the U.S. Department of Education requires that students meet and maintain Satisfactory Academic Progress (SAP) towards a degree or certificate. The San Jose/Evergreen Community College District (SJECCD) established a policy that evaluates SAP using the following methods:

Qualitative: A minimum, cumulative Grade Point Average (GPA) of 2.0 is required for students who have attempted 48 units or more. This ensures that students’ GPA is consistent with requirements for earning a degree, certificate or transfer status.

Quantitative: By Federal Regulation: to ensure that students complete their program within Maximum Time-Frame students’ eligibility is limited to 150% of the stated program length.

Incrementally: Incremental completion requirements are established consistently with Max Time-Frame rules to ensure
that students complete a sufficient percentage of units each term in order to complete their educational objective within Max Time-Frame

SAP is monitored at least annually, generally calculated and monitored at the end of each regular term (Fall and Spring semesters). SAP evaluation is based on enrollment status as of the end of the add/drop period of each term. All SJECccd and transfer course work applicable to students’ program is included in Max Time-Frame. Students are notified of deficiencies to this policy by mail or e-mail.

Meeting and Maintaining SAP
SAP will start the first semester of college enrollment.

Financial aid applicants must have an academic program declared with Admissions & Records (A&R) that:
- Leads to an Associate Degree (AA or AS), or
- Is at least a two-year program, acceptable for transfer to a four-year institution, or
- Is an approved certificate program of at least 15 weeks requiring a minimum of 16 semester units or 600 clock hours

- Students who have attempted 48 units or more must maintain at least a 2.0 GPA
- Max Time-Frame is set at 90 attempted degree applicable units (about 150% of the total units needed to complete a degree or certificate) for completion of a two-year academic program – about 60 units required for two-year programs.
- Max 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 are evaluated by A&R and used toward Max Time-Frame – prorated accordingly
- 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 the equivalent of 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 units added to the Max Time-Frame calculation; the number of units allowed is based on the amount of ESL courses required per individual student
- Students are required to complete a minimum number of units per semester, in order to complete a Degree, Certificate or Transfer program within Max Time-Frame (per Federal Regulation) 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 completion requirements, each semester, results in students being placed on warning or denial status Notes
- Only units with grades of A, B, C, D and CR are considered completed units
- 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 (FA) once records are updated
- Course repeats are limited to the quantity stated in the College Catalog and are counted as part of the Max Time-Frame evaluation. Students may repeat courses only when an unsatisfactory grade was received
- Applicants who were previously denied and have successfully appealed must meet the terms and conditions of their reinstatement for continued eligibility

Financial Aid Warning
- Students will be placed on Financial Aid Warning for any of the following:
  - Academic or Progress Probation (placed by A&R)
  - Completing more than 50% of their units attempted but less than the Required Completion
  - Cumulative GPA is less than 2.0 with less than 48 units attempted
- Students may receive aid while on warning and must meet standards of SAP to be removed from warning for the following semester. Students are notified of their warning status by mail or e-mail.

Financial Aid Denial
- Students will be placed on denied financial aid for any of the following:
  - A&R places them on Academic/Progress Dismissal
  - Cumulative GPA is less than 2.0 after attempting 48 units or more
  - Exceeding Max Time-Frame
  - Completing less than 50% of the attempted units during a semester
  - Failing to meet conditions previously set by the FA Appeals Committee
  - Failing to meet Required Completion or cumulative GPA less than 2.0 while on Financial Aid Warning

Appeal Process – Reinstatement of Financial Aid
- Students not meeting SAP standards are notified of their FA Denial by e-mail/mail.
  - Notifications are sent with instructions for completing the Reinstatement of Financial Aid form
- Students may petition for reinstatement of FA based on extenuating circumstances that impeded their academic progress.
  - On the reinstatement 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.
  - Based on certain circumstances, the committee may request a mid-term grade report, to be completed and signed by each instructor for the current semester.
  - During the appeals process, FA 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 are denied for exceeding Max Time-Frame must submit an Ed Plan
- Ed Plans should be developed, and reviewed by a counselor
Ed Plans should outline the courses that remain to be completed in order for the student to complete their educational objective at SJCC.

If the appeal is approved (probation status), 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. At that point, the student must reestablish their financial aid.

Reestablishing Financial Aid
- If an appeal is denied, students must reestablish SAP to continue receiving FA.
  - Students must meet all conditions stated in “Meeting and Maintaining SAP” above.
  - Students will not be awarded FA during the term used to reestablish SAP.
  - Upon reestablishing SAP, student will be awarded FA the next term they are eligible.

Important Notes:
- Only complete petitions will be reviewed. The committee reviews submitted documentation as well as transcripts and other FA records.
- Students wishing to use recommendations for reinstatement from faculty and others must submit written recommendations from these sources. The committee will not contact others for recommendations.
- Students who need Educational Plans need to schedule an appointment with a counselor to do so.
- All petitions are reviewed and considered on a case to case basis.

FINANCIAL AID CONSORTIUM AGREEMENT

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

The Financial Aid Office is located in the Student Center, SC-103. For detailed information, contact the Financial Aid Office, (408) 288-3741 or e-mail at sjccfa@sjcc.edu.
CHAPTER 4 — INSTRUCTIONAL RESOURCES AND SPECIAL PROGRAMS

IN THIS CHAPTER:

• SPECIAL ACADEMIC PROGRAMS
• ENRICHMENT ACTIVITIES
• LEARNING RESOURCES
• SPECIALIZED COURSES

SPECIAL ACADEMIC PROGRAMS

HONORS PROGRAM

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

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.

METAS PROGRAM

The Metas Program is a student support service dedicated to increasing the graduation and transfer rates of our Latino/a student population. Metas is the Spanish word for “goals”. The Metas Program helps Latino/a students determine a clear path to successfully achieve their academic goals. Metas offers learning communities, tutoring, academic and career counseling, a summer bridge program, study skills and financial aid workshops, educational plans, and other academic and student support services.

The SJCC Metas Program was established through the U.S. Department of Education Title V Grant. The Developing Hispanic-Serving Institutions (HSI) Program (referred to as Title V) assists eligible Hispanic-serving institutions of higher education to expand their capacity to serve Hispanic and low-income students. The San José City College Metas Program
goal is to realize institutional change for the increased success of our Latina/o student population. The Metas Program is open to all San José City College students.

The Metas Program Center is located in the Cesar E. Chavez Library & Learning Center Resource Center (L-114) where students can access the computer lab, attend workshops, study, or meet with the Metas counselor.

For more information, contact the Metas Program Center at (408) 288-3171.

**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 Studies and two additional courses with high school teachers. Students also must take a minimum of nine college units per semester. Community Service or Service Learning is also an integral part of the program. All classes are held on the San José City College campus.

For more information, contact the 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.

**Puente Program**

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

Puente provides an academic and supportive environment in which students plan and work toward achieving their educational and career goals in partnership with a counselor, culturally sensitive instructors, community professionals, and peer mentors. The program integrates accelerated writing instruction, counseling, and mentoring to provide a focused, sustained, and engaging learning environment for students. A trained counselor works with the English instructor and follows students throughout their course work at San José City College and assists them in transferring to four-year universities. An important part of the program is the mentoring component where students are matched with professionals from the community who provide them with knowledge and guidance about education, careers, and life. Puente provides students with a strong academic foundation.

Puente offers two consecutive writing courses: English 92 (Essay Development) and English 1A (English Composition). These writing courses are linked with two guidance courses: Guidance 87 (College Study Techniques) and Guidance 96 (Career & Life Planning).

Location: Student Center, Room SC201J.

For more information, contact the Puente Coordinator/Counselor: Maricela Martinez at (408) 288-3798, or Maricela.Martinez@sjcc.edu

**Umoja Program**

The Umoja Program is an academic learning community and resource. A Kiswahili word meaning “Unity”, Umoja engages students in culturally responsive 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 more information, contact the Umoja Coordinators:
Khalid White at (408) 298-2181 x3050, or Khalid.White@sjcc.edu
Pamela Turner, (408) 298-2181 x3293, or Pamela.Turner@sjcc.edu

**Learning Communities**

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

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

For more information, contact the Counseling Center at (408)288-3750.
CHAPTER 4 — INSTRUCTIONAL RESOURCES AND SPECIAL PROGRAMS

CTE Transitions

CTE Transitions programs focus on the integration and articulation of curricular pathways between high school and college programs. The CTE Transitions program provides academic and vocational preparation in an identified career pathway. CTE Transitions 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.

Location: Technology Building, room T403.

For more information, contact Sandra Gonzalez at 408-288-3131

Offsite Programs

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

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

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, shows are frequently staged featuring the work of professional artists, alumni, staff and students. The public is invited to attend associated receptions, where artists often provide informal talks regarding their art. The Art Gallery (previously located in F2, in the Fine Arts complex) currently is housed on an interim basis within the Art Department complex in the 300 Wing Building adjacent to the Cosmetology Program. In the Fall 2012 Semester, the Art Gallery will move to a permanent facility in the Arts/Multidisciplinary Building now being constructed on campus.

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

Athletics

Intercollegiate competition is offered in a number of sports for men and women. These include men’s baseball (suspended), 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) 288-3730.

Campus Media

The college newspaper, The City College Times, is produced and published in print and online by students. No experience necessary; it is open to all students. The program allows students to learn about today’s journalism through hands-on experience in news reporting, feature writing, opinion writing, sports writing, editing for content, editing for errors, staff management, photography, page design, illustrating, advertising sales, website management, social media reporting, and branding. The Times provides a forum for campus-wide dissemination and discussion of information and issues. Students run the paper that has repeatedly earned General Excellence awards as one of the best community college newspapers in the state.

The College FM radio station, KJCC, provides hands-on experience for students enrolled in the Broadcasting courses at SJCC. The station airs various musical programs and serves to disseminate information on college affairs and issues.

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

College Theater

Each year, the College Theater serves as a performance venue for a great 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, performers and speakers to the college who appear in conjunction with events sponsored by campus groups such as La Raza, the Vietnamese Interdisciplinary Education Association, The Muslim Student Organization 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 Science Division at (408) 288-3785.
LEARNING RESOURCES

CÉSAR E. CHÁVEZ LIBRARY

The Library offers a highly useful collection of print, audiovisual and electronic resources housed in a state-of-the-art building. Resources include a shared collection of library materials with Evergreen Valley College, and current subscriptions to print periodicals and online databases. The library also houses a large reserve collection of textbooks and instructor materials. The SJCC Student ID card serves as a Library card.

There is an electronic research area that provides 14 personal computers, two coin- or card-operated photocopying machines, and the GoPrint system is available for computer printing. The library also makes available audiovisual equipment, such as DVD/CD players and VCR stations. Study areas are found throughout the library with access to hardwired and wireless Internet connection. Group study rooms are available for groups of two or more students, and laptop computers can be checked out for use in the study rooms.

Reference librarians provide instruction on research methods and assist students in locating information. Library orientations and workshops are held in the Electronic Research Lab (L-206). Students are encouraged to enroll in LIB 015 (3 units) – Electronic Research and the Internet, which is focused on using the Internet for academic research.

Location: Library/Learning Resource Center, Second floor.

For more information, contact the Library at (408) 288-3775, or SJCC.Library@sjcc.edu.

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 and Microsoft Office.

Location: Library/Learning Resource Center, Room L101.

For more information, contact the Tutoring Coordinator: Peiman Gheibi at (408) 298-2181 ext. 3559, or Peiman.Gheibi@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 need to be referred to enroll in LS 210 (Learning Skills Supervised Tutoring) a no-credit and no-unit lab course. Student tutors are faculty recommended, have received a “B” grade or better in the course, and have completed tutor training.

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

Location: Learning Resource Center, Room L105.

For more information, contact the Tutoring Coordinator: Peiman Gheibi at (408) 298-2181 ext. 3559, or Peiman.Gheibi@sjcc.edu

READING/Writing CENTER

The SJCC Reading and Writing Center offers a positive, friendly, and comfortable environment. The services include:

- Drop-in assistance for reading and writing questions for any SJCC course
- Help with reading and writing by appointment or drop-in
- Resources for improving reading and writing skills, such as dictionaries, handbooks, handouts, and exercises for practice
- Computers connected to the Internet for school work (online learning system, writing and research)

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

Location: Library/Learning Resource Center, Room L103.

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

ESL LAB

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

Location: Library/Learning Resource Center, Room L120.

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

TECHNOLOGY LABS

A variety of technology-rich computer labs support students in technology-intensive programs such as Cisco Academy, Network Administration, Computer Programming, Multimedia/Digital Arts, and Getting Started computer classes. Labs are staffed with instructors and instructional assistants and have 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 at (408) 288-3131.

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

**World Languages Lab**

This lab supports students enrolled in World Language courses at San Jose City College. The World Languages Laboratory is located in GE 209-B and offers materials and resources to help students practice the languages offered by the department. Resources available include computers with a high-speed Internet connection, software programs, CD-ROMS, DVDs, and other media including language videos and films, dictionaries, texts and study aids.

Students enrolled in a 5-unit language course such as ASL 1A, or Spanish 1B, are required to complete 24 academic hours of assignments over the course of the semester in the World Languages Lab. Students work at their own pace to complete assignments designated by their instructor. Assignments may include the use of listening activities, videos, language software, cultural projects and activities, or completing web-based exercises.

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

Location: General Education Building, Room GE209B.

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

**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.

Location: 300 Wing, Room 308-A.

For more information, contact the Work Experience Office at (408) 298-2181, ext.3817.

**Specialized Courses**

**Directed Study Courses**

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

For more information, contact the appropriate Division Office.
CHAPTER 5 — COLLEGE AND DISTRICT POLICIES

IN THIS CHAPTER:

- Academic Freedom
- Academic Renewal by Repetition
- Action Gathering
- Auditing
- Crime Policy
- Disabled Students Program
- Distribution of Non-College Publications
- Informed Consent
- Drug Free Work Place
- Matriculation
- Gainful Employment
- Nondiscrimination Statement
- Nonsmoking Policy
- Release of Student Information
- Sexual Harassment/Discrimination
- Policy on Consensual Relationships
- Soliciting Funds or Business on Campus
- Standards of Student Conduct
- Student Grievance
- Student Organizations
- Student-Right-To-Know Completion and Transfer Rates

ACADEMIC FREEDOM

INSTRUCTORS

Instructors have the right to study and investigate, interpret their findings and express resulting conclusions to students. Instructors have the responsibility to be thorough in their investigations and to draw conclusions supported by the findings. Because human knowledge is limited and changeable, the instructor may present views which are controversial and evaluate opinions held by others while simultaneously respecting the right of their free expression. (Board Policy 4030)

STUDENTS

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 SJCC or EVC. 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 indicates that course is repeatable. Students’ transcripts will show the grades for all courses taken.

ACTION GATHERING

Action gatherings on campus shall be confined to places, times and manner consistent with the orderly conduct of the college and the free flow of traffic. Requests for approval of such gatherings shall be made to the Director of Student Life. Costs may be assessed to the sponsoring group for any additional services needed.

AUDITING

Auditing of classes is not permitted. All students must be registered, and all fees paid prior to attending any class.

CRIME POLICY

The Student Right-to-Know and Campus Security Act of 1990 requires all colleges to publish an annual Campus Crime and Security Report and to make this report available by September 1st of each year to all current students, employees and to prospective students and employees. The reports will report/
CHAPTER 5 — COLLEGE AND DISTRICT POLICIES

disclose information on campus-based crimes and campus safety policies and procedures.

Methods of Disclosing to Current Students and Employees:
The report is either sent as a direct mailing via U.S. Postal Service or the report is placed in campus mailboxes.

Methods of Disclosing to Prospective Students and Employees:
The report will be available at the Campus Police Office and various other offices on campus. Prospective students and employees may request a copy by contacting Campus Police at (408) 288-3735, 1st floor, Student Center. Access to the report is also available online at www.sjeccd.org/srtk/security.pdf.

DISABILITIES SUPPORT 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 Disabilities Support 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.
• 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 and campus activities.
• Right to modification in policies unless the modification fundamentally alters the nature of the services or activities. The student has the right to request changes in class or campus policies to facilitate the student participation in class and campus activities. Request will be evaluated in terms of how the modification might affect course standards.
• Right to protection against discrimination and harassment. Students have the right to participate in class and campus activities without being harassed or discriminated against.

If a student feels that he/she is the target of discriminatory treatment, the student can file a complaint with the section 504/Americans with Disabilities Act Coordinator.

Contact Person: Dr. Romero Jalomo, Dean, Retention & Support Programs
Phone: (408) 298-3129
Location: Student Center, 2nd floor, room SC-201R
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 Disabilities Support 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
Disabilities Support 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 Disabilities Support 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 (SJECCD) 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.

**INFORMED CONSENT**

San Jose City College, a non-profit California Community College, reserves the right to use photographs of students and visitors, age 18 and older, taken on our property and at college-sponsored events for marketing and promotional purposes. Objections to the use of an individual's photograph may be made in writing to the Director of Student Life at 408-298-2181 x 3160 or jennifer.neil@sjcc.edu

**DRUG FREE WORK PLACE**

SJECCD maintains standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees at the District or at any District activity. The standards of conduct are more fully set forth in the following:

- Board Policy 1530, Drug Free Work Place
- Board Policy 5040.3, Standards of Student Conduct
- Education Code Sections 87732, 87735 and 87736

SJECCD will seek sanctions on students and employees, up to and including recommendations for expulsion or dismissal from employment and referral for prosecution, for violations of the standards of conduct.

Criminal sanctions for the unlawful possession or distribution of illicit drugs and alcohol include the following:

- Imprisonment in a State prison for possession of specified controlled substances, including opium derivatives and cocaine (Health and Safety Code Section 11350).
- Imprisonment in a State prison for two to four years for possession for sale of specified controlled substances, including opium derivatives and cocaine (Health and Safety Code Section 11351).
- Imprisonment in a state prison for three to five years for possession for sale of cocaine base (Health and Safety Code Section 11351.5).
- A fine of not more than $100 for possession of less than 28.5 grams of marijuana; imprisonment in a county jail and/or fine of $500 for possession of more than 28.5 grams of marijuana; imprisonment in a county jail and/or fine of not more than $500 or imprisonment in a state prison for possession of concentrated cannabis (Health and Safety Code Section 11359).
- Imprisonment in a state prison for possession for sale of marijuana (Health and Safety Code Section 11359).
- Misdemeanor penalties for possession, sale or distribution of alcoholic beverages on school property (Business and Professions Code Section 25608).
- Misdemeanor penalties for sale or furnishing alcoholic beverages to minors (Business and Professions Code Section 25658).
- Fines for attempt to purchase alcoholic beverages by persons under the age of 21 (Business and Professions Code Section 25658.5).

**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.

SJC agrees to provide organized processes for admission, orientation, assessment, counseling, and student progress follow-up. The students agree to declare a specific educational objective, attend class regularly, complete assigned course work and maintain satisfactory progress toward the achievement of their educational plans.

**GOAL**

The primary goal of matriculation is to increase student success through institutional effectiveness. Success is measured by the attainment of student educational objectives. Matriculation is a coordinated process:

1. Assisting students to make wise educational choices concerning the programs and courses to pursue based upon clear and sensitive appraisals of their skills, interest and aptitudes in relation to the programs and courses offered.
2. Enabling students to complete with satisfactory grades the units they attempt and to persist from semester to semester.
3. Identifying the support services that students need to succeed and referring students to college and community resources to meet those needs.
4. Strengthening student motivation to succeed through the above, providing frequent feedback and encouragement.

**ACTIVITIES**

**Admission:** Students utilize online, 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 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 SJCC are expected to participate fully in matriculation services. They are also expected to meet course skill level requirements and prerequisites. Students may be exempted from assessment, orientation and/or counseling on the basis of the following criteria:

- Students who have earned an associate degree or higher from an accredited institution.
- New students transferring from a community college or a four-year institution.
- Students who, in the opinion of the Dean, or designee, would not directly benefit from participating in orientation, assessment and/or counseling.

**PROCESS**

**Students who have earned an associate degree or higher from an accredited institution or are transferring from another community college or a four-year institution will need to provide A&R with written documentation**

Students who believe that they would not directly benefit from participating in orientation, assessment and/or counseling and have never attended a previous accredited institution must file a Matriculation Waiver form available in A&R.

**ASSESSMENT FOR ENTRY PLACEMENT**

Assessment for entry placement in reading, writing and mathematics is expected of all first-time matriculating students, except for those students who have completed required English and mathematics skill courses. New matriculating students who have earned an associate degree or higher from an accredited institution are not required to take the assessment.

Students are strongly encouraged to complete the no-cost assessment as the scores are used for advisory purposes during counseling sessions. Scheduled dates and times are available through the Assessment Center office (SC-203). The results are available immediately or shortly after completing the assessment. Assessed students are directed to speak with a counselor to determine course placements which are based upon multiple measures. Multiple assessment measures for entry placement decisions may include, but are not limited to, the following factors: assessment results, prior coursework or experience, goal definition, motivation, academic status, self-assessment and study skills.

**PREREQUISITES, COREQUISITES AND OTHER LIMITATIONS ON ENROLLMENT**

All prerequisites or corequisites identified in SJCC's catalog and class schedule were established according to state laws as outlined in the District’s Model Plan. The following information is provided in compliance with those laws. Except for district priority registration procedures for continuing students and courses or programs with prerequisites or corequisites, all SJCC classes are open to enrollment on a “first come first served” basis until they are filled to maximum capacity.

**DEFINITIONS:**

- “Prerequisite” is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.
- “Corequisite” is a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.
- “Advisory” is a condition of enrollment that is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

**PREREQUISITES, COREQUISITES, AND ADVISORIES ON RECOMMENDED PREPARATION CHALLENGE**

SJECDD adopts the following in order to provide for the establishing, reviewing, and challenging of prerequisites, 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.

GAINFUL EMPLOYMENT

The US Department of Education requires that all schools participating in federal Title IV student financial aid programs post information about programs that prepare students for gainful employment in a recognized occupation. To view this information, visit SJCC’s website at http://www.sjcc.edu/Acad/gainfulEmployment/gainful.html.

NONDISCRIMINATION STATEMENT

It is the policy of SJECCD 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.

SJECCD 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 or to participation in vocational education programs. SJECCD is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as amended, Sections 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. For further information, please contact the Equal Employment Opportunity Officer at either SJCC or EVC.

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

Campus Diversity and Americans with Disabilities Act Coordinator:
Dr. Romero Jalomo,
Dean of Retention & Support Programs
Telephone: (408) 288-3129

Title IX and Gender Equity Coordinator:
Dr. Elaine Burns,
Vice President of Student Services
Telephone: (408) 288-3146

Disabilities Support Program & Services:
Karen Pullen
Coordinator, Disabilities Support Program & Services
Student Center
Telephone: (408) 288-3747

NONSUOKING POLICY

SJECCD 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 Enrollment Services, that their names be withheld from any such list. Such requests must be submitted prior to the opening day of each semester.

Students who wish copies of documents in their files must request this service in writing through A&R. A cost of $1 per page copied (exclusive of the SJCC transcript for which there is a separate charge) is assessed the student for this service. Copies of transcripts from other colleges will not be supplied. No copies of any kind will be made if the student has any indebtedness to the College or District.

**SEXUAL HARASSMENT/DISCRIMINATION**

SJCECCD is committed to maintaining an environment free of sexual harassment and all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware both that the district is concerned and prepared to take action to prevent and correct such behavior. Individuals who engage in such behavior are subject to discipline. The district is committed to following the provisions of federal and state laws prohibiting sexual harassment or discrimination in employment and educational programs and services, without regard to race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, political beliefs, organizational affiliation, sexual orientation, gender, or age.

**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.
CHAPTER 5 — COLLEGE AND DISTRICT POLICIES

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

SJCCD 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

SJCC is committed to providing 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.

SJCC considers the following principles essential to its educational mission and campus community. These standards are intended to promote responsible student conduct:
1. Mutual respect between students, faculty and staff
2. Pursuit of studies with honesty and integrity
3. Respect for College and personal property
4. Compliance with all rules and regulations

To the extent possible, SJCC’s response to acts or behaviors prohibited by law or District regulation should be educational rather than punitive. District disciplinary procedures will not be used as a substitute for, or a shield from, civil or criminal law. In any District disciplinary procedure, substantive and procedural due process shall be guaranteed.

A. Student Conduct

1. General Guidelines
   a. All of the rules and regulations applying to the conduct of students on campus or any college-operated facility will apply to their conduct off-campus only when students are acting in any or all of the following capacities:
      i. As a student employee, all of whose salary is paid by the college.
      ii. As a student employee, all of whose salary is paid by the college.
      iii. As a distance education/online student
      iv. As an Associated Student officer with access to

B. Principles of Discipline

1. SJCC views itself as the trustee of its students who are involved with educational pursuits under the jurisdiction of the College. SJCC is committed to upholding student’s constitutional rights in all adopted policies and procedures and emphasizes the instructional aspects of disciplinary action. The college is obliged to maintain
a safe, respectful and orderly environment and to take appropriate action against persons whose conduct is disruptive or unlawful to the operation of the college and will restrain disruptive student conduct if necessary.

2. Nothing in this section shall be construed to prohibit an immediate suspension of a student where such a suspension is required in order to protect lives or property, or in conformance with the requirements of penal code section 626.4, and to insure the maintenance of order pending a hearing (Ed Code 66017).

3. In instances where a student is a minor by current legal definition, the student’s parents or guardians shall have all of the rights and privileges guaranteed by Education Code 76031 in all student disciplinary proceedings involving suspension or expulsion.

C. Standards of Conduct

A student may be disciplined for misconduct for good cause as defined by Ed Code 76033, including but not limited to the violations listed below that may cause suspension or expulsion. The following are examples of conduct that shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.

2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the Police Chief.

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

4. Committing or attempting to commit robbery or extortion.

5. Causing or attempting to cause damage to District property or to private property on campus.

6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.

7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.

8. Committing sexual harassment as defined by law or by District policies and procedures.

9. Engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law.

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

11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.

12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined by the college and the consequences that will be applied.

13. Dishonesty, forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.

14. Unauthorized entry upon or use of District facilities.

15. Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.

16. Engaging in expression which includes but is not limited to obscene, libelous or slanderous remarks, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.

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

18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.

19. Sexual assault or stalking

20. Theft or abuse of computer time, including but not limited to:

   a. Unauthorized entry into a file, to use, read or change the contents or for any other purpose;

   b. Unauthorized transfer of a file;

   c. Unauthorized use of another person’s identification and password;

   d. Use of computing facilities to interfere with the work of another student, faculty member or college official;

   e. Use of computing facilities to send obscene or abusive messages, or to defame or intentionally harm others;

   f. Use of computing facilities to interfere with normal operation of the college computing system;

   g. Use of computing facilities for student’s personal benefit;

   h. Committing sexual harassment as defined by law or as set forth in Board Policy 4640;

   i. Engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability, or any other status protected by law;

   j. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on College or District premises, or the violation of lawful College or District regulations, or the substantial disruption of the orderly operation of the College or District;

   k. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
D. **Student Due Process and Disciplinary Procedures**

These procedures are designed to provide uniform standards to assure due process when a student is charged with a violation of SJECCD Student Code of Conduct as defined in Policy 5500. All proceedings held in accordance with these procedures shall relate only to an alleged violation of the established standards.

1. **DISCIPLINARY OFFICER**
   a. Each President will designate an administrator to process student disciplinary charges and serve as the Disciplinary Officer.
   b. The Disciplinary Officer shall be responsible for processing the alleged violation of the Student Code of Conduct in accordance with these procedures.
   c. If the student has an actual or perceived disability and the behavior is not a violation of the Student Code of Conduct, the Disciplinary Officer will consult with the DSPS counselor/coordinator or the college ADA coordinator to determine: if the student is receiving services through the DSPS office, if there is an accommodation that could mitigate the behavior; or if a referral for professional services is appropriate.

2. **FACT FINDING INVESTIGATION**

The Disciplinary Officer shall conduct a fact finding investigation to determine whether to pursue an administrative conference or disciplinary hearing, within fifteen (15) working days from the time the is informed of allegations of a violation of the Student Code of Conduct. The investigation shall be documented as follows:

1) Interview with the student accused of the violation to gather facts, assuming the student is willing and available to participate. The interview shall be carefully documented as follows:
   - Date of interview
   - Description of incident
   - Name of witnesses
   - Location of incident
   - Any mitigating factors

2) Based upon information obtained in the interview, the Disciplinary Officer shall determine whether to gather additional information or documentation or whether to proceed to an administrative conference or disciplinary hearing.

3) In the event the student is unwilling or unavailable to meet with the Disciplinary Officer, the Disciplinary Officer may determine to proceed with the hearing or administrative conference based upon available information.

4) For purposes of evaluating whether the student’s conduct is a violation of the Student Code of Conduct, no consideration will be given to a student’s actual or perceived disability unless such disability is being asserted by the student as a defense to, or in mitigation of a potential violation.

5) Should the Disciplinary Officer gather additional information or interview other witnesses, the interviews must be documented as specified in this procedure.

6) The student has the right at any point in the process to accept responsibility for their actions and accept the recommended sanction which concludes the disciplinary process.

3. **ADMINISTRATIVE CONFERENCE**

   a. At a scheduled meeting, the Disciplinary Officer will:
      1. Advise the student of the alleged offense;
      2. Make reasonable effort to resolve the matter informally. The student is told what he or she is accused of doing and the basis of the accusation;
      3. Advise the student that he/she does not have the right to a disciplinary hearing regarding disciplinary sanctions including reprimand, disciplinary probation, and removal or suspension not exceeding 10 instructional days;
      4. Ensure the Administrative Conference includes a third party if the recommended disciplinary action is suspension of less than 10 instructional days;
      5. Advise the student of his/her right to a formal hearing for sanctions exceeding ten days which includes the Police 14-day (instructional day) suspension (Penal Code 626.4);
      6. Advise the student that he/she may elect to waive the right to a formal hearing and accept the decision of the Disciplinary Officer at any time.

   b. If the student elects to waive the right to a hearing before the Disciplinary Committee and to accept the imposition of a sanction mutually agreed upon by the student and the Disciplinary Officer, any such waiver shall be in writing using the Student Waiver of Right of Disciplinary Hearing form and signed by both parties and a witness.

4. **DISCIPLINARY HEARING PREPARATION**

   a. The matter shall proceed to a formal hearing if the Disciplinary Officer has determined that the alleged offense is too serious to warrant an informal resolution or if an informal resolution cannot be reached. The Disciplinary Officer shall prepare the case as follows:
      1. Notify the student of the charges;
      2. Identify and interview witnesses necessary for the presentation of the case;
      3. If witnesses are unavailable during the investigation, the Disciplinary Officer should attempt to obtain written statements. Witness statements may only be used for investigation purposes. Witness statements may be used at the hearing only if the witness is present at the hearing and there is an opportunity for both sides to question the witness. Access to witness statements must be made available pursuant to this procedure;
      4. Document interviews as identified in this procedure;
5. Obtain relevant written documentation;
6. Access to any tangible evidence presented at the disciplinary hearing shall be made available for review by the student at least 2 working days prior to the hearing.

b. Other Responsibilities of the Disciplinary Officer:
1. Advise the student of his/her right to representation. The student has the right of self-representation or representation by another party. If the student decides to have a representative, the Disciplinary Officer shall be notified, in writing, by the student who the representative will be no later than two (2) working days prior to the hearing. Should the student elect to be represented by an attorney, the attorney may serve in an advisory capacity only but may not directly participate in the hearing;
2. Advise the student of the requirement of his/her presence at the hearing. The hearing shall proceed in the absence of the student unless a satisfactory explanation has been provided;
3. Assume responsibility for making the necessary arrangements for the hearing. Arrangements shall include scheduling a room, providing for a tape recorder, notifying members of the Disciplinary Committee and witnesses, and providing committee members with copies of these procedures;
4. Prepare and personally deliver or mail written notice to the student not less than five (5) working days prior to the hearing.
   a) Notice shall specify the time and place of the hearing, a statement of charges against the student, recommended sanction, a list of members of the Disciplinary Committee, the date, time and location that the tangible evidence will be made available for inspection and (when applicable) a statement of possible financial aid suspension or termination. A copy of these procedures shall also be enclosed.
   b) Notice shall also specify if there is to be an interim suspension from the college pursuant to Education Code Section 66017. In the event of an immediate suspension, the student shall remain suspended until the final disposition of the hearing. Upon suspension, the President or designee will notify law enforcement of the county or city according to Education Code Section 76035.
   c) The notice shall be presumed to have been received and read when sent to the last address available in the records of the college and deposited in the United States mail, postage prepaid and return receipt requested.

E. Academic and Classroom Disciplinary Procedures

If a student is charged with plagiarism, cheating, or disruptive behavior related to a class, and the instructor has reasonable proof or documentation and/or the student admits to the violation, the instructor or academic/instructional or division dean should complete a detailed Disruptive Behavior Report which may include one or more of the following options:
1. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action;
2. Issue a failing grade (F) for the assignment in question;
3. Issue a failing grade for the course –instructor must consult their Division’s Dean.
4. Drop the student from the class and assign a withdrawal (W) for the class, up to the last day to withdraw from semester term courses. Students dropped after stated date will be assigned a failing grade (F) for the class, pursuant to the grading policy;
5. Refer the student to the Student Discipline Officer for disciplinary action;
6. Suspend the student from the class pursuant to Ed Code 76032.

1. Faculty Removal of Student from Class for “Good Cause”
   California Ed Code 76033 gives general definitions of student behavior that is considered “good cause” for removal from class. Such actions may be grounds for an instructor to remove the student on the day of the incident and the next session if warranted. “Good Cause” includes:
   a. Continued disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel
   b. Assault, battery, or any threat of force or violence upon a student or college personnel
   c. Wilful misconduct resulting in injury or death to a student or college personnel or resulting in cutting, defacing, or other injury to any real or personal property owned by the District
   d. Use, sale, or possession on campus of or presence on campus under the influence of, any controlled substance, or any poison
   e. Wilful or persistent smoking in any area where smoking has been prohibited by law or Board Policy
   f. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

Behaviors not considered “good cause” include, but are not limited to:
• Poor hygiene
• Strange behavior
• Bad manners
• Students’ attire, unless the student is revealing him or herself inappropriately or in an obscene way – SJECCD does not employ a student Dress Code
• Instructors may not at any time drop a student from their class for “bad behavior” because that would constitute suspension. The college President is the sole authority to suspend students for the duration of a semester or longer.
• Instructors may dismiss a student from class for any of the above listed “good causes” for up to two class sessions (the day of the incident and the next class session) without further authorization.
• Instructors who have met with the student to discuss their behavior, removed the student from two (2) class
meetings/sessions, and are still having difficulty with the student should schedule an appointment with the Director of Student Life for disciplinary action.

- Faculty and staff are encouraged to keep written notes of any incidents, meetings and class/lab removals to document the case for disciplinary action. Forms for documentation can be found in division offices, and with members of the Student Discipline Team.

- Additional information about the Student Code of Conduct and Student Due Process can be found in the SJCC Catalog, FAQ Booklet, and on the SJCC website.

- If the student is a minor, as defined by current law, the instructor will ask the parent or guardian of the student to meet regarding the suspension as soon as possible, pursuant to Ed Code 76032. A Student Discipline Team member will attend the meeting, if requested by the instructor and/or the parents. The student may not return to the class from which she/he was suspended during the period of suspension, without the concurrence of the Division Dean and Student Discipline Team member.

F. Student Grievance Procedures
Due Process as stated below will be followed to address any grievances or complaints involving students. The following steps are to help guide students through the proper channel when filing a grievance or complaint against:

- Another Student: Contact a member of the Student Discipline Team and file a Student Grievance Form. Due Process as stated in the Student Code of Conduct will be followed to address the grievance and resolve any conflict(s)
- Instructor or Counselor: Contact the Division Dean to explain the situation; student may file a Student Grievance Form with the Dean. The Dean in collaboration with the VP of Academic Affairs will address the grievance and develop a resolution.
- If the Dean is unavailable or the action taken is not acceptable, the student may appeal to the VP of Academic Affairs.
- If the VP of Academic Affairs is unavailable or the action taken is not acceptable, the student may appeal Human Resources

- Staff or Administrator: Contact the person’s supervisor to explain the situation; student may file a Student Grievance Form with the supervisor who, in collaboration with his/her respective VP or the President will address the grievance and develop a resolution.
- If the supervisor is unavailable or the action taken is not acceptable, the student may appeal to Human Resources.

G. Suspension and Expulsion
In addition to the conditions outlined above, pursuant to Education Code 76020, 76021, 76032 and 76037, a student may be suspended by the President and/or suspended by the Board of Trustees, for any of the following reasons related to college attendance or activity at any time or place:

1. “Good cause,” as defined by Ed Code 76033, includes, but is not limited to:
   a. Continued disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
   b. Assault, battery, or any threat of force or violence upon a student or college personnel.
   c. Willful misconduct resulting in injury or death to a student or college personnel or resulting in cutting, defacing or other injury to any real or personal property owned by the District.
   d. The use, sale or possession on campus of, or presence on campus under the apparent influence of, any controlled substance, or any poison unclassified as such by Schedule D, Section 4160 of the Business and Professions Code.
   e. Willful or persistent smoking in any area where smoking has been prohibited by law or by Board Policy.
   f. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

2. Contagious or infectious illness which creates a medically-documented serious threat to the health of the student and/or other students.
3. Psychological or physical disability that causes the student's attendance to have a serious adverse effect on the welfare of the student and/or other students.

ACADEMIC PERFORMANCE

Standards and Consequences

- Cumulative GPA below 2.0 after attempting at least 12 semester units of letter grades
  - Consequence: Academic Probation
- 50% or more of 12 or more semester units attempted recorded as “I”, “W”, or “NC” and/or “NP”
  - Consequence: Progress Probation
- Cumulative GPA of less than 2.0 in the next terms of enrollment after being placed on Probation.
  - Consequence: Academic Dismissal
- 50% or more of units attempted recorded as “I”, “W”, “NC” and/or “NP” in the next two subsequent terms of enrollment after being placed on Probation.
  - Consequence: Progress Dismissal
- Consistent failure to submit or perform assigned work
  - Consequence: Dismissal from the class or college.

ATTENDANCE

Standards and Consequences

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

PARKING OF VEHICLES

Any violation or violations of law, ordinance, regulation, or rule regulating or pertaining to the parking of vehicles in District parking lots shall not be cause for the suspension or expulsion of a student, excepting violations which are disruptive to the educational programs of the district.
SJCCCD 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:
   o Federal and State Constitution
   o California Education Code
   o Title V - Calif. Code of Regulations
   o 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
5. Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex
6. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability
7. Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability
8. The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age
9. California Labor Code, Section 1102.1 prohibits discrimination based on actual or perceived sexual orientation

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

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

**Student 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
CHAPTER 6 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

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

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:

CONTENT AREA

A. English Language Communication and Critical Thinking
   Written Communication 3 units
   Oral Communication 3 units
   6 units

B. Scientific Inquiry and Quantitative Reasoning**
   Select one laboratory course for 3 units 3 units
### CONTENT AREA (continued)  

#### A.S. DEGREE

<table>
<thead>
<tr>
<th><strong>C. Arts and Humanities</strong>*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine Arts</td>
<td>3 units</td>
</tr>
<tr>
<td>Humanities</td>
<td>3 units</td>
</tr>
<tr>
<td></td>
<td>6 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>D. Social Science</strong>*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select two courses for 6 units from the Social Science list</td>
<td>6 units</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>E. Lifelong Learning and Self Development</strong>**</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select one course for 3 units</td>
<td>3 units</td>
</tr>
</tbody>
</table>

** 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/Ethnic Studies 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, 014 or equivalent
   Math course, or Qualifying Test Score.

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.
CHAPTER 6 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

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

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

Participating Colleges:
- 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

Area A: English Language Communication and Critical Thinking –

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written: ENGL 001A with a “C” or better grade</td>
<td>3</td>
</tr>
<tr>
<td>Oral: COMS 010, 020, 020N, 040, 045</td>
<td>3</td>
</tr>
</tbody>
</table>

Area B: Scientific Inquiry and Quantitative Reasoning –

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science With Lab: ASTRO 010 &amp; 010L; BIOL 001, 020, 021, 064, 071, 072, 074; CHEM 001A, 001B, 015, 032A, 032B; ENVIR 010; GEOL 010 &amp; 010L, PHYS 002A,004A, 004B, 004C, 004D; PHYSC 040</td>
<td>3</td>
</tr>
</tbody>
</table>

Area C: Arts and Humanities –

One course from each area for 6 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1: Arts: ART 091, 092, 096; DANCE 002; HUMNT 001; MUSIC 083, 091, 095, 099; THEAT 002, 020, 040</td>
<td>3</td>
</tr>
<tr>
<td>C2: Humanities: 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; 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>3</td>
</tr>
</tbody>
</table>

Area D: Social Science –

Two courses for 6 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1: HIST 001, and POLSC 001; -OR- HIST 017A, and HIST 017B</td>
<td>6</td>
</tr>
</tbody>
</table>

Area E: Lifelong Learning and Self-Development –

One course for 3 units

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCS 019, 070; GUIDE 096; HED 011; PSYCH 020, 035, 060, 092, 096, 100; THEAT 005</td>
<td>3</td>
</tr>
</tbody>
</table>

GENERAL EDUCATION PROGRAM/CORE REQUIREMENT 18-36 ELECTIVES: A.S./A.A. Degree Applicable Courses 0-18

ADDITIONAL GRADUATION REQUIREMENTS

General Education Requirements including Cultural Pluralism/Ethnic Studies: ENGL 033, 080, ETH 020, 026, 027, 030; HUMNT 003, SL 015; HIST 009, 021,024;PSYCH 35; SSCI 020, 031, 040

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

Math Competency: MATH 013, 013S, 014; 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
CHAPTER 6 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

ADMINISTRATION OF JUSTICE
— A.S. Degree
ADMINISTRATION OF JUSTICE JUDICIAL ADMINISTRATION
— A.S. Degree
— Certificate:
  Achievement Level 1
  Supervision/Lead
  Court Operations
  Court System Basics
  Achievement Level 2
  Judicial Administration
  Court Management

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

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
  UNIX Networks
  Web Developer

— Certificate:
  Achievement Level 1
  JAVA Enterprise Programming: J2EE Web
Component Developer
  General Networking
  UNIX Networks
  Achievement Level 2
  Computer Programming
  Network Administration
  Microsoft Networks – MCSE
  Microsoft Networks – MCSA
  CISCO Networks – CCNA
  Web Developer
  Achievement Level 3
  Computer Programming
  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 2

LASER TECHNOLOGY
— A.S. Degree
— Certificate:
  Achievement Level 1
  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

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

MEDICAL ASSISTANT
— A.S. Degree
— Certificate:
  Achievement Level 3

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

A “C” grade or better is required in all required major and certificate courses including the approved program elective courses. An advanced course in the certificate must be taken at San Jose City College. Students may achieve an employment skill through this one-year program.

ACCTG 62 and 63 must be taken at San Jose City College. Equivalent courses at other accredited colleges must be approved by the department.

CERTIFICATE OF ACHIEVEMENT LEVEL 2 UNITS
ACCTG 020 Financial Accounting 5
ACCTG 021 Managerial Accounting 5
ACCTG 030 QuickBooks 3
ACCTG 097 Accounting of Income Taxes 3
BUS 007A Business Language Skills 3
CIS 041 Introduction to Computer Information Systems 3
APPROVED PROGRAM ELECTIVES – 2 units from Approved Program Electives List: 2
TOTAL 24

DEGREE REQUIREMENTS

MAJOR REQUIREMENTS 35
PAYMENT /
TOTAL 60

APPROVED DEGREE ELECTIVES
ACCTG 098 Directed Study 1-3
ACCTG 138 Work Experience 1-4
BUS 007B Business Writing 3
BUS 008 Business English and Writing 3
BUS 025 Introduction to Investments 3
BUS 071 Legal Environment of Business 3
CA 050D Microsoft Excel Specialist 1
CA 055D Microsoft Excel Expert 1
ECON 010A Principles of Macroeconomic Theory 3
San José City College offers both an Associate of Arts Degree and an Associate of Science Degree. Students planning to transfer should follow the Associate of Arts Degree. Students will be exposed to a series of courses within the major intended to develop social awareness, written communication skills, cultural sensitivity, concepts of law, and the physical ability to cope with many of the demanding Administration of Justice careers. Programs in Administration of Justice are designed to prepare students for careers in federal, state, and local law enforcement agencies, correctional agencies and institutions, and private security agencies.

In addition, the Judicial Administration option expands the existing program focus beyond primarily law enforcement to include judicial branch careers. The program offers students educational opportunities which prepare them for entry into judicial branch careers. Additionally, the curriculum addresses the educational and professional development needs of the existing judicial branch workforce and prepares students for advancement in their careers working in the courts. The program goals address the increasing need for well-prepared applicants for court positions at all levels from entry to managerial.

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 “C” grade or better is required in all coursework for the major

At the completion of this program the students will have learned all aspects of court functions, including:

a) The operations of the various divisions of the court such as criminal, civil, family law, probate, juvenile delinquency, and dependency;

b) The role of the clerk of court in functions such as legal processing, calendaring, and maintaining the court record;

c) The courtroom support functions such as making the official record, jury services, and court security;

d) Administrative business functions such as finance, human resources, facilities management, and information technology

For additional information see your counselor, visit the career/transfer center, or contact the following:
E-mail: alan.johnson@sjcc.edu
E-mail: phillip.crawford@sjcc.edu

**JUDICIAL ADMINISTRATION OPTION**

All degree major and certificate courses including approved major electives must be completed with a “C” grade or better

**MAJOR REQUIREMENTS:**

Nine (9) courses are required for this new program option, as listed below.

AJ 125 Fundamentals of Court Operations I 3
AJ 126 Fundamentals of Court Operations II 3
AJ 127 Introduction to Government and the Judicial Branch 3
AJ 128 Public Trust and Confidence in the Judicial Branch 3
AJ 129 Fundamentals of Court Operations III 3
AJ 131 Judicial Branch Workplace: Relationships and Communications 3
AJ 132 Introduction to Court Administration 3
AJ 133 Career Readiness in the Justice System 3
BUS 008 Business English and Writing 3

**APPROVED MAJOR ELECTIVES:** 9

**TOTAL MAJOR REQUIREMENTS:** 36

**APPROVED MAJOR ELECTIVES:** 9 units AJ classes not used in the core sequence above –

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 3
AJ 011 Criminal Law 3
SOC 010 Introduction to Sociology 3
SOC 011 Social Problems 3

**MAJOR REQUIREMENTS:** 36

**GENERAL EDUCATION/GRADUATION REQUIREMENTS:** 24

**PHYSICAL ACTIVITY:** 1

**TOTAL:** 61

**CERTIFICATE OPTIONS**

The program will have five certificate options designed to meet the career expectation of existing and future judicial branch employees and applicants.

**CERTIFICATE OF ACHIEVEMENT IN JUDICIAL ADMINISTRATION**

(27 unit Certificate of Achievement Level 2)

- The first certificate option is designed for those who aspire to positions of administrative responsibility within the judicial branch.

**STUDENT EDUCATIONAL/CAREER OBJECTIVES:**

- Preparation for a career in judicial branch/related field (beginning or changing careers).
- Professional/career development as incumbent employee in judicial branch/related field.
- Enhance incumbent employees’ promotional opportunities in the judicial branch.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 125</td>
<td>Fundamentals of Court Operations I</td>
<td>3</td>
</tr>
<tr>
<td>AJ 126</td>
<td>Fundamentals of Court Operations II: Introduction to Legal Processing</td>
<td>3</td>
</tr>
<tr>
<td>AJ 127</td>
<td>Introduction to Government and the Judicial Branch</td>
<td>3</td>
</tr>
<tr>
<td>AJ 128</td>
<td>Public Trust and Confidence in the Judicial Branch</td>
<td>3</td>
</tr>
<tr>
<td>AJ 129</td>
<td>Fundamentals of Court Operations III: Courtroom Support Services</td>
<td>3</td>
</tr>
<tr>
<td>AJ 131</td>
<td>Judicial Branch Workplace: Relationships and Communications</td>
<td>3</td>
</tr>
<tr>
<td>AJ 132</td>
<td>Introduction to Court Administration</td>
<td>3</td>
</tr>
<tr>
<td>AJ 133</td>
<td>Justice System Career Readiness</td>
<td>3</td>
</tr>
<tr>
<td>BUS 008</td>
<td>Business English and Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

CERTIFICATE OF ACHIEVEMENT IN COURT MANAGEMENT (18 unit Certificate of Achievement Level 2)

The second certificate option is for those who are seeking managerial positions within the branch but do not seek the complete administrative certificate certification.

STUDENT EDUCATIONAL/CAREER OBJECTIVES:
- Preparation for career in judicial branch/related field as career change with transferable prior experience (e.g., supervision, management, customer service, etc.) and/or college degree.
- Professional/career development as incumbent employee in judicial branch/related field (e.g., court operations, lead/supervision, etc.) or with prior judicial branch/related experience.
- Enhance incumbent employees’ promotional opportunities into court management positions.

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

CERTIFICATE OF ACHIEVEMENT IN COURT OPERATIONS (12-unit Certificate of Achievement Level 1)

- The fourth certificate option is intended to provide an overview of the Court Operations to administrative, management, supervisorial, and line staff who want to understand the broader context of the court operations and programs beyond a particular assignment or court service.

STUDENT EDUCATIONAL/CAREER OBJECTIVES:
- Career exploration in judicial branch/related fields (e.g., beginning careers, career change opportunities, etc.)
- Preparation for career in judicial branch/related fields
- Professional/career development as incumbent employee in judicial branch/related field or with prior judicial branch/related experience Incumbent employees’ preparation for job change within the judicial branch/related field

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 125</td>
<td>Fundamentals of Court Operations I</td>
<td>3</td>
</tr>
<tr>
<td>AJ 126</td>
<td>Fundamentals of Court Operations II</td>
<td>3</td>
</tr>
<tr>
<td>AJ 128</td>
<td>Public Trust and Confidence in the Judicial Branch</td>
<td>3</td>
</tr>
<tr>
<td>AJ 129</td>
<td>Fundamentals of Court Operations III</td>
<td>3</td>
</tr>
</tbody>
</table>

CERTIFICATE OF ACHIEVEMENT IN COURT SYSTEM BASICS (12 unit Certificate of Achievement Level 1)

- The fifth and final certificate option is designed for working professionals outside of the judicial branch interested in a career change to the judicial branch. In addition this certificate is designed to appeal to those existing court employees who may seek an assignment change to broaden the breadth of their experience within the courts.

STUDENT EDUCATIONAL/CAREER OBJECTIVES:
The fifth and final certification option is designed for working professionals outside of the judicial branch interested in a career change to the judicial branch. In addition this certificate is designed to appeal to those existing court employees who may seek an assignment change to broaden the breadth of their experience within the courts.

- Career exploration in judicial branch/related fields

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 125</td>
<td>Fundamentals of Court Operations I</td>
<td>3</td>
</tr>
<tr>
<td>AJ 126</td>
<td>Fundamentals of Court Operations II</td>
<td>3</td>
</tr>
<tr>
<td>AJ 128</td>
<td>Public Trust and Confidence in the Judicial Branch</td>
<td>3</td>
</tr>
</tbody>
</table>
CHAPTER 6 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

(e.g., beginning careers, career change opportunities, etc.)
- Professional/career development as employee in judicial branch/related field
- Incumbent employees’ preparation for job change within the judicial branch/related field

AJ 127 Introduction to Government and the Judicial Branch 3
AJ 128 Public Trust and Confidence in the Judicial Branch 3
AJ 132 Introduction to Court Administration 3

Choice of one of the fundamental courses below:
AJ 125: Fundamentals of Court Operations I 3
AJ 126 Fundamentals of Court Operations II 3
AJ 129 Fundamentals of Court Operations III 3

TRADITIONAL OPTION

DEGREE REQUIREMENTS: UNITS
AJ 010 Introduction to Administration 3

of Justice
AJ 011 Criminal Law 3
AJ 013 Criminal Procedures 3
AJ 014 Contemporary Police Issues 3
AJ 015 Introduction to Investigations 3

APPROVED MAJOR ELECTIVES 12
Complete one of the major elective below
MAJOR REQUIREMENTS 27
GENERAL ELECTIVES 8
PHYSICAL ACTIVITY 1
GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 24
TOTAL 60

APPROVED MAJOR ELECTIVES - options:
1. AJ classes not used in the core sequence above:
   AJ 103 Patrol Procedures
   AJ 103A Campus 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 118 Introduction to Homeland Security
   AJ 119 Introduction to Intelligence Analysis and Security Management
   AJ 121 Advancement in Judicial Branch Careers
   AJ 122 Transportation and Border Security

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

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

AIR CONDITIONING AND REFRIGERATION

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

CAREERS IN:
- Refrigeration Technician
- Air Conditioning Technician
- Facilities Technician
- Estimator
- Counter Sales

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

For additional information see your counselor, visit the career/transfer center, or contact the following:
Mr. Kieron Connolly 408/298-2181 Ext. 3667
Kieron.Connolly@sjcc.edu
Mr. Steve Mansfield 408/298-2181 Ext. 3671
Stephen.Mansfield@sjcc.edu

Applied Science and Technology Division 408/288-3781
San Jose City College - www.sjcc.edu

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

CERTIFICATE OF ACHIEVEMENT LEVEL 2: ELECTIVES
Air Conditioning and Refrigeration Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRC 121</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 122</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 131</td>
<td>4.5</td>
</tr>
<tr>
<td>AIRC 132</td>
<td>4.5</td>
</tr>
<tr>
<td>FMT 100</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>20</td>
</tr>
</tbody>
</table>

This certificate can be completed in two semesters by taking the Day Time Accelerated Program.
### CERTIFICATE OF ACHIEVEMENT LEVEL 3: UNITS
**Air Conditioning and Refrigeration Technology**

<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/</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Refrigeration</td>
<td></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 132</td>
<td>Refrigeration Service</td>
<td>4.5</td>
</tr>
<tr>
<td>AIRC 141</td>
<td>Hydronics and Air Distribution</td>
<td>3</td>
</tr>
<tr>
<td>AIRC 142</td>
<td>Air Conditioning Control Systems</td>
<td>4</td>
</tr>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>FMT 100</td>
<td>Introduction to Facilities Operations</td>
<td>3</td>
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</tbody>
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### MAJOR REQUIREMENTS

<table>
<thead>
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### APPROVED MAJOR ELECTIVES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>AIRC 138</td>
<td>Work Experience</td>
<td>1-2</td>
</tr>
<tr>
<td>CNSTR 102A</td>
<td>Residential Construction Plumbing</td>
<td>3</td>
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<tr>
<td>CNSTR 102B</td>
<td>Residential Construction</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Commercial Wiring</td>
<td>3</td>
</tr>
<tr>
<td>FMT 104</td>
<td>Electrical Concepts for Facilities</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Maintenance Technicians</td>
<td></td>
</tr>
<tr>
<td>FMT 105</td>
<td>Introduction to Industrial Electronics</td>
<td>2.5</td>
</tr>
<tr>
<td></td>
<td>and Controls</td>
<td></td>
</tr>
<tr>
<td>FMT 120</td>
<td>Low and High Pressure Boilers</td>
<td>3</td>
</tr>
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<td>FMT 122</td>
<td>Introduction to Programmable Logic</td>
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</tr>
<tr>
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### DEGREE REQUIREMENTS: UNITS

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<td></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 CADCI OR CADII status. When both the written and hours requirement 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
- DUI Education

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

CERTIFICATE OF ACHIEVEMENT LEVEL 2: UNITS
ADS 070 Introduction to Chemical Dependency 3
ADS 071 Pharmacology/Physiology of Addiction 3
ADS 072 Codependency and Family Dynamics 3
ADS 073 Case Management: 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

CERTIFICATE OF ACHIEVEMENT LEVEL 3: Completion of Certificate of Achievement Level 2 27
PSYCH 010 General Psychology 3
PSYCH 099 Abnormal Psychology 3
SOC 011 Social Problems 3

DEGREE REQUIREMENTS: MAJOR REQUIREMENTS 36
PHYSICAL ACTIVITY 1
DEGREE REQUIREMENTS: AREA OF EMPHASIS: Select one of the following areas:
non-duplicated course work

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

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

DEGREE REQUIREMENTS: UNITS
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 OR 3
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

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

Drawing and Painting
ART 025 Expressive Drawing OR 3
ART 026 Representational Drawing and Perspective 3
ART 055A Life Drawing I 3
ART 055B Life Drawing II 3
ART 060 Beginning Painting I 3
ART 061 Beginning Painting II 3

Photography
PHOTO 022 Beginning Photography 3
PHOTO 062 Intermediate Photography 3
PHOTO 070 Beginning Color Photography 3
PHOTO 071 Intermediate Color Photography 3
PHOTO 098 Directed Study 3

DEGREE REQUIREMENTS: MAJOR AND AREA OF EMPHASIS 36
PHYSICAL ACTIVITY 1
DEGREE REQUIREMENTS: GENERAL EDUCATION / GRADUATION REQUIREMENTS 24
TOTAL 61

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 major concentration. Several levels of certificates are available in each of the three areas of concentration. The certificate programs can be completed without the requirements of General Education.

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

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

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

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

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

**Jim Black:** (408) 298-2181 ext 3233  
**E-mail:** James.Black@sjcc.edu

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

**Dennis Wahler**  
(408) 298-2181 ext. 3243  
**E-mail:** Dennis.Wahler@sjcc.edu

Business and Service Careers Division: (408) 288-3131  
San José City College Web site: www.sjcc.edu

**BUSINESS: ENTREPRENEURSHIP**

**CERTIFICATE OF ACHIEVEMENT LEVEL 2:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
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<tbody>
<tr>
<td>ACCTG 020</td>
<td>Financial Accounting OR</td>
<td>3-5</td>
</tr>
<tr>
<td>Plus all of the following:</td>
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<td></td>
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<tr>
<td>BUS 068</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 071</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 082</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 120</td>
<td>Marketing Principles</td>
<td>3</td>
</tr>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
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</table>

**DEGREE REQUIREMENT:**

Choose 6 units of non-duplicated courses from Certificate of Achievement Level 3 or from the following:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>BUS 060</td>
<td>Fundamentals of Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 063</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 010A</td>
<td>Principles of Macroeconomics Theory</td>
<td>3</td>
</tr>
<tr>
<td>ECON 010B</td>
<td>Principles of Microeconomics Theory</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 001B</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 061</td>
<td>Finite Mathematics</td>
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<td>PHYSICAL ACTIVITY</td>
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**GENERAL EDUCATION / GRADUATION EDUCATION**

**TOTAL**: 61-65

**BUSINESS: MANAGEMENT**

**CERTIFICATE OF ACHIEVEMENT LEVEL 2:**

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<th>COURSE</th>
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<th>UNITS</th>
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<td>Financial Accounting OR</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 101</td>
<td>Bookkeeping for Small Business</td>
<td>3</td>
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</tbody>
</table>

**DEGREE REQUIREMENT:**

Choose 6 units of non-duplicated courses from Certificate of Achievement Level 3 or from the following:

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<tbody>
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<td>BUS 071</td>
<td>Legal Environment of Business</td>
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</tr>
<tr>
<td>BUS 082</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 113</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 135</td>
<td>Human Relations and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
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**BUSINESS: ENTREPRENEURSHIP**

**CERTIFICATE OF ACHIEVEMENT LEVEL 3:**

<table>
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<td>ACCTG 021</td>
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</tr>
<tr>
<td>BUS 112</td>
<td>Advertising, Promotion, &amp; Sales</td>
<td>3</td>
</tr>
<tr>
<td>BUS 113</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 124</td>
<td>International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 126</td>
<td>Retail Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 135</td>
<td>Human Relations and Leadership</td>
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**DEGREE REQUIREMENT:**

Choose 12-14 units from the following:

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<tr>
<td>ENGL 001B</td>
<td>English Composition</td>
<td>3</td>
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<tr>
<td>MATH 061</td>
<td>Finite Mathematics</td>
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</tr>
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</tr>
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**GENERAL EDUCATION / GRADUATION EDUCATION**

**TOTAL**: 61-65
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:

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

BUS 060 Fundamentals of Business 3
MATH 063 Elementary Statistics OR
ECON 010A Principles of Macroeconomics 3
ECON 010B Principles of Microeconomics 3
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
ACCTG 101 Accounting for Small Business 3

Plus all of the following:
BUS 071 Legal Environment of Business 3
BUS 082 Introduction to Business 3
BUS 112 Advertising, Promotion & Sales 3
BUS 120 Marketing Principles 3
CIS 041 Introduction to Computer Information Systems 3

18-20

CERTIFICATE OF ACHIEVEMENT LEVEL 2:
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

30-34

DEGREE REQUIREMENTS:
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:

BUS 060 Fundamentals of Business 3
MATH 063 Elementary Statistics OR
ECON 010A Principles of Macroeconomics 3
ECON 010B Principles of Microeconomics 3
ENGL 001B English Composition 3
MATH 061 Finite Mathematics 3

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

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

Upon receiving an Associate 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 the internet to locate information, file and folder management, oral
and written communication skills, preparing presentations, resume writing, creating a portfolio of business documents, and organization skills.

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

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:
Sharon Youngblood: (408) 298-2181 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:

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

Completion of Certificate of Achievement Level 2, 20 units

<table>
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<tr>
<td>CA 060D</td>
<td>Microsoft Access Specialist</td>
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</tr>
<tr>
<td>ACCGT 101</td>
<td>Bookkeeping for Small Business OR</td>
<td>3-5</td>
</tr>
<tr>
<td>ACCGT 020</td>
<td>Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>BUS 007B</td>
<td>Business Writing OR</td>
<td>3</td>
</tr>
<tr>
<td>BUS 008</td>
<td>Business English and Writing</td>
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</table>

Choose additional of 8 units from the following course list:

- ACCGT 030  QuickBooks
- ART 071   Introduction to Multimedia
- BUS 001  Business Math
- BUS 113  Principles of Management

### DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>BUS 135</td>
<td>Human Relations and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>CIS 062A</td>
<td>Introduction to PC Hardware and Diagnostics</td>
<td>2</td>
</tr>
<tr>
<td>CIS 132</td>
<td>Web Pages with HTML</td>
<td>3</td>
</tr>
<tr>
<td>CA 102D</td>
<td>Advanced Microsoft Office</td>
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<tr>
<td>TOTAL</td>
<td></td>
<td>35-37</td>
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### COMPUTER INFORMATION SYSTEMS

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

- Computer Programming
- JAVA Enterprise Programming
- Network Administration
- Web Developer

See the respective major sheets for additional information about the specific certificates and degrees.

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 Degree Program is designed to provide students with skills in computer programming to enable graduates to gain employment as an entry-level programmer. Courses will emphasize skills on how to organize a computer program, and how to program in several different languages such as Java and C++. An Associate in Science Degree and two levels of certificates are offered. A grade of "C" or better is required in all major, certificate and major elective courses.

### CERTIFICATE OF ACHIEVEMENT LEVEL 2

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 073</td>
<td>Visual Basic Programming</td>
<td>3</td>
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<tr>
<td>CIS 041</td>
<td>Introduction to Computer and Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 054</td>
<td>C++ Programming</td>
<td>3</td>
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<tr>
<td>CIS 055</td>
<td>Data Structures</td>
<td>3</td>
</tr>
<tr>
<td>CIS 059</td>
<td>Object Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 084</td>
<td>JAVA Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL: 18
CERTIFICATE OF ACHIEVEMENT LEVEL 3 — UNITS
Certificate of Achievement Level 2  18
CIS 157 Introduction to UNIX  3
Non-duplicated units from approved major electives  2
SUBTOTAL  30

DEGREE REQUIREMENTS
Completion of Certificate of Achievement Level 3  30
Non-duplicated units from approved major electives  6
SUBTOTAL  36

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

♦ JAVA ENTERPRISE PROGRAMMING ♦

The JAVA Enterprise 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 Sun Certified JAVA Technologies Certificates so that students can earn extra qualifications.

This 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 using 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.

CIS 041 Introduction to Computer Information Systems  3
CIS 055 Data Structures  3
CIS 084 JAVA Programming  3
CIS 121 Web Application Security  3

♦ NETWORK ADMINISTRATION ♦
(MCSA, MCSE, CCNA, CCNP, GENERAL NETWORKING, UNIX NETWORKS, WIRELESS-LANS and NETWORK SECURITY)

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.

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. Five certificates and three Associates in Science Degree specializing in General Networking, MCSE Windows, CISCO-CCNA, and UNIX are offered.

A grade of "C" or better is required in all major, certificate and major elective courses.

CERTIFICATE OF ACHIEVEMENT LEVEL 1: UNIX Networks:

CIS 014 Networking TCP/IP on NT 4.0 #688  3
OR
CIS 014A Internet Principles and Protocols  3
CIS 062A Introduction to PC Hardware and Diagnostics  3
CIS 157 Introduction to UNIX  3
CIS 158 UNIX System Administration  3
Non-duplicated units from approved major electives  3
SUBTOTAL  14

CERTIFICATE OF ACHIEVEMENT LEVEL 1: General Networking:

CIS 17A Windows  3
CIS 17B Windows Server  3
CIS 157 Introduction to UNIX  3
CIS 014 Networking TCP/IP on NOT 4.0 #688  3
OR
CIS 014A Internet Principles and Protocols  3
CIS 018A CISCO Network Essentials  3
SUBTOTAL  15
### CHAPTER 6 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

<table>
<thead>
<tr>
<th>CERTIFICATE OF ACHIEVEMENT LEVEL 2: Microsoft Networks-MCSE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>CIS 017A Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017B Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017C Windows Server 2003 Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017D Windows Server 2003 Network Infrastructure</td>
<td>3</td>
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<tr>
<td>Select one of the following:</td>
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</tr>
<tr>
<td>CIS 017E Exchange Server 2003</td>
<td>3</td>
</tr>
<tr>
<td>CIS 068 Administering Microsoft SQL Server</td>
<td>3</td>
</tr>
<tr>
<td>Choose 6 units from the following:</td>
<td>21</td>
</tr>
<tr>
<td>CIS 014A Internet Principles and Protocols</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017F Windows 2003 Clustering Implementation</td>
<td>3</td>
</tr>
<tr>
<td>CIS 062A Introduction to PC Hardware and Diagnostics</td>
<td>2</td>
</tr>
<tr>
<td>CIS 062B A+ Core PC Hardware Technology</td>
<td>2</td>
</tr>
<tr>
<td>CIS 062C A+ Core PC Operating Systems Technology</td>
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</tr>
<tr>
<td>CIS 073 Visual Basic Programming</td>
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<table>
<thead>
<tr>
<th>CERTIFICATE OF ACHIEVEMENT LEVEL 2: Microsoft Networks-MCSA</th>
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</thead>
<tbody>
<tr>
<td>CIS 017A Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017B Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017D Windows Server 2003 Network Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following:</td>
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</tr>
<tr>
<td>CIS 017E Exchange Server 2003</td>
<td>3</td>
</tr>
<tr>
<td>CIS 068 Administering Microsoft SQL Server</td>
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</tr>
<tr>
<td>Choose 6 units from the following:</td>
<td>21</td>
</tr>
<tr>
<td>CIS 041 Introduction to Computer Information Systems</td>
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</tr>
<tr>
<td>CIS 014A Internet Principles and Protocols</td>
<td>3</td>
</tr>
<tr>
<td>CIS 062A Introduction to PC Hardware and Diagnostics</td>
<td>2</td>
</tr>
<tr>
<td>CIS 062B A+ Core PC Hardware Technology</td>
<td>2</td>
</tr>
<tr>
<td>CIS 062C A+ Core PC Operating Systems Technology</td>
<td>2</td>
</tr>
<tr>
<td>CIS 073 Visual Basic Programming</td>
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<tr>
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<tr>
<td>CIS 018A CISCO Network Essentials</td>
<td>3</td>
</tr>
<tr>
<td>CIS 018B CISCO Router and IOS Software</td>
<td>3</td>
</tr>
<tr>
<td>CIS 018C CISCO Local Area Network Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 018D CISCO Wide Area Network Design</td>
<td>3</td>
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<tr>
<td>Non-duplicated units from approved major electives</td>
<td>5</td>
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**Physical Activity**

**GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS**

**TOTAL**

**DEGREE: CIS MICROSOFT NETWORKS-MCSE**

Completion of Certificate of Achievement Level 2:

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<thead>
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<th>Microsoft Networks MCSE</th>
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<tbody>
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Non-duplicated units from approved major electives 14

**PHYSICAL ACTIVITY** 1

**GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS** 24

**TOTAL** 60

**DEGREE: CIS UNIX NETWORKS**

Completion of Certificate of Achievement Level 2:

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<th>UNIX Networks</th>
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<tbody>
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</table>

Non-duplicated units from approved major electives 21

**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” or better is required in all major, certificate and major elective courses.

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<tr>
<th>CERTIFICATE OF ACHIEVEMENT LEVEL 2:</th>
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<td>CIS 020 XML Fundamentals</td>
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<td>CIS 022 Database Technology</td>
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<tr>
<td>CIS 023 JavaScript Programming for the Web</td>
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<tr>
<td>CIS 041 Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 060 Systems Analysis and Design</td>
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<tr>
<td>CIS 084 JAVA Programming</td>
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<tbody>
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<tr>
<td>CIS 014A Internet Principles and Protocols</td>
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</tr>
<tr>
<td>CIS 020A Advanced XML</td>
<td>3</td>
</tr>
<tr>
<td>CIS 023A Advanced JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>CIS 024B PHP Programming</td>
<td>3</td>
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<tr>
<td>CIS 047 Apache, PHP, MySQL</td>
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<tr>
<td>CIS 024A Perl Programming</td>
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<td></td>
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<tr>
<td>OR</td>
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<tr>
<td>CIS 024C Python Programming</td>
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**DEGREE REQUIREMENTS:**

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<td>TOTAL</td>
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**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
- CIS 017B Windows Server
- CIS 017C Windows Server 2003 Active Directory
- CIS 017D Windows Server 2003 Network Infrastructure
- CIS 017E Exchange Server 2003
- CIS 018A CISCO Network Essentials
- CIS 018B CISCO Router and IOS Software
- CIS 018C CISCO Local Area Network Design
- CIS 018D CISCO Wide Area Network Design
- CIS 020A Advanced XML
- CIS 020 XML Fundamentals
- CIS 021 JAVA Servlets
- CIS 022 Database Technology
- CIS 023 JavaScript Programming for the Web
- CIS 023A Advanced JavaScript
- CIS 024A Perl Programming
- CIS 024B PHP Programming
- CIS 024C Python Programming
- CIS 025 VBX and Active X Controls
- CIS 026 Designing Web-Based Courses and Training Materials
- CIS 027 Web Application Solutions
- CIS 028 Web Site Administration I
- CIS 029 Web Site Administration II
- CIS 036 Web 2.0 Programming
- CIS 041 Introduction to Computer Information Systems
- CIS 042 Program Design and Development
- CIS 047 APACHE PHP MY SQL
- CIS 054 C/C++ Programming
- CIS 055 Data Structures
- CIS 059 Object Oriented Programming - Using C++
- CIS 060 System Analysis and Design
- CIS 062A Introduction to PC Hardware and Diagnostics
- CIS 062B A+Core PC Hardware Technology
- CIS 062C A+Core PC Operating Systems Technology
- CIS 068 Administering MS SQL Server
- CIS 073 Visual Basic Programming
- CIS 084 JAVA Programming
- CIS 098 Directed Study
- CIS 121 Web Application Security
- CIS 132 Web Pages with HTML
- CIS 157 Introduction to UNIX
- CIS 158 UNIX System Administration

**CONSTRUCTION TECHNOLOGY**

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

**Careers in Construction Technology**

- Building Inspector
- Cabinet Making
- Carpenter
- Ceramic Tile Installer
- Concrete
- Construction Management
- Contractor
- Drywall Installer, Taper and Finisher
- Electrician
- Estimator
- Furniture Making
- Home Improvement Material
- Insulation Installer
- Millwrights
- Painting
- Plasterer
- Plumbing
- Real Estate Maintenance
- Residential Maintenance
- Roofing
- Stage Hand

**Highlights**

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

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

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

A grade of “C” or better is required in all major, certificate and major elective courses.

**CERTIFICATE OF ACHIEVEMENT LEVEL 1:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<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>
<td>4</td>
</tr>
<tr>
<td>Approved Major Elective</td>
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**CERTIFICATE OF ACHIEVEMENT LEVEL 2:**

<table>
<thead>
<tr>
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<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>
<td>3</td>
</tr>
<tr>
<td>CNSTR 102B</td>
<td>Residential/Commercial Wiring</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 104</td>
<td>Interior/Exterior Finish</td>
<td>4</td>
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<tr>
<td>Approved Major Elective</td>
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**CERTIFICATE OF ACHIEVEMENT LEVEL 3:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</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>
<td>3</td>
</tr>
<tr>
<td>CNSTR 102B</td>
<td>Residential/Commercial Wiring</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 104</td>
<td>Interior/Exterior Finish</td>
<td>4</td>
</tr>
<tr>
<td>Approved Major Elective</td>
<td>2</td>
<td></td>
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</tbody>
</table>

A grade of “C” or better is required in all major, certificate and major elective courses.
CERTIFICATE OF ACHIEVEMENT LEVEL 3:  

**Construction Technology**  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<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 102A</td>
<td>Residential Construction Plumbing</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 102B</td>
<td>Residential/Commercial Wiring</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 104</td>
<td>Interior/Exterior Finish</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 106</td>
<td>Construction Blueprint Reading, Estimating, Codes &amp; Specifications</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 115</td>
<td>Blueprint Reading</td>
<td>1</td>
</tr>
<tr>
<td>CNSTR 117</td>
<td>OSHA 10 Hour Safety</td>
<td>1</td>
</tr>
<tr>
<td>CNSTR 125</td>
<td>Green Construction</td>
<td>3</td>
</tr>
</tbody>
</table>

Approved Major Electives: Complete six units from the approved list 32

**APPROVED MAJOR ELECTIVES**  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNSTR 103</td>
<td>Roof Framing Systems</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 105</td>
<td>Concrete Construction</td>
<td>3</td>
</tr>
<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>
<td>3</td>
</tr>
<tr>
<td>CNSTR 111</td>
<td>Basic Woodworking/Clockmaking</td>
<td>1.5</td>
</tr>
<tr>
<td>CNSTR 112</td>
<td>Supervision of Construction</td>
<td>1</td>
</tr>
<tr>
<td>CNSTR 113</td>
<td>Insurance for Construction</td>
<td>1</td>
</tr>
<tr>
<td>CNSTR 114</td>
<td>Finance for Construction</td>
<td>1</td>
</tr>
<tr>
<td>CNSTR 116</td>
<td>Estimating</td>
<td>1</td>
</tr>
<tr>
<td>CNSTR 118</td>
<td>Project Management for Construction</td>
<td>1</td>
</tr>
<tr>
<td>CNSTR 119</td>
<td>Construction Contracting with the Federal Government</td>
<td>1</td>
</tr>
<tr>
<td>CNSTR 120</td>
<td>Building Code for the Construction Industry</td>
<td>1</td>
</tr>
<tr>
<td>CNSTR 124</td>
<td>Careers in Construction</td>
<td>2</td>
</tr>
<tr>
<td>CNSTR 128</td>
<td>Intro into NEC</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 130</td>
<td>House Building Practicum</td>
<td>4.5</td>
</tr>
<tr>
<td>CNSTR 133</td>
<td>LEED® Green Associate Exam Preparation</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 134</td>
<td>LEED® AP BD+C Exam Preparation</td>
<td>3</td>
</tr>
<tr>
<td>*CNSTR 138</td>
<td>Construction Work Experience</td>
<td>1-4</td>
</tr>
<tr>
<td>FMT 100</td>
<td>Introduction to Facilities Operations</td>
<td>3</td>
</tr>
<tr>
<td>SOLAR 102</td>
<td>Introduction to Photovoltaic Installation</td>
<td>4</td>
</tr>
</tbody>
</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**  

**REQUIREMENTS:**  

| Completion of Certificate of Achievement Level 3 | 32 |
| Approved Major Electives | 3 |
| Physical Activity | 1 |
| General Education Pattern / Graduation Requirements | 24 |

**TOTAL** | 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 must enroll on a full-time basis (40 hours a week). The program offers a Certificate of Achievement as well as an Associate of Science Degree. Upon completion of the certificate program, students are eligible to take the State Board Examination for licensing. The program is intended to prepare students for Cosmetology entry positions i.e., hairstylist, facialist, manicurist.

**RELATED OCCUPATIONS**

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

Candidates for the Cosmetology Program must file a supplementary application. Applications are available in the Cosmetology Department, C-101. Orientation meeting attendance is required prior to enrollment.

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

Cosmetology Department: (408) 288-3710
Cosmetology Coordinator: (408) 298-2181 ext. 3904
Business and Service Careers Division: (408) 288-3131
San José City College Web site: www.sjcc.edu

A grade of "C" or better is required in each major and certificate theory and lab course. Candidates who satisfy the following requirements may be granted an Associate in Science Degree in Cosmetology: Completion of the 1600 hours of instruction specified by the California State Board of Cosmetology.

**CERTIFICATE OF ACHIEVEMENT LEVEL 3:**  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 010A</td>
<td>Cosmetology Freshman Theory*</td>
<td>5</td>
</tr>
<tr>
<td>COS 010B</td>
<td>Cosmetology Senior Theory*</td>
<td>5</td>
</tr>
<tr>
<td>COS 105A</td>
<td>Cosmetology Freshman Lab*</td>
<td>16</td>
</tr>
<tr>
<td>COS 105B</td>
<td>Cosmetology Senior Lab*</td>
<td>16</td>
</tr>
<tr>
<td>COS 105</td>
<td>Cosmetology Professional Skills</td>
<td>11.5</td>
</tr>
</tbody>
</table>

**TOTAL** | 53.5 |
CHAPTER 6 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

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
53.5

PHYSICAL ACTIVITY 1

GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 24
TOTAL 78.5

*Course meets the AS degree lab science general education 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 prosthodontics, oral surgery, periodontics, endodontics, orthodontics, and pediatric dentistry. Through the Registered Dental Assisting Program students will be taught to perform in expanded functions, trained and licensed in taking dental x-rays, and certified in coronal polishing. The preventive, restorative, business, and employment aspects of dental assisting are also included.

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

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

Students are admitted to the program in the fall and spring semester. Advisory Level 2 Basic Language Skills are critical for entry into DENT 151, 152, 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.

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.

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.

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:
Laura Sanchez, CDA, RDA, MA Instructor/Director: (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 major classes. A student who meets the certificate requirements is eligible for the R.D.A. and C.D.A. examinations. Prior to, or after finishing the major classes, the student may complete the General Education requirements for the A.S. Degree. A grade of “C” or better is required in all major, certificate and major elective courses. An advanced course in the major must be taken at San Jose City College.

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 2
DENT 163 Expanded Dental Assisting 1 3
DENT 164 Expanded Dental Assisting 2 .5
DENT 165 Advanced Dental Assisting 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
General electives (as needed to reach 60 units) 3.5

PHYSICAL ACTIVITY 1

GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 24
TOTAL 60

*Course meets the AS degree lab science general education requirement for Dental Assisting Majors 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.

After completing the Associate of Science degree, students will be eligible for the Teacher Level of the State of California Children’s Center Permit, and qualify for employment as teachers or site supervisors in government and privately funded early care and education programs.

**Learning Objectives/Outcomes:**

Upon completion of the Associate of Science Degree in Early Childhood Education, students will be prepared to:

1. Analyze current requirements and standards for early childhood educators and early care and education programs.
2. Design daily schedules and classroom interactions with children consistent with current knowledge of child development.
3. Document and assess the needs of individual children in early care and education settings
4. Plan and implement classroom based activities consistent with a developmentally appropriate curriculum
5. Communicate effectively with children, parents and coworkers verbally and in writing
6. Demonstrate knowledge of professional and ethical standards required to function successfully in early care and education programs.

A grade of “C” or better is required in all ECE major, certificate and major elective courses.

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

**Early Childhood Education:** (408) 288-3705

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

**CERTIFICATE OF ACHIEVEMENT LEVEL 2:**

<table>
<thead>
<tr>
<th>Course</th>
<th>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>
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*ECE 103 must be taken at San José City College*

**DEGREE REQUIREMENT**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>PSYCH 092</td>
<td>Developmental Psychology</td>
<td>3</td>
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<tr>
<td>Required Major Elecits</td>
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<td>6</td>
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<tr>
<td>PHYSICAL ACTIVITY</td>
<td></td>
<td>1</td>
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<tr>
<td>GENERAL EDUCATION PATTERN /GRADUATION REQUIREMENTS</td>
<td></td>
<td>24</td>
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<td>TOTAL</td>
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**APPROVED PROGRAM SPECIFIC ELECTIVES:**

<table>
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<tr>
<th>Course</th>
<th>Title</th>
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<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 Studies in ECE</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>
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</tr>
<tr>
<td>ECE 142</td>
<td>Supervision of Adults - The Mentor Teacher</td>
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</tr>
<tr>
<td>ECE 145</td>
<td>Integrating Children with Special Needs</td>
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<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 For Children</td>
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<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>
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<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**

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Certification</th>
</tr>
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<tbody>
<tr>
<td>Esthetician</td>
<td>Nail Technician</td>
</tr>
<tr>
<td>Makeup Artist</td>
<td>Barber Stylist</td>
</tr>
<tr>
<td>Salon Owner/Manager</td>
<td>Spa Technician</td>
</tr>
<tr>
<td>Platform Stylist</td>
<td>Manufacturer</td>
</tr>
<tr>
<td></td>
<td>Representative</td>
</tr>
</tbody>
</table>
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:  UNITS

ESTHETICIAN

COS 130A  Esthetics I  11
COS 130B  Esthetics II  11
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 Jose 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 troubleshooting skills, problem solving methods and electrical concepts. Continuous improvement techniques and effective written, verbal, and electronic communication skills will be stressed across the curriculum. Classes are designed in lecture and lecture/lab format to give students a solid foundation in general maintenance skills including HVAC/R. A grade of "C" or better is required for all major and certificate courses.

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 3:  UNITS

AIRC 121  Electrical Principles for Air Conditioning/Refrigeration  4
AIRC 122  Refrigeration Principles  4
AIRC 131  Intermediate Air Conditioning  4.5
AIRC 138  Air Conditioning Work Experience  2
AIRC 142  Air Conditioning Control Systems  4
CIS 041  Introduction to Computer Information Systems  3
FMT 100  Introduction to Facilities Operations  3
FMT 104  Electrical Concepts for Facilities Maintenance Technicians  2
FMT 105  Introduction to Industrial Electronics and Controls  2.5
FMT 120  Low and High Pressure Boilers  3
FMT 122  Introduction to Programmable Logic Controllers  4
FMT 123  Intermediate Programmable Logic Controllers  4
TOTAL  40

DEGREE REQUIREMENTS

Completion of Certificate of Achievement  40
PHYSICAL ACTIVITY  1
GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS  24
TOTAL  65

GENERAL DEGREE WITH SPECIFIC AREAS OF EMPHASIS

An Associate of Science General Degree has been established for students wishing to have a broad educational objective. The degree consists of a minimum of 60 A.S. degree applicable units with a 2.0 grade point average. This degree is intended for individuals wishing to complete a two year A.S. degree only. Students wanting to follow a pattern for 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

DEGREE REQUIREMENTS

MAJOR REQUIREMENTS: Area of Emphasis
(a minimum of 6 units must be CSU transferable units) 21
GENERAL ELECTIVES: if needed to reach 60 units (Must be associate degree applicable courses.) 14
PHYSICAL ACTIVITY  1
GENERAL EDUCATION/GRADUATION REQUIREMENTS  24
TOTAL  60

A grade of "C" or better is required in each course within the area of emphasis.

AREAS OF EMPHASIS

To satisfy the requirement in the chosen area of emphasis a student must complete a minimum of 21 units in unduplicated courses offered in any of the following instructional fields with at least two CSU transferable courses totaling at least 6 units as indicated by the underlined course numbers.

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

AREAS OF CONCENTRATION (General Degree):

ART: 012, 013, 014, 024, 025, 026, 046A, 046B, 055A, 055B, 060, 061, 071, 072, 073, 074, 076, 077, 078, 079A, 079B, 081, 084A, 084B, 091, 092, 095, 096, 100A, 100B, HUMNT 001


COMMUNICATION STUDIES, DANCE, THEATRE: COMS: 010, 020, 20N, 040, 045; DANCE: 002, 010, 011, 014, 020, 021, 023, 024, 032, 034, 040, 050, 051, 062, 063, 064, 065, 066, 067; THEAT: 002, 003, 005, 020, 030, 031, 032, 033, 040


RELATED CAREERS:
Commerical Arbitration
Conflict Resolution
Employee Relations

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

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 for all major and certificate courses.


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

PHOTOGRAPHY: PHOTO: 022, 062, 070, 071, 075, 076, 077, 079, 098

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

SCIENCE - LIFE: BIOL: 001, 002, 003, 020, 021, 061, 063, 064, 066, 071, 072, 074, 098, 099, ENVIR: 010;


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
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.

Objectives: 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 systems testing and operation.
5. Verify a laser/laser systems reliability and compliance to performance specifications.
6. Maintain and troubleshoot lasers/laser systems.

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

Sydney Sukuta, PhD  (408) 298-2181 ext. 3805
Email address:  Sydney.Sukuta@sjcc.edu
Applied Science Division  (408) 288-3781
San Jose City College  website: www.sjcc.edu

Awarded to those who satisfactorily complete the following major and certificate courses with a grade of “C” or better and at least four courses at San Jose City College.

CERTIFICATE OF ACHIEVEMENT LEVEL 1:

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

CERTIFICATE OF ACHIEVEMENT LEVEL 3:

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

DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</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>
<td>1</td>
</tr>
<tr>
<td><strong>GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS</strong></td>
<td><strong>24</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>63.5</strong></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 metalworking.

Most courses applying to a degree or certificate have basic language/math requirements and/or course prerequisites. See a counselor, the class schedule, or the college catalog for prerequisites.
CAREERS IN:
- Mechanic Shop Deburr/Detail Person
- Manual Machinist
- CNC Operator
- CNC Setup Operator/Programmer
- CNC Programmer
- Tool and Die Machinist
- QA/QC Inspector
- Expediter

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 all major, certificate and major elective courses. If the following classes are part of your certificate or degree they must be taken at San Jose City College: MACH 151B, 151C, and 110.

CERTIFICATE OF ACHIEVEMENT LEVEL 2: UNITS
CNC MACHINE (Day Accelerated Program)
MACH 120 Basic CNC Machining Center 4.5
MACH 123 CNC Turning Center 4.5
MACH 126 Advanced CNC Machining Center 4.5
MACH 129 CNC Operator Fundamentals 4.5
TOTAL 18

CERTIFICATE OF ACHIEVEMENT LEVEL 2: UNITS
ENTRY LEVEL MACHINIST
MACH 100 Shop Math and Blueprint Reading 4
MACH 101 Introduction to Machine Technology 3
MACH 151A Advanced Lathe Practices 4
MACH 151B Advanced Milling Machine Practices 4
APPROVED MAJOR ELECTIVES 2
TOTAL 18

CERTIFICATE OF ACHIEVEMENT LEVEL 3: UNITS
CNC, CAD/CAM MACHINIST
Completion Certificate of Achievement Level 2 -
CNC Operator or Entry Level Machinist 18
MACH 110 Precision Measurement 3
MACH 151C Applied Problems in Shop Practices 4
MACH 153A Operator/Programmer I 5
MACH 153B Operator/Programmer II 5
APPROVED MAJOR ELECTIVES 1
TOTAL 36

APPROVED MAJOR ELECTIVES:
Choose from the following:
- CIS 041 Introduction to Computer Information Systems 3
- MACH 098 Directed Studies 1-8
- MACH 109 Introduction to Coordinate Measurement Machine 2
- MACH 138 Occupational Work Experience 3-4
- MACH 154 Introductory CAD/CAM Operations for Machinists & Operators 2

CNC MACHINIST ASSOCIATE OF SCIENCE DEGREE
MAJOR REQUIREMENTS

Day Program
MACH 110 Precision Measurement 3
MACH 120 Basic CNC Machining Center 4.5
MACH 123 CNC Turning Center 4.5
MACH 126 Advanced CNC Machining Center 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 MAJOR ELECTIVES 1
TOTAL 36

OR
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 MAJOR ELECTIVES 4
TOTAL 36

DEGREE REQUIREMENTS UNITS
MAJOR 36
PHYSICAL ACTIVITY 1
GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 24
TOTAL 61

APPROVED MAJOR ELECTIVES - Choose from the following:
- CIS 041 Introduction to Computer Information Systems 3
- MACH 098 Directed Studies 1-8
- MACH 109 Introduction to Coordinate Measurement Machine 2
- MACH 138 Occupational Work Experience 3-4
- 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 Macros 2
- MACH 160 Introduction to CNC Laser Applications 4
- MACH 165 Mill Setups I 1.5
- MACH 359 Beginning Fundamentals of Machine Technology .5
MACH 157 CNC Lathe II 5
MACH 158 Advanced CAD/CAM Operations for Machinists & Operators 2
MACH 159 Introduction to CNC Programming Macros 2
MACH 160 Introduction to CNC Laser Applications 4
MACH 165 Mill Setups I 1.5
MACH 359 Beginning Fundamentals of Machine Technology 0.5

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.

The Certificate of Achievement Level 1 provides a core foundation of coursework for further study, and emphasizes the integration of visual literacy, communication media and technology, and critical thinking. The certificate can also offer a level of competency in communications media for those who are pursuing other fields of study, or for those in the workplace who need communications skills training to perform their job function or to assume additional job responsibilities.

A grade of “C” or better is required for all major and certificate courses.

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
TOTAL 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
PLUS ONE COURSE FROM THE FOLLOWING: 3
ART 084B Flash 2
CIS 020 XML Fundamentals
CIS 023 JAVA Script Programming for the Web
TOTAL 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
TOTAL 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
PLUS ONE COURSE FROM THE FOLLOWING: 3
ART 084B Flash 2
CIS 020 XML Fundamentals
CIS 023 JAVA Script Programming for the Web
TOTAL 36

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 87 Visual Communication 3
PHOTO 076 Photoshop 1 3
TOTAL 27

Completion of Certificate of Achievement Level 2 27
ART 074 Multimedia Design and Development 3
ART 076 Portfolio Preparation and Professional Development
CHOOSE ONE COURSE FROM THE FOLLOWING: 3
PHOTO 062 Intermediate Photography
PHOTO 079 Digital Photography
TOTAL 36

DEGREE REQUIREMENTS
Completion of Certificate of Achievement Level 3 36
PHYSICAL ACTIVITY 1
GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 24
TOTAL 61
CHAPTER 6 — 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 Professional Development 3
PLUS ONE COURSE FROM THE FOLLOWING: 2
ART 055A Life Drawing I
ART 081 Intermediate 3D Animation
ART 084B Flash 2
TOTAL 36

DEGREE REQUIREMENTS

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

MEDICAL ASSISTING

This program prepares the student for employment as an administrative (front office) medical assistant in a physician’s office or clinic. This program is designed to prepare the student to schedule appointments, perform medical reception duties, handle financial matters (including medical collection), manage medical records, and insurance billing. The externship in the front office of a physician’s office will provide the student with the administrative experience necessary to enter the workforce.

Prior to, or after finishing the major classes, the student may complete the General Education requirements for the A.S. Degree. A grade of "C" or better is required in each major course. An advanced course in the major must be taken at San Jose City College.

CAREERS IN:
Medical Office
Medical Clinic
Hospitals

For additional information see our counselor, or visit the Career/Transfer Center, or contact the following:
Medical Assisting Department (408) 288-3131
Business & Service Careers Division (408) 288-3131
San Jose City College Web Page www.sjcc.edu

MEDICAL ASSISTING: Administrative Track

CERTIFICATE OF ACHIEVEMENT LEVEL 3: UNITS

BUS 007A Business Language Skills or 3
BUS 008 Business English and Writing
CA 005 Computer Literacy 2
CA 010A Computer Keyboarding, or 1
CA 011 Speed and Accuracy
CA 100D Microsoft Office 3
HSCI 008 Medical Terminology 3
MA 005 Medical Office Emergencies 2
MA 006 Introduction to Medical Assisting 3
MA 007 Medical Front Office Procedures 3
MA 008 Medical Office Financial Procedures 3
MA 009 Medical Record Systems 3
MA 010 Medical Billing 2
MA 011 Medical Coding 2
MA 012 Medical Assisting Administrative Practicum 4
BIOL 020 Human Biology, or 4-5
BIOL 071 Human Anatomy
Total Units 38-39

DEGREE REQUIREMENTS:
Completion of Certificate of Achievement Level 3 38-39
GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS 24
PHYSICAL ACTIVITY 1
TOTAL 63-64

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

**CERTIFICATE OF ACHIEVEMENT LEVEL 2:**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>REST 122</td>
<td>Principles of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>REST 123</td>
<td>Real Estate Appraisal</td>
<td>3</td>
</tr>
<tr>
<td>REST 124</td>
<td>Legal Aspects of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>REST 125</td>
<td>Real Estate Practice</td>
<td>3</td>
</tr>
<tr>
<td>REST 126</td>
<td>Real Estate Finance</td>
<td>3</td>
</tr>
<tr>
<td><strong>Plus One Course From The Following:</strong></td>
<td>3-5</td>
<td></td>
</tr>
<tr>
<td>ACCTG 020</td>
<td>Financial Accounting</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 101</td>
<td>Bookkeeping for Small Business</td>
<td>3</td>
</tr>
<tr>
<td>REST 128</td>
<td>Real Estate Economics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Plus Two More Courses From Either of the Preceding or The Following:</strong></td>
<td>6</td>
<td></td>
</tr>
<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><strong>TOTAL</strong></td>
<td></td>
<td>24-26</td>
</tr>
</tbody>
</table>

**DEGREE REQUIREMENTS - MAJOR**

Completion of Courses in Certificate of Achievement Level 2 24-26

Plus choose 12 units from any of the courses listed herein which must include:

**One course from the following:**

- ECON 010A Introduction to Macroeconomic Theory 3
- ECON 010B Introduction to Microeconomic Theory 3

**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

**MAJOR REQUIREMENTS** 36-38

**PHYSICAL ACTIVITY** 1

**GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS** 24

**TOTAL** 61-63
CHAPTER 7 — ASSOCIATE OF ARTS DEGREES AND CERTIFICATES

IN THIS CHAPTER:

• CERTIFICATE REQUIREMENTS
• GRADUATION REQUIREMENTS A.A. DEGREE
• GENERAL EDUCATION COURSES
• A.A. DEGREE INDEX
• A.A. DEGREE LISTINGS, CONTACT INFORMATION, AND REQUIREMENTS

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:
CHAPTER 7 — ASSOCIATE OF ARTS DEGREES AND CERTIFICATES

<table>
<thead>
<tr>
<th>CONTENT AREA</th>
<th>A.A. DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. English Language, Communication, and Critical Thinking</strong></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>3 units</td>
</tr>
<tr>
<td></td>
<td>9 units</td>
</tr>
<tr>
<td><strong>B. Scientific Inquiry and Quantitative Reasoning</strong></td>
<td></td>
</tr>
<tr>
<td>Physical Science</td>
<td>3 units</td>
</tr>
<tr>
<td>Biological Science</td>
<td>3 units</td>
</tr>
<tr>
<td>Science with lab from Physical or Biological sciences</td>
<td>0 Units</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3 units</td>
</tr>
<tr>
<td></td>
<td>9 units</td>
</tr>
<tr>
<td><strong>C. Arts and Humanities</strong></td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td>3 units</td>
</tr>
<tr>
<td>Humanities</td>
<td>3 units</td>
</tr>
<tr>
<td>Fine Arts or Humanities</td>
<td>3 Units</td>
</tr>
<tr>
<td></td>
<td>9 units</td>
</tr>
<tr>
<td><strong>D. Social Sciences</strong></td>
<td></td>
</tr>
<tr>
<td>Select three courses from the Social Science list for 9 units</td>
<td>9 units</td>
</tr>
<tr>
<td><strong>E. Lifelong Learning and Self-Development</strong></td>
<td></td>
</tr>
<tr>
<td>Required Minimum</td>
<td>39 units</td>
</tr>
</tbody>
</table>

** 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 A: English Language, Communication, and Critical Thinking</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete one course each from area A1, A2 and A3. All Courses must be completed with a grade of “C” or better.</td>
<td>9</td>
</tr>
<tr>
<td><strong>A1: Oral Communication</strong> – COMS 010, 020, 020N, 040, 045</td>
<td></td>
</tr>
<tr>
<td><strong>A2: Written Communication</strong> – ENGL 001A</td>
<td></td>
</tr>
<tr>
<td><strong>A3: Critical Thinking</strong> – ENGL 001C; PHIL 060; COMS 040</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area B: Scientific Inquiry and Quantitative Reasoning</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete one course each from areas B1, B2 and B4. To satisfy the lab science requirement a course completed in either B1 or B2 must be a lab course. Lab courses are underlined. Courses in area B4 must be completed with a grade of “C” or better.</td>
<td>9</td>
</tr>
<tr>
<td><strong>B1: Physical Science</strong> – 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; PHSC 040</td>
<td></td>
</tr>
<tr>
<td><strong>B2: Life Science</strong> – BIOL 001, 020, 021, 061, 063, 064, 066, 071, 072, 074; ENVIR 010</td>
<td></td>
</tr>
<tr>
<td><strong>B3: Laboratory Activity</strong> - Students must select at least one laboratory experience course (see underlined courses in areas B1 and B2)</td>
<td></td>
</tr>
<tr>
<td><strong>B4: Mathematics and Quantitative Reasoning</strong> – MATH 021, 022, 025, 051, 052, 061, 063, 070, 071, 072, 073, 078, 079</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area C: Arts and Humanities</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete at least one course from area C1, one course from area C2 and a third course from either C1 or C2.</td>
<td>9</td>
</tr>
<tr>
<td><strong>C1: Arts (Art, Dance, Music, Theatre)</strong> – ART 091, 092, 096; DANCE 002; HUMINT 001; MUSIC 083, 091, 095, 099; THEAT 002, 020, 022, 040</td>
<td></td>
</tr>
<tr>
<td><strong>C2: Humanities (Literature, Philosophy, Foreign Language)</strong> – 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,</td>
<td></td>
</tr>
</tbody>
</table>
Area D: Social Sciences

Students are expected to complete the American Institutions requirement in this section (see area F below)

D1: Anthropology and Archaeology – ANTH 062; SSCI 040
D2: Economics – ECON 010A, 010B
D3: Ethnic Studies – ENGL 080; ETH 020, 026, 027, 030; HIST 009, 021, 024; SSCI 031, 040
D4: Gender Studies – ENGL 033; ETH 026; HIST 009; HUMNT 003; 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; ETH 020; GLOBL 001, 002; 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
D10: 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 008, 009, 010, 012, 013, 017, 018, 019, 023, 024, 024A, 030, 038, 039, 040, 041, 042, 044, 046, 048, 052, 055, 056, 096; APE 030E, 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

ASSOCIATE OF ARTS DEGREES AND CERTIFICATES INDEX

ADMINISTRATION OF JUSTICE

ADMINISTRATION OF JUSTICE JUDICIAL ADMINISTRATION

ALCOHOL AND DRUG STUDIES

ART

BUSINESS ADMINISTRATION

CSU – Certificate of Achievement Level 3

CHEMISTRY

COMPUTER SCIENCE

CONSTRUCTION TECHNOLOGY

GENERAL DEGREE

IGETC – Certificate of Achievement Level 3

LABOR STUDIES

LIBERAL ARTS - Areas of Emphasis:
— Arts and Humanities
— Physical and Life Sciences
— Social and Behavioral Sciences

LIBERAL STUDIES

MEDIA ARTS

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.

In addition, the Judicial Administration option expands the existing program focus beyond primarily law enforcement to include judicial branch careers. The program offers students education opportunities which prepare them for entry into judicial branch careers. Additionally, the curriculum addresses the educational and professional development needs of the existing judicial branch workforce and prepares students for advancement in their careers working in the courts. The
program goals address the increasing need for well-prepared applicants for court positions at all levels from entry to managerial.

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.

At the completion of this program the students will have learned all aspects of court functions, including:

a) The operations of the various divisions of the court such as criminal, civil, family law, probate, juvenile delinquency, and dependency;

b) The role of the clerk of court in functions such as legal processing, calendaring, and maintaining the court record;

c) The courtroom support functions such as making the official record, jury services, and court security;

d) Administrative business functions such as finance, human resources, facilities management, and information technology.

For more information about our graduation rates, our median debt of students who completed the program, and other important information regarding gainful employment, please visit our website at http://sjcc.edu/Acad/gainfulEmployment/gainful.html

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

JUDICIAL ADMINISTRATION OPTION

MAJOR REQUIREMENTS: UNITS

Nine (9) courses are required for this new program option, as listed below.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 125</td>
<td>Fundamentals of Court Operations I</td>
<td>3</td>
</tr>
<tr>
<td>AJ 126</td>
<td>Fundamentals of Court Operations II</td>
<td>3</td>
</tr>
<tr>
<td>AJ 127</td>
<td>Introduction to Government and the Judicial Branch</td>
<td>3</td>
</tr>
<tr>
<td>AJ 128</td>
<td>Public Trust and Confidence in the Judicial Branch</td>
<td>3</td>
</tr>
<tr>
<td>AJ 129</td>
<td>Fundamentals of Court Operations III</td>
<td>3</td>
</tr>
</tbody>
</table>

MAJOR REQUIREMENTS: 27

PHYSICAL ACTIVITY: 1

GENERAL EDUCATION/GRADUATION REQUIREMENTS: 39

TOTAL: 67

TRADITIONAL OPTION

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

Programs in Administration of Justice are designed to prepare students for careers in federal, state, and local law enforcement agencies, correctional agencies and institutions and private security agencies. Criminal justice programs also provide additional training for persons already involved in law enforcement administration, correctional administration, forensic science, and security management. Students study the roles and activities of people with regard to maintaining law and order, providing services, protecting life and property, and conducting administration, planning and research. Programs include two-year programs at community colleges, and Bachelor’s Degree and Master’s Degree programs at four-year baccalaureate institutions. A “C” or better is required in all coursework for the major including major electives.

MAJOR REQUIREMENTS: UNITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 010</td>
<td>Introduction to Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>AJ 011</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>AJ 013</td>
<td>Criminal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AJ 014</td>
<td>Contemporary Police Issues</td>
<td>3</td>
</tr>
<tr>
<td>AJ 015</td>
<td>Introduction to Investigations</td>
<td>3</td>
</tr>
</tbody>
</table>

APPROVED MAJOR ELECTIVES: 5

MAJOR REQUIREMENTS: 20

PHYSICAL ACTIVITY: 1

GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS: 39

TOTAL: 60

APPROVED MAJOR ELECTIVES: UNITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 103</td>
<td>Patrol Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AJ 103A</td>
<td>Campus Patrol Procedures</td>
<td>5</td>
</tr>
<tr>
<td>AJ 104</td>
<td>Report Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

AJ classes not used in the core sequence above:
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 CADCI or CADCII status. 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) - 4,000 hours supervised work; Certified Alcohol and Drug Counselor II (CADC) – 2 years full time or 6,000 hours of supervised work.

The Associate of Arts Degree is especially important for those students who desire future employment in a treatment facility. This degree may not transfer to all universities, and students need to inquire of the universities if they have 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
- Chemical Dependency Marketing
- Recovery/Relapse counseling in the private sector up-on completion of the CAADAC Certification process.
- Adolescent and Youth Programs
- Criminal Justice Treatment Programs
- DUI Education

For more information about our graduation rates, our median debt of students who completed the program, and other important information regarding gainful employment, please visit our website at http://sjcc.edu/Acad/gainfulEmployment/gainful.html

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

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

**Major Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>Co-Dependency and Family Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>ADS 073</td>
<td>Case Management</td>
<td>3</td>
</tr>
<tr>
<td>ADS 074</td>
<td>Ethics, 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>

**Major Requirements**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
</tr>
</tbody>
</table>

**Physical Activity**

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

**General Education Pattern / Graduation Requirements**

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

**Total**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>67</td>
</tr>
</tbody>
</table>

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 or higher. This transfer program can lead to employment in some of the specialized fields listed below. This degree may not transfer to all universities, and students need to inquire of the universities if they have a bachelor's degree for their upper division course work.

**Careers in:**

- Advertising photography
- Dark room technician
- Fashion design and illustration
- Fine art framing
Floral arranging and design
Graphic design
Interior design
Illustration
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

For more information about our graduation rates, our median debt of students who completed the program, and other important information regarding gainful employment, please visit our website at http://sjcc.edu/Acad/gainfulEmployment/gainful.html

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

MAJOR REQUIREMENTS

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

MAJOR REQUIREMENTS TOTAL 21

PHYSICAL ACTIVITY 1

GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 39

TOTAL 61

**BUSINESS ADMINISTRATION**

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

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

For more information about our graduation rates, our median debt of students who completed the program, and other important information regarding gainful employment, please visit our website at http://sjcc.edu/Acad/gainfulEmployment/gainful.html

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

DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 020 Financial Accounting</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 021 Managerial Accounting</td>
<td>5</td>
</tr>
<tr>
<td>BUS 060 Fundamentals of Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 063 Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 071 Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 082 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 041 Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ECON 010A Principles of Macroeconomics Theory</td>
<td>3</td>
</tr>
<tr>
<td>ECON 010B Introduction to Microeconomics Theory</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 001B* English Composition</td>
<td>(3)</td>
</tr>
<tr>
<td>MATH 061* Finite Mathematics</td>
<td>(3)</td>
</tr>
</tbody>
</table>

MAJOR REQUIREMENTS 34

PHYSICAL ACTIVITY 1

GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 39

TOTAL 74

* English 1B and Math 61 can be applied toward both Major and General Education requirements. However, the units will count one time only toward the total number of units for graduation.

**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.
CHAPTER 7 — ASSOCIATE OF ARTS DEGREES AND CERTIFICATES

B) Will have acquired appreciable knowledge about their own bodies and minds, about how human society has developed and how it now function, 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.

All courses in this certificate must be completed with a “C” grade or better.

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

Certificate of Achievement Level 3

<table>
<thead>
<tr>
<th>AREA</th>
<th>A</th>
<th>Select one course from each area</th>
<th>9 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AREA</td>
<td>B</td>
<td>Select one course from each area. For areas B1 and B2 one of the courses must be a lab science</td>
<td>9 units</td>
</tr>
<tr>
<td>AREA</td>
<td>C</td>
<td>Select one course from area C1, and one course from area C2, and one additional course from either C1 or C2</td>
<td>9 units</td>
</tr>
<tr>
<td>AREA</td>
<td>D</td>
<td>Select at least three courses. Select from at least 2 areas and 2 disciplines. The American Institutions CSU requirements may be taken in this area</td>
<td>9 units</td>
</tr>
<tr>
<td>AREA</td>
<td>E</td>
<td>Select one course</td>
<td>3 units</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>39 units</td>
</tr>
</tbody>
</table>

NOTE: Please see CSU General Education – Breadth sheet.

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.

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

The chemistry major usually transfers to a four-year institution to earn Bachelor’s, Master’s or Ph.D. degrees, with advanced degrees commensurate with more rewarding careers and higher salaries. SJCC’s chemistry program is articulated with those of the UC and CSU systems and includes the standard courses needed to complete the first two years of the major. Information on course equivalencies for major requirements at UC and CSU is available at www.assist.org.

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

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

Information on course equivalencies for major requirements at UC and CSU is available at www.assist.org.

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<thead>
<tr>
<th>DEGREE REQUIREMENTS</th>
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<tbody>
<tr>
<td>CHEM 001A General Chemistry*</td>
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<tr>
<td>CHEM 001B General Chemistry</td>
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<tr>
<td>CHEM 012A Organic Chemistry</td>
<td>5</td>
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<tr>
<td>CHEM 065 Quantitative Analysis</td>
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</tr>
<tr>
<td>MATH 071 Calculus I with Analytic Geometry*</td>
<td>5</td>
</tr>
<tr>
<td>MATH 072 Calculus II with Analytic Geometry</td>
<td>5</td>
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<td>MAJOR REQUIREMENTS</td>
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<td>PHYSICAL ACTIVITY</td>
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</table>

GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 39

| TOTAL | 74 |

* CHEM 001A and Math 071 can be applied toward both Major and General Education requirements. However, the units will count one time only toward the total number of units for graduation.
CHAPTER 7 — ASSOCIATE OF ARTS DEGREES AND CERTIFICATES

COMPUTER SCIENCE

The Associate of Arts degree in Computer Science is designed to prepare students for pursuing studies at the university level in computer science and engineering. The required core courses in Computer Science, Mathematics and Physics in this associate degree will fulfill the lower division major requirements at many universities. Students are advised, however, to meet with a counselor to assess the course requirements for transfer. The SJCC Chemistry department recommends signing up for a workshop at SJSU conducted by the Undergraduate Computer Science Advisor. (Call the SJSU Computer Science Department at 408/924-5060.)

A grade of "C" or better is required in all coursework completed for the major.

For more information about our graduation rates, our median debt of students who completed the program, and other important information regarding gainful employment, please visit our website at http://sjcc.edu/Acad/gainfulEmployment/gainful.html

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

Michael Divinia, Faculty Liaison for Computer Science Majors: (408) 298-2181 ext. 3998
Mathematics and Science Division: (408) 288-3716
San José City College Web site: www.sjcc.edu

DEGREE REQUIREMENTS

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<th>DESCRIPTION</th>
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<td>Discrete Mathematics</td>
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<td>Calculus II with Analytic Geometry</td>
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<td>MATH 073</td>
<td>Multivariable Calculus</td>
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<tr>
<td>MATH 079</td>
<td>Linear Algebra**</td>
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<tr>
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<tr>
<td>PHYS 004B</td>
<td>General Physics</td>
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MAJOR REQUIREMENTS 31

PHYSICAL ACTIVITY 1

GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 39

TOTAL 71

* MATH 071 and Physics 004A can be applied toward both Major and General Education requirements. However, the units will count one time only toward the total number of units for graduation.

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

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
- Mill Wrights
- Painting
- Plasterer
- Plumbing
- Residential Maintenance
- Roofing

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

For more information about our graduation rates, our median debt of students who completed the program, and other important information regarding gainful employment, please visit our website at http://sjcc.edu/Acad/gainfulEmployment/gainful.html

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

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<td>CNSTR 117</td>
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<td>MAJOR REQUIREMENTS</td>
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</tbody>
</table>

### Major Requirements

A grade of “C” or better is required in each course within the area of emphasis.

### Areas of Emphasis

To satisfy the requirement in the chosen area of concentration a student must complete a minimum of 18 units in any of the following instructional fields:

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

### 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

### Major Requirements

**Major Requirements from an Area of Emphasis**

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<th>Course</th>
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<tr>
<td>TOTAL</td>
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</tbody>
</table>
CHAPTER 7 — ASSOCIATE OF ARTS DEGREES AND CERTIFICATES


LIFE LONG 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; KINE: 012, 042; PED: 008, 009, 010, 012, 013, 017, 018, 019, 023, 024, 024A, 030, 038, 039, 040, 041, 042, 044, 046, 048, 052, 055, 056; APE: 030E, 042E, 056E

MATHEMATICS: MATH: 021, 022, 025, 051, 052, 061, 062, 063, 070, 071, 072, 073, 078, 079, 098


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

PHOTOGRAPHY: PHOTO: 022, 062, 070, 071, 075, 076, 077, 079, 098

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

SCIENCE - LIFE: BIOL: 001, 002, 003, 020, 021, 061, 063, 064, 066, 071, 072, 074, 099; ENVIR 010


Completion of IGETC will permit a student to transfer from a California Community College to a California State University (CSU) or 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. Students may select from:

One of two IGETC Certificate of Achievement Level 3:

IGETC – UC (requires foreign language but not oral communication; minimum 34 units)

or

IGETC – CSU (requires oral communication but not foreign language; minimum 37 units)

A grade of “C” or better is required in all courses.

CERTIFICATE REQUIREMENTS

AREA 1 – ENGLISH COMPOSITION: minimum 6 units - UC

minimum 9 units - CSU

CSU – 3 courses required, one from Group 1A, 1B, and 1C

UC – 2 courses required, one from Group 1A and one from Group 1B

A: English Composition: ENGL 001A

B: Critical Thinking: ENGL 001C

C: Oral Communication: COMS 010, 020, 040

AREA 2 – MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING minimum 3 units

A: Math: MATH 021, 025, 061, 063, 071, 072, 073, 097, 078, 079

AREA 3 - ARTS AND HUMANITIES minimum 9 units

At least 3 courses, one from Group 3A, one from Group 3B and another from Group 3A or 3B

A: Arts: ART 091, 092, 096; DANCE 002; HUMNT 001;

MUSIC 083, 091, 095; THEAT 020, 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; HIST 010A, 010B;

HUMNT 002, 003; JAPAN 002A, 002B; PHIL 010, 011, 012, 051, 065, 070; SL 001B, 002A, 002B;

SPAN 002A, 002B

AREA 4 – SOCIAL AND BEHAVIORAL SCIENCES minimum 9 units

At least 3 courses from at least 2 disciplines

A: Anthropology and Archaeology: ANTH 062, 063

B: Economics: ECON 010A, 010B

C: Ethnic Studies: ETH 020, 026, 027, 030; HIST 009

D: Gender Studies: ETH 026; HIST 009; HUM 003; PSYCH 035

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) provides an option for San Jose City College students to fulfill lower-division general education requirements before transferring to a California State University or University of California campus.
San Jose City College offers both an Associate of Arts Degree and an Associate of Science Degree. Students planning to follow a transfer pattern should use 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

A “C” grade or better is required in all major courses. At least four courses in the major must be completed at San Jose City College, and a minimum of two Labor Studies courses must be taken at SJCC.

For more information about our graduation rates, our median debt of students who completed the program, and other important information regarding gainful employment, please visit our website at http://sjcc.edu/Acad/gainfulEmployment/gainful.html

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

MAJOR REQUIREMENTS

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<td>LABR 022</td>
<td>Labor Negotiations and</td>
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<tr>
<td></td>
<td>Dispute Resolutions</td>
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<tr>
<td>LABR 023</td>
<td>Labor in American Society</td>
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<tr>
<td>LABR 024</td>
<td>Leadership and Communication</td>
<td>1</td>
</tr>
<tr>
<td>LABR 025</td>
<td>Labor Organizing and Political Action</td>
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<tr>
<td>LABR 031</td>
<td>Survey of Contemp. Labor/Social</td>
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<td></td>
<td>Issues for Activists</td>
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<td>LABR 098</td>
<td>Directed Study</td>
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<td>LABR 138</td>
<td>Work Experience</td>
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CHOOSE 12 UNITS FROM THE FOLLOWING:

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<td>COMS 040</td>
<td>Introduction to Argumentation</td>
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<tr>
<td>ECON 010A</td>
<td>Principles of Macroeconomic Theory</td>
<td>3</td>
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<tr>
<td>HED 011</td>
<td>Dynamic Health Concepts</td>
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<tr>
<td>LABR 015</td>
<td>Local Union and Community Leadership</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 012</td>
<td>Introduction to Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 011</td>
<td>Social Problems</td>
<td>3</td>
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</tbody>
</table>
CHAPTER 7 — ASSOCIATE OF ARTS DEGREES AND CERTIFICATES

**CHOOSE 3 UNITS FROM THE FOLLOWING:**

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<tr>
<td>CIS 041</td>
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<td>3</td>
</tr>
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<td>MATH 063</td>
<td>Elementary Statistics</td>
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**MAJOR REQUIREMENTS**

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**GENERAL EDUCATION/GRADUATION REQUIREMENTS**

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**TOTAL**

<table>
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<tr>
<th>Units</th>
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<tbody>
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<td>67</td>
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**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. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments. A grade of “C” or better is required in all coursework for the major.

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

**MAJOR REQUIREMENTS: CHOOSE 18 UNITS FROM THE COURSES LISTED BELOW:**

**AT LEAST 6 UNITS MUST BE FROM THEORY COURSES** *(Non-theory courses are underlined)*

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<tr>
<th>Department</th>
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<td>DANCE</td>
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<td>ENGL</td>
<td>001B, 010, 028, 033, 061, 063, 065, 071A, 071 B, 071C, 073, 078, 079, 080, 082A, 083, 084A, 084B, 086A, 086B</td>
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**MAJOR REQUIREMENTS**

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**GENERAL ELECTIVES if necessary to reach 60**

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**GENERAL EDUCATION/GRADUATION REQUIREMENTS**

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**TOTAL**

<table>
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<th>Units</th>
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<tbody>
<tr>
<td>60</td>
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**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 UNITS FROM THE COURSES LISTED BELOW FOR THE AREA OF EMPHASIS:**

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<td>ENVIR</td>
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<tr>
<td>GEOL</td>
<td>010, 010L, 011, 012</td>
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<td>METEO</td>
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<td>010</td>
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<tr>
<td>PHYS</td>
<td>002A, 002B, 004A, 004B, 004C, 004D</td>
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<tr>
<td>PHYSC</td>
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<tr>
<td>MATH</td>
<td>021, 022, 025, 051, 052, 061, 062, 063, 070, 071, 072, 073, 078, 079</td>
<td></td>
</tr>
</tbody>
</table>

(Science courses underlined are laboratory science courses)

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
</tr>
</tbody>
</table>

**GENERAL ELECTIVES if necessary to reach 60**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

**GENERAL EDUCATION/GRADUATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYSICAL ACTIVITY</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>39</td>
</tr>
</tbody>
</table>

**TOTAL**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
</tr>
</tbody>
</table>
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 grade of "C" or better is required in all coursework for the major.

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

MAJOR REQUIREMENTS: CHOOSE 18 UNITS FROM THE COURSES LISTED BELOW:

AJ 010, 011, 013, 014, 015, 111, 112, 113
ANTH 062, 063
CIS 041
ECON 010A, 010B
ENGL 033,080
ETH 020, 026, 027, 030
FCS 070
GEOG 010, 011
GLOBL 001, 002, 004A
HIST 001, 009, 010A, 010B, 017A, 017B, 021, 024
JOURN 021
LABOR 015
POLS 001, 002, 004
PSYCH 010, 012, 020, 035, 060, 092, 096, 099, 100
SL 015
SSCI 031, 032, 040
SOC 010, 011
VIET 010

MAJOR REQUIREMENTS 18
GENERAL ELECTIVES if necessary to reach 60 2
GENERAL EDUCATION/GRADUATION REQUIREMENTS 39
PHYSICAL ACTIVITY 1
TOTAL 60

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

Units

Area A: Communication in the English Language 9
A1: COMS 020, A2: ENGL 001A, A3: ENGL 001C; PHIL 060; COMS 040

Area B: Physical Universe and Life Forms 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 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, 099; 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, 065, 073, 078, 079, 080, 084A, 084B, 086A, 086B
C-1 or C-2: Any other certified course in C-1 or C-2 but different discipline.

Area D: Social and Behavioral Science 9
HIST 017A, 017B
Any certified D7 course; CIS 041; ETH 020; GLOBL 001, 002; JOURN 021; LABOR 015; SL 015

Area E: Lifelong Learning: 5
FCS 070; PSYCH 092
Physical Education (2 units must be different activities)
TOTAL 43-49
**Additional Graduation and Liberal Studies Requirements:**

Approved Program Specific Electives:
PSYCH 010; MATH 063; ECE 102, 104, 105, 107, 108, 109, 145, 146, 147, 148

Ethnic Studies Graduation Requirement: One course from the list below
ENGL 033, 080; ETH 020, 026, 027, 030; HIST 009, 021, 024; PSYCH 035; SL 015; SSCI 031, 040

**TOTAL UNITS:** 60-66

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**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.

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 development in: Information gathering and reporting in journalistic formats, visual and photo journalism concepts and skills, and application of theory and skill to journalistic practice.

A “C” grade or higher is required in all certificate and major required courses.

For more information about our graduation rates, our median debt of students who completed the program, and other important information regarding gainful employment, please visit our website at http://sjcc.edu/Acad/gainfulEmployment/gainful.html

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

**MAJOR REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 072</td>
<td>Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ART 079A</td>
<td>Web Design 1</td>
<td>3</td>
</tr>
<tr>
<td>JOURN 021</td>
<td>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:

**DEGREE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Component</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAJOR REQUIREMENTS</td>
<td>21</td>
</tr>
<tr>
<td>PHYSICAL ACTIVITY</td>
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<tr>
<td>GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS</td>
<td>39</td>
</tr>
<tr>
<td>TOTAL</td>
<td>61</td>
</tr>
</tbody>
</table>
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 and major preparation requirements of a specific college or university. Because lower division requirements vary considerably from institution to institution, 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 and help 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.

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

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

**TAA/TAG BENEFITS**
- Students will have early confirmation of guaranteed admission.
- Students are registered in the Career/Transfer Center as a transfer student, making them eligible to participate in transfer-related workshops.
- TAA/TAG participants will be added to the transfer mailing list to receive updated transfer information (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**
  - 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**
  - California State University, East Bay
  - California State University, Monterey Bay
- **Private/Independent Universities**
  - Golden Gate University
  - National Hispanic University
  - National University
  - Notre Dame de Namur University
  - Santa Clara University
  - University of the Pacific
TRANSFER TO THE UNIVERSITY OF CALIFORNIA (UC)

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

Students who plan to transfer to the University of California should plan their program at San José City College with the guidance of a counselor. Their plan should include UC eligibility courses, required lower division major prep courses, general education courses, and any other requirements of the UC 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.

UC TRANSFER MINIMUM ELIGIBILITY REQUIREMENTS
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:

1. Complete 60 or more UC transferable units
   • no more than 4 units of PE activity courses
2. Earn a minimum 2.4 GPA in all UC transferable units
   • no more than 14 units may be credit/no credit
3. Complete 7 course eligibility pattern earning a “C” or better in each course
   • 2 UC transferable college courses in English composition;
   • 1 UC transferable college course in mathematical concepts and quantitative reasoning;
   • 4 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.
   Please note: Each course must be worth at least 3 semester units.

In addition:
4. File application during priority filing period
5. For selected majors and/or campuses
   • Earn 3.0 or higher GPA
   • Complete lower division major prep courses
   • Complete IGETC or campus-specific GE
   • Fulfill additional major and/or campus-specific requirements
6. Higher GPA may be required for non-resident students

For more information, visit www.assist.org.

GENERAL EDUCATION/BREADTH REQUIREMENTS
Students may complete either the lower division General Education/Breadth requirements of the specific UC campus they plan to attend or the Intersegmental General Education Transfer Curriculum (IGETC) prior to transfer. IGETC has the advantage of being accepted at all UC campuses. With careful planning, it can also satisfy the seven course eligibility pattern outlined above. See IGETC pattern below for more information. Not all campuses recommend IGETC, however. Please visit www.assist.org for campus & major specific recommendations.

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 most UC campuses. If the prior spring term is not specified, students should check with a counselor and UC Admissions Office at their campus of choice for course completion deadlines. It is strongly encouraged, however, for students to complete the courses as early as possible. Winter and Spring term applicants should also contact the UC Admissions Office for information about course completion deadlines.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) consists of a series of courses that community college students can use to satisfy lower division general education requirements at a CSU or UC campus. Certification of IGETC will permit the student to transfer from the community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements. The following courses have been approved by the Intersegmental Committee as fulfilling the IGETC requirements. A “C” grade or better is required in all IGETC courses.
**SAN JOSE CITY COLLEGE**  
**IGETC: INTERSEGMENTAL GENERAL EDUCATION**  
**TRANSFER CURRICULUM**  
2011-2012

**AREA 1 - ENGLISH COMMUNICATION:** 6-9 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 001B, 002A, 002B, 003A, 003B; HIST 010A, 010B; HUMNT 002, 003; JAPAN 002A, 002B; PHIL 010, 011, 012, 051, 065, 070; SL 001B, 002A, 002B; SPAN 002A, 002B

**AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES:** 9 UNITS  
At least 3 courses from at least 2 disciplines or an interdisciplinary sequence.  
A: Anthropology and Archaeology: ANTH 062, 063  
B: Economics: ECON 010A, 010B  
C: Ethnic Studies: ETH 022, 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: ETH 020; GLOBL 001, 002; JOURN 021; SL 015; SSCI 040  
H: Political Science, Government & Legal Institutions: POLSC 001, 002, 004  
I: Psychology: PSYCH 010, 012, 035, 092, 096, 100  
J: Sociology & Criminology: ETH 020; SL 015, SOC 010, 011

**CSU Graduation Requirement:** U.S. History, 6 UNITS  
Constitution and American Ideals:  
(The U.S. History, Constitution, and American Ideals requirements can be met with either Option #1 or Option #2. These courses also may be used to satisfy 6 units of the IGETC Area 4 requirement.)  
Option #1 HIST 017A and HIST 017B  
OR  
Option #2 HIST 001 and POLSC 001

**AREA 5 - PHYSICAL and BIOLOGICAL SCIENCES:** 7-9 UNITS  
At least 2 courses, one course from 5A and one course from 5B; one must include a laboratory component. Courses in BOLD contain a laboratory component.  
A: Physical Science: ASTRO 010; CHEM 001A, 001B, 015, 032A, 032B; ENVIR 010; GEOG 010, 010L, 011; METEO 010; OCEAN 010; PHYS 002A, 004A, 004B, 004C, 004D; PYSC 040  
B: Biological Science: BIOL 001, 020, 021, 061, 063, 064, 066, 071, 072, 074; ENVIR 010; OCEAN 010

**AREA 6 - LANGUAGES OTHER THAN ENGLISH**  
(UC Requirement Only) 0-5 UNITS  
Languages other than English:  
Students may demonstrate proficiency for the purpose of fulfilling the Language Other Than English IGETC requirement in one of the following ways:  
• Complete one of the following courses with a grade of “C” or better:  
  • CHIN 001A, 001B; FREN 001A, 001B, 002A, 002B; JAPAN 001A, 001B, 002A, 002B, 003A, 003B; HIST 010A, 010B; HUMNT 002, 003; JAPAN 002A, 002B; PHIL 010, 011, 012, 051, 065, 070; SL 001B, 002A, 002B; SPAN 002A, 002B  
• Complete two years of high school coursework in one language other than English with a grade of C or better in each course.  
• Achieve a satisfactory score on the SAT II: Subject Test in Languages other than English.  
• Achieve a score of “3” or higher on a College Board Advanced Placement (AP) Examination in a language other than English.  
• Achieve a score of “5” or higher on an International Baccalaureate (IB) Higher Level Examination in a language other than English.  
• Complete, with grades of C or better, two years of formal schooling at the sixth-grade level or higher in an institution where the language of instruction is not English.  
• Achieve a grade of “A”, “B”, or “C” on the Language other than English “O” Level Exam  
• Achieve a score of 5, 6, or 7 on the Language other than English International “A” Level Exam  
• Have competency verified by a faculty member associated with a California community college. Such verification requires that the college provide a document on letterhead asserting that the student’s proficiency in the language is equivalent to two years of high school study.
### Transfer to the California State University (CSU)

Students completing 60 CSU transferable units by the time they enter a California State University (CSU), are considered an upper division student. To make admission decisions, the CSU admission offices look at three factors:

- College grades
- College coursework completed especially in general education
- Whether student was in good standing at the last college or university attended

### CSU Transfer Admission Requirements
To be eligible for admission to a CSU campus, students must fulfill the following:

1. Complete 60 or more CSU transferable units
2. Earn a minimum 2.0 GPA in all CSU transferable units
3. Complete the four “Basic Skills” courses with a “C” grade or better in each course
   - 3 courses in English Language (Oral Communication, English Composition, and Critical Thinking)
   - 1 course in Mathematical Concepts
4. Complete a minimum of 30 units of CSU General Education-Breadth requirements or the Intersegmental General Education Transfer Curriculum (IGETC)
   (Exceptions may apply for high unit majors)
5. File application during priority filing period
6. For selected majors and/or campuses
   - Higher GPA
   - Complete lower division major prep courses
   - Fulfill additional major and/or campus-specific requirements
7. Higher GPA (2.4+) may also be required for non-resident students

### CSU General Education Breadth Pattern 2011-2012

General Education Breadth agreements consist of those courses that a student can complete at a community college to satisfy the CSU General Education-Breadth requirements at any CSU campus. At least 30 of the 39 semester units must be completed with a letter grade of “C” or better, and all of Area A and B4 must be completed prior to transfer with a “C” grade or better.

#### Area A: English Language Communication and Critical Thinking 9 Units

<table>
<thead>
<tr>
<th>At least 3 courses: One course from each area: A1, A2 and A3. (All courses must be completed with a grade of “C” or better</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A1: Oral Communication</strong></td>
</tr>
<tr>
<td>COMS 010, 020, 020N, 040, 045</td>
</tr>
<tr>
<td><strong>A2: Written Communication</strong></td>
</tr>
<tr>
<td>ENGL 001A</td>
</tr>
<tr>
<td><strong>A3: Critical Thinking</strong></td>
</tr>
<tr>
<td>ENGL 001C; PHIL 060; COMS 040</td>
</tr>
</tbody>
</table>

#### Area B: Scientific Inquiry and Quantitative Reasoning 9 Units

<table>
<thead>
<tr>
<th>At least 3 courses: One course from each area B1, B2, B3 &amp; B4. Area B3 may be satisfied with a B1 or B2 lab course. Lab courses are underlined</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B1: Physical Science</strong></td>
</tr>
<tr>
<td>ASTRO 010, 010L; CHEM 001A, 001B, 015, 032A, 032B; ENVR 010; GEOL 010, 010L, 011, 012; METEO 010; OCEAN 010; PHYS 002A, 004A, 004B, 004C, 004D; PHYS 040</td>
</tr>
<tr>
<td><strong>B2: Life Forms</strong></td>
</tr>
<tr>
<td>BIOL 001, 020, 021, 061, 063, 064, 066, 071, 072, 074; ENVIR 010</td>
</tr>
<tr>
<td><strong>B3: Laboratory Activity</strong></td>
</tr>
<tr>
<td>Students must select at least one laboratory experience course (see underlined courses in areas B1 and B2).</td>
</tr>
<tr>
<td><strong>B4: Mathematical Concepts</strong></td>
</tr>
<tr>
<td>(must pass with a grade of “C” or better)</td>
</tr>
<tr>
<td>MATH 021, 022, 025, 051, 052, 061, 063, 070, 071, 072, 073, 078, 079</td>
</tr>
</tbody>
</table>

#### Area C: Arts, Literature, Philosophy and Foreign Languages 9 Units

<table>
<thead>
<tr>
<th>At least 3 courses: One course from areas C1 and C2, and one additional course from either area C1 or C2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>C1: Arts</strong></td>
</tr>
<tr>
<td>ART 091, 092, 096; DANCE 002; HUMNT 001; MUSIC 083, 091, 095, 099; THEAT 002, 020, 022, 040</td>
</tr>
<tr>
<td><strong>C2: Humanities (Literature, Philosophy, Foreign Language)</strong></td>
</tr>
<tr>
<td>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; 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>
</tr>
</tbody>
</table>

#### Area D: Social Sciences 9 Units

<table>
<thead>
<tr>
<th>At least 3 courses: courses must be from two different areas and from two different disciplines. (It is recommended that the American Institution requirement, Area F1 below, be completed as part of this area.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>D1: Anthropology and Archaeology</strong></td>
</tr>
<tr>
<td>ANTH 062, 063; SSCI 040</td>
</tr>
<tr>
<td><strong>D2: Economics</strong></td>
</tr>
<tr>
<td>ECON 010A, 010B</td>
</tr>
<tr>
<td><strong>D3: Ethnic Studies</strong></td>
</tr>
<tr>
<td>ENGL 080; ETH 020, 026, 027, 030; HIST 009, 021, 024; SSCI 031, 040</td>
</tr>
<tr>
<td><strong>D4: Gender Studies</strong></td>
</tr>
<tr>
<td>ENGL 033; ETH 026; HIST 009; HUMA 003; PSYCH 035</td>
</tr>
<tr>
<td><strong>D5: Geography</strong></td>
</tr>
<tr>
<td>GEOG 010, 011</td>
</tr>
<tr>
<td><strong>D6: History</strong></td>
</tr>
<tr>
<td>ETH 027; HIST 001, 009, 010A, 010B, 017A, 017B, 021, 024; VIET 010</td>
</tr>
</tbody>
</table>
D7: Interdisciplinary Social and Behavioral Science
   CIS 041; ETH 020; GLOBL 001, 002; 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
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 008, 009,
   010, 012, 013, 017, 018, 019, 023, 024, 024A, 030,
   038, 039, 040, 041, 042, 044, 046, 048, 052,
   055, 056, 098; APE 030E, 042E, 056E
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, students 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, students 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
CHAPTER 9 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

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 cumulative 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 if at the end of the second subsequent term of enrollment the percentage of units in which the student has been enrolled and for which entries of “I”, “W”, and “NP” are recorded reaches or exceeds fifty percent (50%). (District Policy 6050.402).

Clearing Probation or Dismissal
A student may clear Academic Probation or Dismissal when their cumulative grade point average is 2.0 or higher. A student may clear Progress Probation or Dismissal by receiving less than 50% of all cumulative 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 must have their Petitions for Re-admission evaluated by a counselor. The counselor reviews the petition and recommends changes in the plan for success or the list of classes. The counselor may also require that a semester or more intervene before re-admission.

- Approved petitions are valid 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
By policy, San José/Evergreen Community College District (SJECCD) grants Academic Renewal as follows:

Academic Renewal by Repetition
Students may repeat any course, two times only, for which they have received a “D” or “F” grade at SJCC or EVC.

If the course is taken and repeated at SJCC or EVC, the lower graded course will automatically be given the Academic Renewal (AR) designation. The change is posted on the SJECCD 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 SJCC, 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.

Students may not repeat a course in which a final grade of “C”, “P”, or better was earned, unless the catalog indicates that the specific course may be repeated more than once.

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 a Request for Transcript and file it with the Office of Admissions and Records (A&R). 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.
CHAPTER 9 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

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 substandard work which has been recorded in the student’s record. (Title 5, 58161)

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.

A student may be dropped from a class at the instructor’s discretion, if the number of times absent exceeds the number of times the class meets in a week during 16-week semester or if they do not attend the first class meeting.

DROPPING CLASSES
A student may withdraw from a class via MyWeb. Each student is ultimately responsible for dropping the class or classes and informing each instructor. The following apply to students 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
Students leaving the College are responsible for clearing all obligations to the College. The District will deny further services to a student who does not clear all obligations.

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.
CHAPTER 9 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

• 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.
• “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.
• “F” 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 to:
  1. provide an opportunity for students to pursue areas outside their fields of major interest and to encourage general education, and/or
  2. indicate successful completion of developmental courses.
• (Optional) “P” can be converted to an A, B, or C. (“D” and “F” grades convert to “NP.”)
• (Mandatory) “P” may be used to progress to the next higher level in designated developmental courses.

Grade NP — Less than Satisfactory, No Credit Earned
• “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.”
• “NP” is used to compute 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.
• “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.
• “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.
• “I” is used to compute Progress Probation and Dismissal.
Symbol IP — In Progress

- "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 A&R.

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>Grade 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 using the following:
  \[
  \text{Grade-point average} = \frac{\text{Total grade points earned}}{\text{total semester units attempted}}
  \]

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 student records are maintained in A&R in the custody of the Director of Enrollment Services. 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 A&R during regular working hours. Only 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 Enrollment Services. All such requests will be honored within 15 calendar days.

DESCRIPTION OF COURSES

COURSE PREREQUISITES AND COREQUISITES

Definitions: “Prerequisite” means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

“Corequisite” means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

Location: Applicable prerequisites and corequisites are listed with 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: AA student who believes that he/she has completed the prerequisite(s) or corequisite(s) for a course as listed in the Schedule of Classes or catalog based on previous coursework at another institution should do the following:

- Make an appointment to see a college counselor
- Bring transcripts or other evidence of meeting the course prerequisite

Challenge Process: A student who believes that he/she has completed the prerequisite(s) or corequisite(s) for a course as listed in the Schedule of Classes or catalog for any of these reasons should do the following:

- Pick up a prerequisite challenge form at A&R 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 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 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

**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 SJCC 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 111; all with C or better  
Advisory Level: Read: 3 Write: 3 Math: 2  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None  

**ACCTG-021 - Managerial Accounting**  
Units: 5  
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  
Advisory Level: Read: 3 Write: 3 Math: 2  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None  

**ACCTG-030 - QuickBooks**  
Units: 3  
The course provides students with hands-on computer-based accounting using QuickBooks, including behind-the-scenes accounting. Proper use of QuickBooks business forms for recording sales and receipts, payables and purchases, and payroll will be presented. Students will explore methods of business problem solving.  
Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L  
Prerequisite: ACCTG 101 or ACCTG 020, both with C or better  
Advisory Level: Read: 3 Write: 3 Math: 1  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None  

**ACCTG-062 - Cost Accounting**  
Units: 5  
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  
Advisory Level: Read: 3 Write: 3 Math: 2  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None  

**ACCTG-063 - Intermediate Accounting**  
Units: 5  
Students will cover comprehensive and up-to-date accounting topics. Topics will include the conceptual framework of accounting, income statement, balance sheet and statement of cash flows, inventory, plant assets, depreciation, intangible assets and investments. Emphasis will be placed on the study of Generally Accepted Accounting Principles and their impact on the financial statement presentation required by the Financial Accounting Standards Board.  
Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L  
Prerequisite: ACCTG 021 with C or better  
Advisory Level: Read: 3 Write: 3 Math: 2  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None  

**ACCTG-097 - Accounting for Income Taxes**  
Units: 3  
This course provides students with an introduction to Federal Individual Income Taxation with emphasis on statutory materials, principles, procedures and terminology. Special attention is given to tax problems encountered by individual taxpayers and the basic concepts of gross income, exclusions, adjusted gross income, deductions, exemptions, and tax credits. Tax avoidance and tax planning techniques will be explored. Other tax entities, such as corporations, partnerships and fiduciaries will be discussed. Issues of gift and estate taxation will be reviewed. A comparative analysis of California tax law will be provided.  
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Advisory Level: Read: 3 Write: 3 Math: 1  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None  

**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: 0  
Recommended: 3 units of Math 310 with CR or placement based on assessment.  
Advisory Level: Read: 2 Write: 2 Math: 1  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None  

**ACCTG-101 - Bookkeeping for Small Business**  
Units: 3  
This course introduces students to accounting principles and procedures that apply to the operations of a small business. Students will analyze and process transactions, develop financial statements, and adjust and close records for a complete accounting cycle for service and merchandising businesses. Students will use course management software to enhance learning by performing simulated accounting activities. This course prepares students for positions as accounting assistants or entry level bookkeepers.  
Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L  
Advisory Level: Read: 3 Write: 3 Math: 1  
Transfer Status: CSU Degree Applicable: AA/AS  
CSU GE: None District GE: None IGETC: None
Adapted Physical Education

APE-030E - Adapted Physical Education - Units: 0.5 - 1
Adapted Fitness for Life

Students with physical disabilities learn how to improve general fitness levels, improve muscular strength, and improve cardiovascular endurance. Students must present written verification of a disability provided by a physician or physical therapist.

Lecture Hours: None Lab Hours: 2 - 3 Repeatable: Yes 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: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

APE-042E - Adapted Physical Education - Units: 0.5 - 1
Adapted Aquatics

Students with physical disabilities learn adaptive swim strokes, such as, modified freestyle, modified elementary backstroke, and modified breaststroke. Students will also learn adaptive aquatic skills, such as, treading water, bobbing and rhythmical breathing, prone float and back float. Students will also learn how to perform adapted aquatic exercises. Students must present written verification of a disability provided by a physician or physical therapist.

Lecture Hours: None Lab Hours: 2 - 3 Repeatable: Yes 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: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

APE-056E - Adapted Physical Education - Units: 0.5 - 1
Adapted Weight Training

Students with physical disabilities will learn how to improve muscular strength and conditioning. Students will learn adaptive weight training skills and techniques, and how to utilize specialized equipment to enhance muscular strength, muscular endurance, and general fitness. Students must present written verification of a disability provided by a physician or physical therapist.

Lecture Hours: None Lab Hours: 2 - 3 Repeatable: Yes 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: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

Administration of Justice

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: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D0 District GE: D0 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: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: D0 District GE: D0 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: 3 Write: 3 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)

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: D0 IGETC: None
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ-015</td>
<td>- Introduction to Criminal Investigation</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>AJ-098</td>
<td>- Directed Study in Administration of Justice</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>AJ-103</td>
<td>- Patrol Procedures</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>AJ-103A</td>
<td>- Campus Patrol Procedures</td>
<td>5</td>
<td>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.</td>
</tr>
<tr>
<td>AJ-104</td>
<td>- Report Writing</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>AJ-111</td>
<td>- Juvenile Law and Procedures</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>AJ-112</td>
<td>- Introduction to Evidence</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>AJ-113</td>
<td>- Crime and Violence in America</td>
<td>3</td>
<td>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.</td>
</tr>
</tbody>
</table>
**AJ-118 - Introduction to Homeland Security**
Units: 3

Students will study the agencies necessary for the protection of the United States and their interrelationships. Students will examine the individual and cooperative roles of federal, state, and local law enforcement agencies, as well as the roles of private security agencies and first responders, in implementing the Homeland Security Act.

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-119 - Introduction to Intelligence Analysis and Security Management**
Units: 3

The student is introduced to intelligence analysis and security management, focused on management of terrorist attacks and other threats to national security. Students will learn about our national defense system, including the private sector, and will explore the vulnerabilities of these systems. Students will learn about the intelligence community and how it operates, and will discuss issues regarding intelligence support of Homeland Security measures.

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-121 - Advancement in Judicial Branch Careers**
Units: 6

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-122 - Transportation and Border Security**
Units: 3

Students are introduced to U.S. border and transportation security as well as the responsibility of the Department of Homeland Security to protect and secure the U.S. International and national threats and their countermeasures will be examined as will the function and cooperation of local, state, and federal security agencies.

Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: L

Prerequisite: AJ 118 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

**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

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**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

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**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
Administration of Justice

AJ-129 - Fundamentals of Court Operations III
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
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

AJ-131 - Judicial Branch Workplace: Relationships and Communications
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

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 résumé 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

ALRC-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

ALRC-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

ALRC-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**  
Units: 4.5

This course, a continuation of Air Conditioning 121 and 122, analyzes the total HVAC system including the air flow, water flow and electrical systems of common systems used in commercial and residential buildings. Emphasis is placed on the construction, operation, adjustment and troubleshooting of each system type. Load calculations and psychrometrics are included.

Lecture Hours: 4  
Lab Hours: 1.5  
Repeatable: No  
Grading: L

Prerequisite: AIRC 121 and 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**  
Units: 4.5

This course covers refrigeration systems service, construction, operation, installation and repair. Commercial piping, line sizing, equipment selection and heat load calculations are introduced. Instruction includes walk-in coolers and freezers, ice machines, display cases, multiple evaporator systems, defrost systems and special application.

Lecture Hours: 4  
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-138 - Work Experience**  
Units: 1 - 8

Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 40 hours of paid work, 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

**AI RC-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-zonе 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


### ADS-072 - Codependency & Family Dynamics

This course approaches codependency from both a medical and development model approach. Students study topics including definitions and characteristics; Pia Mellody's Five Core Symptoms; genograms; dysfunctional and healthy family systems; inner child work; codependency and parenting; culture and codependency; reparenting; approaches to recovery; and tools of recovery. Students will be required to attend self-help groups in the community.

- **Units:** 3
- **Advisory Level:** Read: 3 Write: 3 Math: None
- **Transfer Status:** CSU Degree Applicable: AA/AS
- **Math:** None
- **Degree Applicable:** AA/AS

### ADS-073 - Case Management

Students study assessment, orientation, treatment planning, recordkeeping, and relapse prevention (aftercare planning) from both medical and social models in case management. Students will be required to attend outside self-help workshops or events.

- **Units:** 3
- **Advisory Level:** Read: 3 Write: 3 Math: None
- **Transfer Status:** CSU Degree Applicable: AA/AS
- **CSU GE:** None District GE: None IGETC: None

### ADS-074 - Ethics, and Personal and Professional Growth

This course will address ethical, personal, and professional issues for alcohol and drug counselors, with an emphasis on continued individual growth and development. Students will examine ethical and professional standards, credentialing requirements, assessment of personal strengths and weaknesses, burnout and stress management, recovery implications for counselors, and peer networking as components of a personal professional growth plan. Students will be required to attend outside workshops or events.

- **Units:** 3
- **Advisory Level:** Read: 3 Write: 3 Math: None
- **Transfer Status:** CSU Degree Applicable: AA/AS
- **CSU GE:** None District GE: None IGETC: None

### ADS-075 - Individual, Family, Group Counseling

Students will examine the theories and purposes of various counseling approaches with individuals, groups, and families. Skills necessary for counseling families, individuals, and groups will also be covered.

- **Units:** 3
- **Advisory Level:** Read: 3 Write: 3 Math: None
- **Transfer Status:** CSU Degree Applicable: AA/AS
- **CSU GE:** None District GE: None IGETC: None

### ADS-076 - Law and Prevention: Community Response

Students learn how the community responds to addiction by examining alcohol and drug laws, prevention programs, education programs, outreach programs, and referral programs.

- **Units:** 3
- **Advisory Level:** Read: 3 Write: 3 Math: None
- **Transfer Status:** CSU Degree Applicable: AA/AS
- **CSU GE:** None District GE: None IGETC: None

### ADS-077A - Supervised Practicum A

Students begin the clinical counseling experience hours in an approved chemical dependency treatment facility. Direct supervision is provided by a staff person meeting CAADAC approved standards. Students apply and integrate acquired knowledge and values. This "learning by doing" practicum is the first half of the 255 hours required for certification and essential to adequate preparation for professional practice.

- **Units:** 3
- **Advisory Level:** Read: 3 Write: 3 Math: None
- **Transfer Status:** CSU Degree Applicable: AA/AS
- **CSU GE:** None District GE: None IGETC: None

### ADS-077B - Supervised Practicum B

Students complete the clinical counseling experience hours in an approved chemical dependency treatment facility. Direct supervision is provided by a staff person meeting CAADAC approved standards. Students apply and integrate acquired knowledge and values. This "learning by doing" practicum fulfills the 255 hours required for certification essential to adequate preparation for professional practice.

- **Units:** 3
- **Advisory Level:** Read: 3 Write: 3 Math: None
- **Transfer Status:** CSU Degree Applicable: AA/AS
- **CSU GE:** None District GE: None IGETC: None

### ADS-138 - Work Experience

Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students to attend school one semester and work the next. A maximum of 8 units of Occupational Work Experience credit may be earned during any one semester, to a maximum of 16 units total. Students may only take one (if any) class in addition to work experience while they are enrolled in WE 138. Enrolled in an accredited secondary program. Internship/job placement is not guaranteed.

- **Units:** 1 - 8
- **Advisory Level:** Read: 3 Write: 3 Math: None
- **Transfer Status:** CSU Degree Applicable: AA/AS
- **CSU GE:** None District GE: None IGETC: None
Anthropology

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: D1 IGETC: 4A

ANTH-063 - Introduction to Social and Cultural Anthropology Units: 3

This course introduces the student to an overview of the field of Social and Cultural Anthropology. Topics include the development of the field of Anthropology, the concept of culture, language and communication, patterns of subsistence and economic systems. Other topics covered are sex and marriage, family, kinship and descent, political systems, spirituality, religion, the arts, and the challenge of globalization.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: D1 District GE: D1 IGETC: 4A

Art

ART-012 - Two Dimensional Design Units: 3

This course is an introduction to the theories and application of design in two-dimensional (flat surface) form. Students study the elements and principles of design, using a variety of tools, techniques, and mediums which may include graphite, charcoal, Ink, cut paper, collage, water-based paints, 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. Two 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-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-014 - Color Units: 3

Students will be introduced to the attributes of color. Lecture and studio practice explore the theories and creative use of color in visual art and design. Color is a core art course for AA degree and transfer art program.

Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

ART-024 - Beginning Drawing Units: 3

Students are introduced to the fundamental elements and compositional principles of drawing. Lecture and studio practice will emphasize a variety of media, tools and techniques in studying the elements and principles of drawing, including line, shape, value, perspective, proportion, balance and unity. The course 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-046A - Beginning Ceramics I

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

Students will apply and study intermediate clay construction, including handbuilding 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-055A - Life Drawing I

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.

- **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

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

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

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

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:** None
**IGETC:** None

### ART-072 - Computer Graphics

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  
This course will focus on how to develop, analyze and produce a multimedia project. Topics will include script writing, storyboarding, organizational models, interaction and interface design, authoring and production methods. Students will use authoring, digitizing and imaging software to develop a short interactive multimedia production.  
Lecture Hours: 2  Lab Hours: 4  Repeatable: 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  
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 055A or ART 055B or ART 060 or ART 061 or ART 071 or ART 072 or ART 074 or ART 077 or ART 078 or ART 084 or ART 084A or ART 085 or ART 089 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  
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  
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  
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  
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  
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-084A - Flash 1  
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  
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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<th>ART-084B</th>
<th>- Flash 2</th>
<th>Units: 3</th>
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<tr>
<td>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</td>
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<th>ART-089</th>
<th>- Special Projects in Ceramics</th>
<th>Units: 3</th>
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<tbody>
<tr>
<td>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 Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None</td>
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<thead>
<tr>
<th>ART-091</th>
<th>- Survey of Art History: Prehistoric Through Gothic</th>
<th>Units: 3</th>
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</thead>
<tbody>
<tr>
<td>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: C1 IGETC: 3A</td>
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<tr>
<th>ART-092</th>
<th>- Survey of Art History: Renaissance to the Present</th>
<th>Units: 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>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: C1 IGETC: 3A</td>
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<tr>
<th>ART-095</th>
<th>- Beginning Watercolor</th>
<th>Units: 3</th>
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<tbody>
<tr>
<td>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/UC Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None</td>
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<tr>
<th>ART-096</th>
<th>- Asian Art Appreciation</th>
<th>Units: 3</th>
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<tbody>
<tr>
<td>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/UC Degree Applicable: AA/AS CSU GE: C1 District GE: C1 IGETC: 3A</td>
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<tr>
<th>ART-098</th>
<th>- Directed Study in Art</th>
<th>Units: 0.5 - 6</th>
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<tbody>
<tr>
<td>Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines. 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</td>
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<tr>
<th>ART-100A</th>
<th>- Chinese Brush Painting I</th>
<th>Units: 1.5</th>
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<td>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</td>
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## Astronomy

### ASTRO-010 - Introduction to Astronomy

**Units:** 3  
Astronomy 10 is an introductory course in general astronomy. Students will study the history of astronomy and the development of modern astrophysics, the structure and origin of the solar system and the Milky Way, the birth and death of stars, galaxies, and the search for extraterrestrial life. The scientific method and the fundamental laws of physics are stressed. Special emphasis is placed on recent research 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

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<td>CSU GE</td>
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### ASTRO-010L - Introductory Astronomy Lab

**Units:** 1  
Astronomy 10L is an introductory laboratory course in general astronomy. Students will make observations with portable telescopes on campus and use computer simulations to help visualize astronomical events. Students will make use of models to reproduce the apparent motion of planets and stars in the sky. They will investigate the properties of light and how our view of astronomical phenomena is affected by those properties. They will also explore astronomy in the news including current NASA missions and the search for signs of life's footprints outside of Earth. ASTRO 10L satisfies the CSU lab science requirement if taken in the same semester with ASTRO 010.

**Lecture Hours:** 0  
**Lab Hours:** 3  
**Repeatable:** No  
**Grading:** L

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## Athletics Intercollegiate Men

### ATHM-010 - Intercollegiate Baseball

**Units:** 3  
Intercollegiate baseball emphasizes intercollegiate team competition. The player must have participated in high school varsity baseball or equivalent to take this class.

**Lecture Hours:** None  
**Lab Hours:** 10  
**Repeatable:** 3  
**Grading:** L

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### ATHM-012 - Intercollegiate Basketball

**Units:** 3  
This is an athletic course designed to teach students the basic fundamental skills of basketball and to develop a total team concept, while competing on a very high level of competition. This class may be offered at the intermediate or advanced skill level.

**Lecture Hours:** None  
**Lab Hours:** 10  
**Repeatable:** 3  
**Grading:** L

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### 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

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### 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

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<th>Math: None</th>
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<td>Transfer Status</td>
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<td>Degree Applicable: AA/AS</td>
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<tr>
<td>CSU GE</td>
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<tr>
<td>IGETC</td>
<td>None</td>
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</tbody>
</table>

### 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

<table>
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<tr>
<th>Advisory Level</th>
<th>Read: 3</th>
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<td>Course Code</td>
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<tr>
<td>ATHM-048</td>
<td>Intercollegiate Track and Field</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: L</td>
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<td></td>
<td>Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws.</td>
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<tr>
<td>ATHM-094</td>
<td>Individualized Skills Laboratory</td>
<td>0.5 - 6</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Lecture Hours: 0 Lab Hours: 1.5 - 18 Repeatable: 11 Grading: O</td>
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<td>Advisory Level: Read: 3 Write: 3 Math: None</td>
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<tr>
<td>ATHM-098</td>
<td>Directed Study in Athletics-Intercollegiate Men</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>
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<td>Lecture Hours: None Lab Hours: 1.61 Repeatable: 17 Grading: O</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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**Athletics Intercollegiate Women**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>ATHW-012</td>
<td>Intercollegiate Basketball</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: L</td>
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<td></td>
<td>Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws.</td>
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<td>Advisory Level: Read: 3 Write: 3 Math: None</td>
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<tr>
<td>ATHW-018</td>
<td>Intercollegiate Cross Country</td>
<td>3</td>
<td>This is a physical activity course designed to teach students the skills needed for cross country. Students will be given the opportunity to practice and compete on an intercollegiate basis.</td>
</tr>
<tr>
<td></td>
<td>Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: L</td>
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<td>Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws.</td>
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<tr>
<td>ATHW-040</td>
<td>Intercollegiate Softball</td>
<td>3</td>
<td>This course is designed to teach students various aspects of intercollegiate softball. Emphasis will be placed on developing skills necessary to compete at the collegiate level.</td>
</tr>
<tr>
<td></td>
<td>Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: L</td>
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<td>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.</td>
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<td>Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: L</td>
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<td>Transfer Status: CSU/UC Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None</td>
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<tr>
<td>ATHW-052</td>
<td>Intercollegiate Volleyball</td>
<td>3</td>
<td>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.</td>
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<td>Lecture Hours: None Lab Hours: 10 Repeatable: 3 Grading: L</td>
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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 Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ATHW-098 - Directed Study in Athletics-  Intercollegiate Women  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

Biology

BIOL-001 - General Principles of Biology  Units: 5
BIOL 001 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: B2, B3  IGETC: 5B

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: None  District GE: None  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

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: B2, B3  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 of and classification of living systems, the cell, metabolism, development, health, reproduction, genetics, evolution, ecology and dissection.
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: B2, B3  IGETC: 5B

BIOL-061 - Human Heredity  Units: 3
This course stresses the importance of human heredity in our lives. Students will study the rapidly changing areas of human heredity and specific genetic disorders. The class will explore 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 course is designed for non-science majors.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: 2
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B2  District GE: B2  IGETC: 5B
**Biology**

**BIOL-063 - Ecology**

Students will study 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. This is a general biological science course designed for non-majors.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: 2

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: B2 District GE: B2 IGETC: 5B

**BIOL-064 - Marine Biology**

This is a lecture, laboratory, and field course where students will investigate animals, plants, microorganisms, plankton, and human impact on marine ecosystems. In addition, physical factors of the sea, human oceanic history, technology, and uses of the sea will be considered. Mariculture, energy production, and fisheries biology are also addressed in this course. Students will also study special topics on tropical habitats, shark biology, whaling operations, and local marine habitats. These topics are presented through lecture, laboratory, and field investigations. Field trips will be required to locations such as San Francisco Bay and Monterey Bay.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: 3

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: B2,B3 District GE: B2,B3 IGETC: 5B

**BIOL-066 - Botany**

Students study plant anatomy, physiology, cellular morphology and the ecological and social issues concerning plants. Students will also examine terrestrial and aquatic organisms and their evolution. Field trips are required. Botany 066 is a course designed to introduce majors and non-majors to plant biology.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: 2

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: B2 District GE: B2 IGETC: 5B

**BIOL-071 - Human Anatomy**

Students will study the structure of the human body: identifying its parts and systems, understanding interrelationships between the parts and systems, and making clinical applications. Laboratory activity includes the study of models, dissection of a human cadaver and other selected mammalian organs, and use of the microscope. This course is required for four-year nursing and pre-professional majors such as Occupational Therapy, Physical Therapy, Respiratory Therapy, and Chiropractic.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L

Prerequisite: BIOL 021, with C or better

Advisory Level: Read: 3 Write: 3 Math: 3

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: B2,B3 District GE: B2,B3 IGETC: 5B

**BIOL-072 - Human Physiology**

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.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L

Prerequisite: (ANAT 001 or AP 003 or BIOL 071) and (CHEM 001A or CHEM 015 or CHEM 030A or CHEM 032A and MATH 013; all with grade of C or better

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: B2,B3 District GE: B2,B3 IGETC: 5B

**BIOL-074 - General Microbiology**

This course is designed to introduce majors and non-majors to plant biology.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L

Prerequisite: CHEM 001A or CHEM 011A or CHEM 015 or CHEM 030A or CHEM 032A or CHEM 065 or CHEM 069 and (AP 003 or ANAT 001 or BIOL 001 or BIOL 071 or BIOL 072 or PHYSYO 001); all with C or better

Advisory Level: Read: 3 Write: 3 Math: 3

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: B2,B3 District GE: B2,B3 IGETC: 5B

**BIOL-098 - Directed Study in Biology**

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

**BIOL-099 - Biotechnology Boot Camp Seminar**

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.

Lecture Hours: 1 Lab Hours: 1.5 Repeatable: No Grading: K

Recommended: High School biology and chemistry

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None
Broadcasting

**BROAD-042A - Introduction to Radio Broadcast and Theory**  
Units: 3  
Students will be introduced to the theory, fundamentals, and practices of radio broadcast. They will begin to develop performance, interview, and research skills with respect to live broadcasting.  
Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**BROAD-042B - Intermediate Theory and Practices of Radio Broadcast**  
Units: 3  
Students will increase their knowledge of the fundamentals of broadcasting for radio, including history, government regulations, industry standards, station operations, on-air performance, and technical skills.  
Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L  
Prerequisite: BROAD 042A with C or better  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**BROAD-042C - Advanced Theory and Practices of Radio Broadcast**  
Units: 3  
Students will study advanced on-air presentation, station management and operations, multi-platform broadcasting, and American electronic media culture. Students will manage, operate and perform on-air duties for the campus radio station.  
Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatable: No  
Grading: L  
Prerequisite: BROAD 042B with C or better  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**BUS-007A - Business Language Skills**  
Units: 3  
Students will review and apply English language skills for business letter writing. Students will study grammar, word and number usage, punctuation, vocabulary, spelling, and other mechanics that apply to business writing.  
Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: 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

**BROAD-008 - Business English and Writing**  
Units: 3  
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  
Prerequisite: BUS 007A or BIS 007A  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**BUS-025 - Introduction to Investments**  
Units: 3  
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

**Business**

**BUS-001 - Business Math**  
Units: 3  
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.  
Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L  
Prerequisite: 3 units of MATH 310 with CR or placement based on assessment  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: None  
Degree Applicable: AS  
CSU GE: None  
District GE: None  
IGETC: None
Business

BUS-050  -  Survey of International Business  Units: 3
A comprehensive overview of international business designed to provide a global perspective on international trade, including foreign investments, impact of financial markets, international marketing, and the operation of multinational companies.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level:  Read:  2  Write:  2  Math:  None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

BUS-059  -  Introduction to Importing and Exporting  Units: 3
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

BUS-060  -  Fundamentals of Business Statistics  Units: 3
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

BUS-068  -  Small Business Management  Units: 3
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 projection; and the operation of multinational companies. 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  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

BUS-071  -  Legal Environment of Business  Units: 3
Students study laws and regulations affecting business decisions including legal concepts and cases in the areas of ethics, business torts, contracts, consumer and merchant sales, competition, environment, agency, employment and business organizations. This is a transfer equivalent course.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level:  Read:  3  Write:  3  Math:  2
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  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  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

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  Repeatable: 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  Repeatable: 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
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 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

BUS-113 - Principles of Management
This course provides the fundamentals of theories of management, staffing, planning, organizing, controlling and leading as well as management concepts of motivation and communications. It also examines the application of formal organizational structure and studies the impact of individual and small group behavior on organizational processes and performance. Case studies are included.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

BUS-114 - Human Resources Management
This is an introduction to the fundamental understanding of the management of human resources and its impact and accountability to the organization as a part of the strategic plan. Emphasis is placed on overall planning activities in recruiting, training and development, compensation and benefits and performance evaluation. Also covered in this course are social and organizational realities, legal implications and employee rights, union/non-union practices and global human resources environment.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

BUS-120 - Marketing Principles
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 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

BUS-124 - International Marketing
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.
Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

BUS-126 - Retail Management
Retail Management introduces students to the principles and practices of retail store operations. All major topics will be covered: consumers; site location; designing, staffing, organizing and preparing the retail offering and getting merchandise into the store; developing and controlling the merchandising plan; setting and adjusting retail prices; promotional activities; the importance of environmental influences; and financial statements and operations control.
Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

BUS-135 - Human Relations and Leadership
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.
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

BUS-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
Business

BUS-160 - e-Commerce and Technology
Units: 3
This course will examine the emergence of electronic commerce and its impact on our economy, society, and the global business environment. A substantial portion of the course will be devoted to the Internet and the Web technology, related hardware and software, web architecture, languages, protocols and electronic payment systems. An equal amount of the course will be devoted to business issues including business models, strategies and tactics, and marketing. Legal and social issues will also be discussed.
Lecture Hours: 3
Lab Hours: None
Repeatable: No
Grading: L

Advisory Level:
Read: 2
Write: 2
Math: None

Transfer Status: CSU
Degree Applicable: AA/AS

CSU GE: None
District GE: None
IGETC: None

Chemistry

CHEM-001A - General Chemistry
Units: 5
This course is the first semester of the one year college general chemistry sequence. Students will cover content of 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.
Lecture Hours: 3
Lab Hours: 6
Repeatable: No
Grading: L
Prerequisite: CHEM 015 with C or better, and 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: B1,B3
District GE: B1, B3
IGETC: 5A

CHEM-001B - General Chemistry
Units: 5
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.
Lecture Hours: 3
Lab Hours: 6
Repeatable: No
Grading: L
Prerequisite: CHEM 001A with C or better

Advisory Level:
Read: 3
Write: 3
Math: None

Transfer Status: CSU/UC
Degree Applicable: AA/AS

CSU GE: B1,B3
District GE: B1, B3
IGETC: 5A

CHEM-012A - Organic Chemistry
Units: 5
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 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 011A 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-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 011S or MATH 111; 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, B3
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: B1, B3
IGETC: 5A
**Chemistry**

**CHEM-032B - Intro to General, Organic & Biological Chemistry**

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), carbohydrates, 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 01A; 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: B1, B3  IGETC: 5A

**CHEM-065 - Quantitative Analysis**

Units: 4

Students are introduced to the theory and practice of traditional gravimetric and volumetric analysis. Students will investigate the tools and techniques of electronanalytical and spectrophotometric analytical methods. This course is highly recommended for students who are majoring in chemistry, biochemistry, biology, and bioengineering, and for those who want to gain practical analytical laboratory techniques.

Lecture Hours: 2  Lab Hours: 6  Repeatable: No  Grading: L

Prerequisite: CHEM 001B with C or better

**Advisory Level:**
- Read: 3
- Write: 3
- Math: None

**Transfer Status:**
- CSU/UC: Degree Applicable: AA/AS
- CSU GE: None  District GE: None  IGETC: None

**CHEM-098 - Directed Study**

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

**CHIN-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

**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  Lab Hours: 0  Repeatable: No  Grading: L

Prerequisite: CHIN 001A with C or better

**Advisory Level:**
- Read: 3
- Write: 3
- Math: None

**Transfer Status:**
- CSU/UC: Degree Applicable: AA/AS
- CSU GE: C2  District GE: C2  IGETC: 6A

**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 to explore cultural components related to the target language. This course is a corequisite for CHIN 001B.

Lecture Hours: 0  Lab Hours: 1.5  Repeatable: No  Grading: K

Corequisite: CHIN 001B

**Advisory Level:**
- Read: 3
- Write: 3
- Math: None

**Transfer Status:**
- CSU: Degree Applicable: AA/AS
- CSU GE: None  District GE: None  IGETC: None

**CHIN-009A - 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: None  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

**Chinese**

**CHIN-001A - Elementary Mandarin**

Units: 5

A comprehensive introduction to elementary Mandarin as a second language for students with no background in Mandarin; equal emphasis on listening, speaking, reading, writing Mandarin characters and translation; active vocabulary of about 300 single Chinese characters and over a hundred phrases and idiomatic expressions. 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: C2  IGETC: 6A
CHI-091B - Conversational Mandarin, Level I Units: 3
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 also will be reviewed. Instruction provides cultural information.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CHI-098 - Directed Study in Chinese Units: 0.5 - 9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division Office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None Lab Hours: 1.5 - 27 Repeatable: 17 Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC 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.
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: 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.
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: 1C

COMS-020N - Oral Communication for Non-native Speakers Units: 3
This is a public speaking course designed for the non-native speaker. Course content is identical to Communication Studies 20 with a voice and articulation emphasis. This course introduces students to public speaking and rhetorical theory. Students learn how to evaluate a topic, the speech situation, and the audience, with emphasis on developing an awareness of the relatedness and interdependence of ideas in various contexts. Students develop skills in methods of research, organization, and delivery. The chief emphasis is on developing 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.
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: 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; rules and roles; verbal and non verbal messages and problem-solving as they apply to social and political institutions as well as the world of work in both the public and private sectors will be investigated.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: 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

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## Computer Applications

### CA-005 - Computer Literacy  
Units: 2

The course introduces 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.

Lecture Hours: 1  
Lab Hours: 3  
Repeatable: No  
Grading: L

Credit by Exam: Yes

Recommended: Basic touch keyboarding speed of 25 net words per minute.

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

### CA-010A - Computer Keyboarding  
Units: 1

This course is designed for students with no prior keyboarding experience. Keyboard mastery is developed using touch keyboarding techniques. Skill development and measurement, as well as proofreading skills and basic usage of Microsoft Word are addressed.

Lecture Hours: None  
Lab Hours: 3  
Repeatable: No  
Grading: L

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

### CA-011 - Speed and Accuracy  
Units: 1

Students will use advanced keyboarding software to improve proficiency in speed and accuracy. This course is recommended to refresh and increase keyboarding skills and can be repeated in a separate semester to a maximum of two units. Students enrolling in this course are required to have keyboard touch typing speed of 25 net words per minute.

Lecture Hours: None  
Lab Hours: 3  
Repeatable: 1  
Grading: L

Prerequisite: Touch keyboarding speed of 25 net words per minute

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: None  
Degree Applicable: AS

CSU GE: None  
District GE: None  
IGETC: None

### CA-015A - Document Processing  
Units: 2

Students study elements of keyboard mastery including skill development, proofreading, and measurement of touch keyboarding speed. Students will construct basic business letters, memos, tables, and reports. This course is a continuation of CA 010A and assumes keyboard touch typing speed of 25 net words per minute.

Lecture Hours: 1  
Lab Hours: 3  
Repeatable: No  
Grading: L

Prerequisite: Touch keyboarding speed of 25 net words per minute

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

### CA-020D - Microsoft Windows  
Units: 1

Students use the current version of Microsoft Windows to acquire fundamental computer skills, including 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 a minute

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None

Transfer Status: None  
Degree Applicable: AS

CSU GE: None  
District GE: None  
IGETC: None

### CA-030A - Internet for Beginners  
Units: 1

Students are introduced to the fundamentals of the internet. Students 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  
Lab Hours: 3  
Repeatable: No  
Grading: L

Recommended: Basic touch keyboarding skill of 25 net words a minute

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None

Transfer Status: None  
Degree Applicable: AS

CSU GE: None  
District GE: None  
IGETC: None

### CA-040D - Microsoft Word Specialist  
Units: 1

Students will 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

**Advisory Level:**  
Read: 2  
Write: 2  
Math: None

Transfer Status: None  
Degree Applicable: AS

CSU GE: None  
District GE: None  
IGETC: None

### CA-045D - Microsoft Word Expert  
Units: 1

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.

**Advisory Level:**  
Read: 2  
Write: 2  
Math: None

Transfer Status: None  
Degree Applicable: AS

CSU GE: None  
District GE: None  
IGETC: None
**Computer Applications**

**CA-050D - Microsoft Excel Specialist**  
Units: 1

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 Excel. Students will learn to create databases and applications as used in businesses. They will also learn to create database objects such as tables, queries, forms, reports, and macros, import and export data, and manage workgroup collaboration.

- Lecture Hours: 0  
- Lab Hours: 3  
- Repeatable: No  
- Grading: L

**Recommended:** Basic touch keyboarding skill of 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-055D - Microsoft Excel Expert**  
Units: 1

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.

**Advisory Level:**  
- Read: 2  
- Write: 2  
- Math: None

**Transfer Status:** None  
**Degree Applicable:** AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**CA-060D - Microsoft Access Specialist**  
Units: 1

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

**Advisory Level:**  
- Read: 2  
- Write: 2  
- Math: None

**Transfer Status:** None  
**Degree Applicable:** AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**CA-065D - Microsoft Access Expert**  
Units: 1

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.

**Advisory Level:**  
- Read: 2  
- Write: 2  
- Math: None

**Transfer Status:** None  
**Degree Applicable:** AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**CA-070D - Microsoft PowerPoint Specialist**  
Units: 1

Students will 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

**Recommended:** Basic touch keyboarding skill of 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-075D - Microsoft PowerPoint Expert**  
Units: 1

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: L

**Recommended:** Basic touch keyboarding skill of 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-080D - Microsoft Outlook**  
Units: 1

Students will communicate with the most current version of Microsoft Outlook (e-mail, use calendars, schedule appointments, and create and manage contacts, tasks, and notes. The course content reflects current academic and industry trends leading to Microsoft Office Specialist (MOS) certification.

- Lecture Hours: 0  
- Lab Hours: 3  
- Repeatable: No  
- Grading: L

**Recommended:** Basic touch keyboarding skill of 25 net words a minute

**Advisory Level:**  
- Read: 3  
- Write: 3  
- Math: None

**Transfer Status:** None  
**Degree Applicable:** AS  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**CA-096 - Getting Started with Critical Thinking and Problem Solving**  
Units: 3

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, computer, math, or scientific problems. Students learn how to analyze and describe problems, gather and organize information, propose solutions, and communicate the results of their research.

- Lecture Hours: 0  
- 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
CA-100D  -  Microsoft Office  Units: 3
Students will gain knowledge and practical hands-on experience creating business documents using Microsoft Windows and MS Office. 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. This course prepare students for the Microsoft Office Specialist (MOS) certification exams.
Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Recommended: Basic touch keyboarding skill of at least 25 net words a minute.
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

CA-102D  -  Advanced MS Office  Units: 3
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  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 to earn 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: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CA-302  -  Getting Started with Microsoft Windows  Units: 0.5
Students will study fundamental Microsoft Windows computer skills in this open entry/open exit lab. Course topics include usage of the mouse, opening and closing programs, and saving information in electronic format in folders.
Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

CA-303  -  Getting Started with Microsoft Word  Units: 0.5
Students will study fundamental Microsoft word processing skills in this open entry/open exit lab. Course topics include creating, saving, revising, formatting, and adding graphics to a document.
Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

CA-304  -  Getting Started with Microsoft Excel  Units: 0.5
Students will study fundamental Microsoft Excel skills in this open entry/open exit lab. Course topics include how to use spreadsheets to display information, calculate formulas, and replicate formulas.
Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

CA-305  -  Getting Started with Microsoft PowerPoint  Units: 0.5
Students will study the fundamentals of making Microsoft PowerPoint presentations in this open entry/open exit lab. Course topics include utilizing menus, clip art, text, images (graphics), panes, and templates.
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
Students will study fundamental skills of the internet in this open entry/open exit lab. Course topics include utilizing Microsoft's Internet Explorer's (IE's) pull-down menus, searching the web, copying and saving text images (graphics), and downloading information. Students also study how to use an Internet mail tool (e.g., Yahoo mail) and save pages (bookmarks).
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 Applications

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-017A  -  Windows  Units: 3
Students acquire skills installing, planning, implementing, configuring and maintaining the Windows operating system. Students are introduced to remote desktop and virtual mode, printing, managing date storage, network services, speech recognition, remote access services, and network monitoring. The course also includes information on virtualization support, backup and data recovery, and managing system reliability and availability.
Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Recommended: CIS 041 or equivalent strongly recommended
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CIS-017B  -  Windows Server  Units: 3
Students will acquire skills installing, planning, implementing, configuring and maintaining the Windows Server 2008 operating system. Students are introduced to Active Directory and account management, printing, managing data storage, network services, deploying Internet Information Server (IIS) services and Certificate Authority, remote access services, server and network monitoring. The course also includes information on virtualization, application services, data provisioning, backup and data recovery, and managing system reliability and availability.
Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: CIS 017A with C or better
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
CIS-017C - Windows Server 2003 Active Directory
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

CIS-017D - Windows Server 2003 Network Infrastructure
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

CIS-017E - Exchange Server 2003
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

CIS-018A - Cisco Network Essentials
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 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-018B - Cisco Router and IOS Software
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 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-018C - Cisco Local Area Network Design
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 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-018D - Cisco Wide Area Network Design
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 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-020 - XML Fundamentals
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  
Repeatability: 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  
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  
Repeatability: 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  
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  
Repeatability: 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  
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  
Repeatability: 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  
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  
Repeatability: 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  
IGETC: None

**CIS-024A - Perl Programming**  
**Units:** 3  
Perl is a leading web-server dynamic language used in the industry. Knowledge of Perl will prepare students to use this leading web technology to develop, create, and maintain industry-standard websites across all computing platforms.  
Lecture Hours: 2.5  
Lab Hours: 1.5  
Repeatability: No  
Grading: L  
**Advisory Level:**  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
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  
Repeatability: No  
Grading: L  
**Advisory Level:**  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
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  
Degree Applicable: AA/AS  
IGETC: None
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>CIS-025</td>
<td>VBX and ActiveX Controls</td>
<td>3</td>
<td>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.</td>
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<td>Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L</td>
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<td>Prerequisite: CIS 042 with C or better</td>
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<td>CSU GE: None District GE: None IGETC: None</td>
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<tr>
<td>CIS-026</td>
<td>Designing Web-Based Courses and Training Materials</td>
<td>3</td>
<td>This course covers local vs. public Web site presentations, users' expectations from online courses, chat-rooms, evaluation of effective Web-based training materials and ways to promote interactivity on the Web. This course provides those who are involved in designing online courses hands-on experience with the basic requirements for creating a successful course. It covers various online tools devoted to this purpose. Students will learn the advantages and disadvantages of creating online applications and the special requirements of these courses. This course is designed for instructors, writers, editors, illustrators, and any individuals who need to create online, interactive tools.</td>
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<td>Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L</td>
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<td>Advisory Level: Read: 2 Write: 2 Math: None</td>
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<td>CSU GE: None District GE: None IGETC: None</td>
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<tr>
<td>CIS-027</td>
<td>Web Application Solutions</td>
<td>3</td>
<td>This course covers local vs. public Web site presentations, users' expectations from online courses, chat-rooms, evaluation of effective Web-based training materials and ways to promote interactivity on the Web. This course provides those who are involved in designing online courses hands-on experience with the basic requirements for creating a successful course. It covers various online tools devoted to this purpose. Students will learn the advantages and disadvantages of creating online applications and the special requirements of these courses. This course is designed for instructors, writers, editors, illustrators, and any individuals who need to create online, interactive tools.</td>
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<td>Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L</td>
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<td>Prerequisite: CIS 023 and CIS 024 and CIS 025, all with C or better</td>
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<tr>
<td>CIS-028</td>
<td>Web Site Administration I</td>
<td>3</td>
<td>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.</td>
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<td>Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L</td>
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<td>Prerequisite: CIS 042 and CIS 060 and CIS 063 and CIS 157</td>
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<td>CSU GE: None District GE: None IGETC: None</td>
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<tr>
<td>CIS-029</td>
<td>Web Site Administration II</td>
<td>3</td>
<td>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.</td>
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<td>Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L</td>
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<td>Prerequisite: CIS 014 and CIS 028</td>
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<td>CSU GE: None District GE: None IGETC: None</td>
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<td>CIS-036</td>
<td>Web 2.0 Programming</td>
<td>3</td>
<td>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.</td>
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<td>Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L</td>
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<td>Advisory Level: Read: 3 Write: 3 Math: None</td>
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<td>Transfer Status: CSU Degree Applicable: AA/AS</td>
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<td>CSU GE: None District GE: None IGETC: None</td>
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<td>CIS-041</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
<td>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.</td>
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<td>Lecture Hours: 3 Lab Hours: 1 Repeatable: No Grading: L</td>
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<td>CIS-042</td>
<td>Program Design and Development</td>
<td>3</td>
<td>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.</td>
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<td>Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L</td>
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<td>Prerequisite: CIS 041 or CIT 010, both with C or better</td>
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<td>Advisory Level: Read: 2 Write: 2 Math: None</td>
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<td>Transfer Status: CSU/UC Degree Applicable: AA/AS</td>
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CIS-047  -  Apache, PHP, MySQL

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-054  -  C/ C++ Programming

Students will study C, a general-purpose programming language, which features brevity of expression, modern control flow and data structures, and a rich set of operators. Students will also study C++, an object oriented programming language that is built using the C language as a base. Students will learn the importance of portability and efficiency through a variety of programming assignments. This course includes application programs and/or systems software.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L

Recommended: CIS 041
Advisory Level:  Read: 3  Write: 3  Math: 2
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

CIS-055  -  Data Structures

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, link lists, stacks, queues, binary trees, heaps, balanced trees and Priority Queues. Applications of recursion will be discussed in some detail. Techniques for sorting and searching will also be presented.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: CIS 042 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

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-060  -  Systems Analysis and Design

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

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

CIS-062B  -  A+ Core PC Hardware Technology

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

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
SJCC Course Catalog

Computer Information Systems

**CIS-068 - Administering Microsoft SQL Server**

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.

- **Units:** 3
- **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-073 - Visual Basic Programming**

Visual Basic is a programming language that allows rapid development of the Microsoft Windows graphical user interface. Students will learn to use Visual Basic .NET concepts, tools, and programming methodology to create user friendly Microsoft Windows applications.

- **Units:** 3
- **Lecture Hours:** 2.5
- **Lab Hours:** 1.5
- **Repeatable:** No
- **Grading:** L

**Advisory Level:**

- Read: 3
- Write: 3
- Math: 2

**Transfer Status:** CSU/UC

**Degree Applicable:** AA/AS

**CSU GE:** None
**District GE:** None
**IGETC:** None

**CIS-084 - Java Programming**

Students are introduced to the Java programming language, data types, and control structures using an object-oriented approach. Topics include problem solving, classes, methods argument passing, GUI, input/output, Java libraries, applets, and exception handling.

- **Units:** 3
- **Lecture Hours:** 2.5
- **Lab Hours:** 1.5
- **Repeatable:** No
- **Grading:** L

**Recommended:** CIS 41 or equivalent

**Advisory Level:**

- Read: 3
- Write: 3
- Math: 2

**Transfer Status:** CSU/UC

**Degree Applicable:** AA/AS

**CSU GE:** None
**District GE:** None
**IGETC:** None

**CIS-098 - Directed Study in Computer Information Systems**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

- **Units:** 0.5 - 9
- **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

**CIS-121 - Web Application Security**

This course is an introduction to application security principles, and overview of security in existing 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.

- **Units:** 3
- **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**

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.

- **Units:** 1
- **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**

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.

- **Units:** 3
- **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**

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 have been 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.

- **Units:** 1 - 8
- **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
**Computer Information Systems**

**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: O

Prerequisite: CIS 157 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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**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

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status:  
CSU Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**CNSTR-100 - Introduction to Hand and Power Tools**  
Units: 1  
Students will be introduced to concepts associated with hand and power 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: L

Advisory Level:  
Read: 3  
Write: 3  
Math: 1

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

**CNSTR-102A - Residential Construction - Plumbing**  
Units: 3  
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.

Lecture Hours: 2  
Lab Hours: 4  
Repeatable: No  
Grading: L

Credit by Exam: Yes

Prerequisite: CNSTR 101A or CNSTR 101 with C or better

Corequisite: Or concurrent enrollment in CNSTR 101A

Advisory Level:  
Read: 3  
Write: 3  
Math: 1

Transfer Status:  
CSU Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**CNSTR-102B - Residential/Commercial Wiring**  
Units: 4  
This course covers the fundamentals of residential and commercial electrical wiring. Successful completion of this course requires a working knowledge of sizing an electrical service and distribution panel and sizing of breakers and conductors. Students will also have knowledge of various residential and commercial circuits, GFCI protection, and grounding requirements. The course stresses the importance of print reading. The commercial wiring portion informs the student of the systems peculiar to commercial applications. Both parts of the course stress National Electrical Code (NEC), ensuring the student's familiarity with the code.

Lecture Hours: 3  
Lab Hours: 3  
Repeatable: No  
Grading: L

Credit by Exam: Yes

Recommended: General math skills are needed for calculations.

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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Students will be introduced to the theory and practice of roof framing for residential dwellings. Topics covered include rafter length calculations for common, hip, valley, and hybrid rafters, and design and detailing of metal and wood roof framing systems. Students will also be introduced to green materials and their applications.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: 1

Transfer Status: CSU  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

CNSTR-105 - Concrete Construction

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.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L

Prerequisite: CNSTR 101A or CNSTR 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

CNSTR-106 - Construction Blueprint Reading, Estimating, Codes and Specifications

Students will be introduced to concepts associated with blueprint reading, sketching, and interpreting light commercial and residential drawings. This course includes instruction in the recognition of construction materials including green materials, Leadership in Energy and Environmental Design (LEED), Building Information Model (BIM) procedures, building specifications, codes, and methods of estimating construction costs from blueprints.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: 1

Transfer Status: CSU  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

CNSTR-107 - Seminar in Principles of Contracting

This course is designed for theoretical and practical instruction of the experiences and principles 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.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:  Read: 2  Write: 2  Math: None

Transfer Status: CSU  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

CNSTR-109A - Basic Cabinet/ Furniture Making

This beginning course in cabinet and furniture making is designed for anyone who is interested in learning the basics of woodworking. Hand and power tool safety and use, project planning, and the materials and processes of furniture and cabinet making are included.

Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L

Advisory Level:  Read: 2  Write: 2  Math: None

Transfer Status: None  Degree Applicable: AS

CSU GE: None  District GE: None  IGETC: None

CNSTR-109B - Advanced Cabinet/ Furniture Making

This course is a continuation of Construction Technology 109A. It is designed for anyone who is interested in learning and developing more advanced manipulative skills used within the cabinet/furniture making industry today. Tool/machine safety, use, and maintenance, frame and panel construction, cabinet doors, drawers, drawer guides, shelves, and cabinet interiors will be covered.

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

CNSTR-110 - Architectural Drawing and Home Planning

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 CAD. 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
**CNSTR-111 - Basic Woodworking: Clockmaking**

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 presented. Types of hardwoods, fasteners, and clock mechanisms 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: No Grading: O

Advisory Level: Read: 3 Write: 3 Math: None Transfer Status: None Degree Applicable: AS CSU GE: None District GE: None IGETC: None

**CNSTR-112 - Supervision of Construction**

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

**CNSTR-113 - Insurance for Construction**

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

**CNSTR-114 - Finance for Construction**

This course shows students how to build banking and finance relations. Coursework covers lines of credit, profit and loss statements, bonding requirements and qualification requirements for owners and general contractors. Your company cannot grow without these important, yet easy to build relationships.

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-115 - Blueprint Reading**

Students will be introduced to blueprint reading, sketching, and interpreting of light commercial and residential drawings. It includes instruction in the recognition of construction materials, procedures, including green materials, Leadership in Energy and Environmental Design (LEED), Building Information Model (BIM), and specifications from blueprints. This course also covers trade-specific symbols found on construction drawings and specifications.

Lecture Hours: 1 Lab Hours: 0 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: 1 Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None

**CNSTR-116 - Estimating**

Students will be introduced to the basic concepts of construction cost estimating and how to estimate the quantity of labor and materials needed to complete a construction project. Students 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 estimating green construction materials and specifications.

Lecture Hours: 1 Lab Hours: 0 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

**CNSTR-117 - OSHA Construction Safety Standards**

Students will receive 10-hour outreach training which concentrates on OSHA safety for entry level construction workers. Students will be taught to recognize and prevent hazards which a worker may encounter at a construction site. Students will be issued a 10-hour OSHA card upon successful completion of the class.

Lecture Hours: 1.5 Lab Hours: 0 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

**CNSTR-118 - Project Management for Construction**

Students will be introduced to project management, time management, project organization, risk management, and effective management of people in the construction trades. Students will obtain a clearer understanding of the challenges and changes of residential and commercial workplace safety, equipment, and the construction industry as a whole.

Lecture Hours: 1 Lab Hours: 0 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: 1 Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None
**CNSTR-119 - Construction Contracting with the Federal Government**

This course provides knowledge of how to get into the lucrative Federal Construction market and successfully locate, bid and build a Federal project.

- **Units:** 1
- **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

**Transfer Status:**
- CSU: Degree Applicable: AA/AS
- CSU GE: None
- District GE: None
- IGETC: None

**Transfer Status:**
- CSU: Degree Applicable: AA/AS
- CSU GE: None
- District GE: None
- IGETC: None

**CNSTR-120 - Building Code for the Construction Industry**

Students will be introduced to basic construction building codes such as International Building Codes (IBC), the base document for the California Title 24 Building Codes. Topics include how to recognize and apply code abbreviations, plans, permits, and inspections in the state of California, and how to pursue and acquire proper building permits. Student will also learn to identify and interpret egress, fire protection, plumbing, and electrical codes.

- **Units:** 1
- **Lecture Hours:** 1
- **Lab Hours:** 0
- **Repeatable:** No
- **Grading:** L

**Advisory Level:**
- Read: 3
- Write: 3
- Math: 1

**Transfer Status:**
- CSU: Degree Applicable: AA/AS
- CSU GE: None
- District GE: None
- IGETC: None

**CNSTR-124 - Careers in Construction**

Students will be introduced to various careers available within the construction industry with emphasis on the careers available through construction apprenticeship programs and college education. Career pathways and lifelong education will also be discussed. Physical requirements and mental aptitudes needed for the construction trade will be explored to enable each student to choose the best career path. Field trips may be required.

- **Units:** 2
- **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-125 - Green Construction**

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, earthcrete, 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.

- **Units:** 3
- **Lecture Hours:** 3
- **Lab Hours:** 0
- **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

**CNSTR-128 - Introduction to National Electrical Code**

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.

- **Units:** 3
- **Lecture Hours:** 3
- **Lab Hours:** 0
- **Repeatable:** No
- **Grading:** L

**Credit by Exam:** Yes

**Recommended:**
- CSU 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

**CNSTR-130 - House Building Practicum**

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, stalls 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.

- **Units:** 4.5
- **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 Preparation**

Students will prepare for the United States Green Building Council (USGBC) Green Associate exam, which must be taken prior to sitting for the Leadership in Energy and Environmental Design (LEED) AP BD+C exam. Students will gain knowledge about the USGBC, current LEED® BD+C commercial construction rating system credit intents and requirements for building certification. Students will also learn how to implement the process and coordinate a project team. This course will satisfy educational requirement eligibility for the Green Associate exam. San Jose City College does not administer the USGBC exam.

- **Units:** 3
- **Lecture Hours:** 3
- **Lab Hours:** 0
- **Repeatable:** No
- **Grading:** L

**Credit by Exam:** Yes

**Recommended:**
- Green Associate certificate, commercial construction experience or familiarity with the LEED® credit rating system.

**Advisory Level:**
- Read: 3
- Write: 3
- Math: 1

**Transfer Status:**
- CSU: Degree Applicable: AA/AS
- CSU GE: None
- District GE: None
- IGETC: None

**CNSTR-134 - LEED AP BD+C Exam Preparation**

Students will prepare for the Leadership in Energy and Environmental Design (LEED®) BD+C Building Design and Construction exam. Students will gain knowledge of the BD+C LEED® rating system credit intents, requirements, certification. Students will learn how to implement the process, coordinate a project team, and verify technical analyses. Students are responsible to meet the LEED Project requirement. San Jose City College does not administer the USGBC exam.

- **Units:** 3
- **Lecture Hours:** 3
- **Lab Hours:** 0
- **Repeatable:** No
- **Grading:** L

**Credit by Exam:** Yes

**Recommended:**
- Green Associate certificate, commercial construction experience or familiarity with the LEED® credit rating system.

**Advisory Level:**
- Read: 3
- Write: 3
- Math: 1

**Transfer Status:**
- CSU: Degree Applicable: AA/AS
- CSU GE: None
- District GE: None
- IGETC: None
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

Applied Construction Math

Students will be introduced to mathematical skills used in the construction trades. Students will learn how to apply mathematical operations using whole numbers, fractions, decimals, percentages, measurements, and power and roots. While this class is not a prerequisite for any other classes, it does provide a foundation for other construction courses.

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: NAA
CSU GE: None District GE: None IGETC: None

- Juvenile Counselor Core Course

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

- Probation Officer Core Course

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

Cosmetology

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, shampoo, bleach, hair colors, permanent waving, chemical straightening, and disinfectant. 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

- Cosmetology Freshman Theory

Cosmetology 010A 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 note-book 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

- Cosmetology Senior Theory

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

- Directed Study in Cosmetology

This course is designed for continuing students who must meet the California Bureau of Barbering and Cosmetology requirement of 1600 hours. The lecture portion will include the Health and Safety Module. The following advanced topics are covered in lab: hair design, hair sculpting (cutting), haircoloring, perm design, shampooing, manicuring, make-up, facials, scalp massage, hair removal by wax and tweezers, hair relaxing, thermal styling, braiding / hair extensions, and spa pedicures. Both concepts and manipulative skills related to each area are emphasized.

Lecture Hours: 5 Lab Hours: 19.5 Repeatable: 1 Grading: L

Prerequisite: COS 010A and COS 105A; both with C or better

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: BL IGETC: None

- Cosmetology Professional Skills

This course provides the basic concepts and skills necessary to perform the job of the pr
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS-105A</td>
<td>Cosmetology Freshman Laboratory</td>
<td>16</td>
<td>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, shampooing and understanding of pH. Client safety and sanitary precautions for each practical area are emphasized. Students must be concurrently enrolled in COS 10A. This course, with its corequisite, COS 10A, meets the District lab science requirement.</td>
</tr>
<tr>
<td>COS-105B</td>
<td>Cosmetology Senior Laboratory</td>
<td>16</td>
<td>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 COS 10B. This course, with its corequisite, COS 10B, meets the District lab science requirement.</td>
</tr>
<tr>
<td>COS-106A</td>
<td>Cosmetology Teacher Training I</td>
<td>10.5</td>
<td>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 principles 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.</td>
</tr>
<tr>
<td>COS-106B</td>
<td>Cosmetology Teacher Training II</td>
<td>10.5</td>
<td>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 Instructor's License. A total of 300 hours of lecture/demonstration and laboratory training to include technical and practical aspects of Cosmetology Science.</td>
</tr>
<tr>
<td>COS-116A</td>
<td>Esthetics I</td>
<td>11</td>
<td>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 an understanding of the theory and practical operations of all pertinent subjects dealing with skin care.</td>
</tr>
<tr>
<td>COS-116B</td>
<td>Esthetics II</td>
<td>11</td>
<td>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.</td>
</tr>
<tr>
<td>COS-120</td>
<td>Manicuring Theory</td>
<td>4</td>
<td>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.</td>
</tr>
<tr>
<td>COS-121</td>
<td>Manicuring Laboratory</td>
<td>5</td>
<td>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, gels, and nail art techniques.</td>
</tr>
<tr>
<td>COS-130A</td>
<td>Manicuring Laboratory</td>
<td>10.5</td>
<td>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.</td>
</tr>
<tr>
<td>COS-130B</td>
<td>Manicuring Laboratory</td>
<td>10.5</td>
<td>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.</td>
</tr>
</tbody>
</table>
Cosmetology

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  Units: 0.5 - 13
Problems
This course is designed for continuing students who must meet the California Cosmetology State Program requirements of 1690 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

DANCE-011 - Ballet, Intermediate  Units: 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 performance in the execution of intermediate level barre and center combinations. The intermediate level class will draw from the fundamentals of the beginning level class while increasing the difficulty in coordination, complexity, tempo and stamina. The student will gain fluency in the use of traditional French vocabulary.
Attendance at a live dance performance may be required. Between DANCE 011 and DANCE 010 students may take no more than 4 units.
Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: L
Prerequisite: DANCE 010 with C or better

Advisory Level:
Read: 3  Write: 3  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

DANCE-014 - Dancers' Workshop  Units: 0.5 - 2
Students will be involved in the dance rehearsal process which culminates in a public performance. Students participate as dancers, rehearsing and performing repertory reconstructions, folkloric arrangement, and original student and faculty choreography. Repeatable to a maximum of 8 units.
Lecture Hours: None  Lab Hours: 2 - 6  Repeatable: 15  Grading: L
Corequisite: DANCE 024
Recommended: Completion of course in beginning ballet, jazz, modern dance, or tap

Advisory Level:
Read: 3  Write: 3  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

DANCE-020 - Jazz Dance, Beginning  Units: 1
Students will be introduced to the elementary skills of jazz dance technique. The student will learn basic positions, isolations, locomotor movements, and full body actions. Exploration of movement qualities, basic rhythms, and musical phrasing unique to jazz dance, will be a focus of the course. The student will gain an understanding and appreciation of his/her own unique body in relation to jazz dance as a dynamic art form. Attendance at a live performance may be required. Between DANCE 020, DANCE 021, and DANCE 023 students may take no more than 4 units.
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: E  IGETC: None

DANCE-021 - Jazz Dance, Intermediate  Units: 1
Students continue to develop the elements taught in beginning jazz dance. 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. Attendance at a live performance may be required. Between DANCE 020, DANCE 021 and DANCE 023 students may take no more than 4 units.
Lecture Hours: None  Lab Hours: 3  Repeatable: 3  Grading: L
Prerequisite: DANCE 020, minimum grade C

Advisory Level:
Read: 3  Write: 3  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E2  District GE: E  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, 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: E  
IGETC: None

**DANCE-024 - Dance Production Workshop**  
Units: 0.5  
In this course students gain an overview of the scope and integration of the technical, design, and management aspects necessary to a dance production. The student will participate in the application of one or more of these elements in the process of producing a dance concert for public presentation. 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-032 - Choreography**  
Units: 1.5  
Students will be introduced to the principles and practical applications of dance composition. The course will cover concepts of space, time, energy, rhythm, form, phrasing, style, and content in relation to contemporary dance choreography. Students will explore dance as a creative art form by integrating dance movement technique as a form of expression to communicate literal and nonliteral themes. Students will create movement through improvisations, solo, and small group choreography. Attendance at a live dance performance may be required.  
Lecture Hours: 1  
Lab Hours: 2  
Repeatable: 3  
Grading: L  
Recommended: Completion of two semesters of, or one semester and current enrollment in another semester, of the following: ballet, jazz, modern dance, or hip-hop dance  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**DANCE-034 - Choreography Workshop**  
Units: 0.5  
Students will apply concepts of dance choreography and composition to create a solo or group work for public performance. Choreographers will also craft the look and feel of his/her dance through design elements of costume, lighting, set design and music.  
Lecture Hours: 0  
Lab Hours: 2  
Repeatable: 3  
Grading: L  
Prerequisite: DANCE 032 with C or better  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**DANCE-040 - Tap Dance**  
Units: 0.5  
This course introduces the student to elementary tap dance technique and application. The student will learn basic steps, rhythms and elements of improvisation. The student will gain knowledge and appreciation of his/her own physical coordination and rhythmic sense in relation to tap dance as a traditional and contemporary performing art.  
Lecture Hours: None  
Lab Hours: 2  
Repeatable: 3  
Grading: L  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: E  
District GE: E  
IGETC: None

**DANCE-050 - Modern Dance, Beginning**  
Units: 1  
This course introduces students 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. Attendance at a live dance performance may be required. Between DANCE 050 and DANCE 051 students may take no more than 4 units.  
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: E  
IGETC: None

**DANCE-051 - Modern Dance, Intermediate**  
Units: 1  
This course further's the student's artistry and skills in modern dance. The student will apply knowledge of basic positions, gestures, traveling and jumping steps, turns and level changes with increasingly more complicated patterns and weight changes. The student will work towards a deeper level of artistry and expression through musicality and dynamic qualities of movement. Attendance at a live performance may be required. Between DANCE 051 and DANCE 050 students may take no more than 4 units.  
Lecture Hours: None  
Lab Hours: 3  
Repeatable: 3  
Grading: L  
Prerequisite: DANCE 050 with C or better  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: E  
District GE: E  
IGETC: None

**DANCE-062 - Mexican Folkloric Dance**  
Units: 0.5  
This class introduces students to the technique, artistry, and culture of Mexican Folkloric dance. Students will learn several regional dances, basic steps, formations, and rhythms. Students will be provided information about the cultural context that has influenced these theatrical pieces. Dances will be taught as a representation of regional and cultural context rather than as an authentic expression. Between DANCE 062 and DANCE 063 students may take no more than 2 units.  
Lecture Hours: None  
Lab Hours: 2  
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: E  
IGETC: None
DANCE-063 - Mexican Folkloric Dance, Intermediate
This class gives students a more in-depth investigation into the technique, artistry, and culture of Mexican Folkloric Dance. Students will learn several regional dances, more complex steps, formations and rhythms. Students will be provided information about the cultural context that has influenced these theatrical pieces. Dances will be taught as a representation of regional and cultural context rather than as an authentic expression. Between DANCE 063 and DANCE 062 students may take no more than 2 units.
Lecture Hours: None Lab Hours: 2 Repeatable: 3 Grading: L
Prerequisite: DANCE 062 with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

DANCE-064 - Ballroom Dance
This class introduces students to American and International style ballroom dances. Students will learn basic steps, rhythms and partnering techniques for the Waltz, Tango, Foxtrot, Rumba, Cha-cha, Salsa, and others. During the course students will learn the stylistic origins and modern transformations in social and historical contexts. Additionally, students will be taught proper ballroom dance etiquette. Among DANCE 064, DANCE 065, DANCE 066, and DANCE 067 students may take no more than 2 units.
Lecture Hours: None Lab Hours: 2 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: E IGETC: None

DANCE-065 - Ballroom Dance, Intermediate
This class offers intermediate level instruction of American and International Style ballroom dances. Students will learn more complex steps, rhythms and partnering techniques for the Waltz, Tango, Foxtrot, Rumba, Cha-cha, Salsa, and others. During the course students will learn the stylistic origins and modern transformations in social and historical contexts. Additionally, students will be taught proper ballroom dance etiquette. Among DANCE 064, DANCE 065, DANCE 066, and DANCE 067 students may take no more than 2 units.
Lecture Hours: None Lab Hours: 2 Repeatable: 3 Grading: L
Prerequisite: DANCE 064 with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

DANCE-066 - Intermediate Ballroom-Latin
Students gain in-depth instruction in steps, rhythm and partnering 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.
Lecture Hours: 0 Lab Hours: 3 Repeatable: 3 Grading: L
Prerequisite: DANCE 064 or DANCE 065 both with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

DANCE-067 - Intermediate Ballroom-Swing
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.
Lecture Hours: 0 Lab Hours: 3 Repeatable: 3 Grading: L
Prerequisite: DANCE 064 or DANCE 065 both with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

DANCE-098 - Directed Study in Dance
Units: 0.5 - 9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the division dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

DENT-098 - Directed Study in Dental Assisting
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: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

DENT-151 - Beginning Dental Assisting
This introductory course covers the general principles and basic concepts of anatomy and physiology of the human body, head, neck, face and especially the oral cavity and dentition. The interrelationship of body systems, vital signs general health and dental health are emphasized. Students will perform a general assessment, take vital signs and perform a preliminary oral exam noting deviations from normal and charting existing conditions of teeth. The cultural, psychological, political and socio-economic aspects of health and providing health care are integrated into this course for non-science majors.
Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L
Corequisite: DENT 152 and DENT 153
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: B3 IGETC: None
DENT-152 - Beginning Dental Assisting 2  Units: 3
This introductory course covers in-depth principles and concepts of disease transmission, OSHA, and infection control regulations that meet the Dental Board of California's requirement for licensure. Students are introduced to microbiology and concepts in the scientific process. Principles and techniques in sterilization and disinfection of instruments and equipment are covered in depth. Use and basic maintenance of major operatory equipment is covered and practiced with emphasis on positioning, instrument transfer, and oral evacuation skills. Properties of gypsum dental materials are presented and models of human dentition are constructed using gypsum materials.
Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Corequisite: DENT 151 and DENT 153
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

DENT-153 - Beginning Dental Assisting 3  Units: 1.5
This introductory course covers policies of the Dental Assisting Program with safe work practices emphasized. Major events in the history of dentistry and current concepts of dental care are presented. The functions, educational and licensure requirements of members of the dental health team are explored with legal and ethical aspects introduced. Communication skills and concepts of psychology are presented and practiced. Students become active participants in collaborative learning groups and assertive partners in their learning experiences. Fundamental concepts of preventative dentistry are covered, culminating with students presenting oral hygiene instruction to outside patients.
Lecture Hours: 1  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: DENT 151 AND DENT 152 both with C or better
Corequisite: or (DENT 151 with C or better and conc in DENT 152) or (DENT 152 with C or better and conc in DENT 151) or (conc in DENT 151 and DENT 152)
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

DENT-154 - Fundamental Dental Assisting 1  Units: 3
This highly technical course prepares the student Registered Dental Assistant to take diagnostically effective dental x-rays without exceeding a safe number of re-exposures. Principles of radiographic techniques and X-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
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 in previous courses. Students focus on principles and procedures of local anesthesia, dental dam, matrix systems, instrumentation, handpieces, dental materials, assisting during restorative dentistry, facebow transfer, and an introduction to alginate impressions on a patient. Emphasis is on chairside assisting in general dentistry.
Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: DENT 151 and DENT 152 and DENT 153, all with C or better
Corequisite: DENT 154 and DENT 156
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

DENT-156 - Fundamental Dental Assisting 3  Units: 1.5
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 learn alginite impressions and construct temporary crowns and bridges and practice patient management techniques.
Lecture Hours: 1  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: DENT 151 and DENT 152 and DENT 153; all with C or better
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

DENT-161 - Intermediate Dental Assisting 1  Units: 3
This highly technical course builds on the knowledge and skills of Radiography acquired in Dental Assisting 154. More advanced techniques are presented including: Modifications of Paralleling Technique, the Edentulous Patient, Occlusal, Panoramic Radiography and Radiography for children. The student produces full mouth surveys of dental x-ray film with a minimum of errors. Successful completion of this course and Dental Assisting 154 fulfills requirements for the California Radiation Safety Certificate. Additionally, Concepts of Oral Pathology, Pharmacology and Nutrition are presented and an in-depth coverage of Medical Emergencies in the Dental Office.
Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: DENT 154 and DENT 155 and DENT 166; 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: 2
This highly technical course builds on the fundamental skills acquired in previous courses. Students will study duties associated with operative dentistry and Registered Dental Assistant (RDA) as described in the California Dental Practice Act. Students are taught to a level of proficiency that meets the required skills for the RDA State Board examination and California Dental Law and Ethics.
Lecture Hours: 1  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: DENT 156 with C or better, and current enrollment in the full-time Dental Assisting program
Corequisite: DENT 161
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

DENT-163 - Expanded Dental Assisting 1  Units: 3
A study of the dental specialties; Orthodontics, Peritonitis, Oral and Maxillofacial Surgery, endodontics and the associated assisting functions. Seventeen duties associated with specialty dentistry and delegated to the Registered Dental Assistant in the California Dental Practice Act are taught to a level of competence. Completion of this course fulfills the State Board requirement for certification in Coronal Polishing. The importance of patient management and legal/ethical issues are incorporated throughout the course.
Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: DENT 161 and DENT 162 and DENT 171; 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
This course is an introductory course in managing the business office of a dental practice using a computerized management system. The student will apply skills necessary to bill dental insurance, schedule appointments, maintain a recall system, develop telephone etiquette, manage filing systems, update patient accounts and treatment plans. Students will learn basic bookkeeping systems, develop financial arrangements and accounts receivable, and practice professional written and verbal communication skills. In addition, the student will learn marketing, dental law, ethics, and legal responsibilities as they pertain to the business office and HIPAA (Health Insurance Portability and Accountability Act).

Lecture Hours: 0.25  Lab Hours: 0.75  Repeatable: No  Grading: L

Prerequisite: DENT 156 with C or better
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

This pit and fissure sealant course is designed for students enrolled full-time in the SJCC Dental Assisting Program who have successfully passed all second semester courses. Mandated by the Dental Board of California, this course is an extension of SJCC's RDA program and is not open to non-dental assisting students. Students will apply pit and fissure sealants on patients with a prescription form signed by licensed dentist. A written and practical board approved exam will be administered within the course whereupon students who successfully pass earn a certificate of completion in Pit and Fissure Sealant. All students must have a current CPR certificate.

Lecture Hours: 0.25  Lab Hours: 0.75  Repeatable: No  Grading: L

Prerequisite: DENT 173 with C or better, and current enrollment in the full-time Dental Assisting Program
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

Students will participate in a clinical internship in a general dental practice for approximately 100-120 hours. During clinical internship the student will practice performing chairside assisting, supportive, and laboratory functions according to the criteria described by the American Dental Association of the Commission on Dental Accreditation, the Dental Practice Act, and the Dental Board of California. This course also focuses on the ethical principles of the dental profession established in the American Dental Association (ADA), and the California Dental Association Code of Ethics. In addition, the Dental Assisting National Board's (DANB) Code of Conduct is presented as guidelines for professional conduct.

Lecture Hours: 0.5  Lab Hours: 6  Repeatable: No  Grading: L

Prerequisite: DENT 154 and DENT 155 and DENT 156, all with C or better
Advisory Level:  Read: 3  Write: 3  Math: 1
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

This course is an introductory course in managing the business office of a dental practice 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
Prerequisite: DENT 154 and DENT 155 and DENT 171, 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

In this course the student practices Registered Dental Assistant skills in a dental office with a team of Dental Health Professionals under the guidance of a Supervising Instructor. The outcome of this internship is to transform laboratory level skills to clinical level skills. The theory portion includes creating a career action plan, concepts of lifetime learning and degree options. The problem of chemical dependency is presented with recognition and intervention for dental office personnel emphasized. Additionally, issues and aspects of intolerance and violence are covered with emphasis on recognizing and reporting child abuse.

Lecture Hours: 0.5  Lab Hours: 6  Repeatable: No  Grading: L
Prerequisite: DENT 161 and DENT 162 and DENT 172, 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

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 aspesis, 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.

Advisory Level:  Read: 3  Write: 3  Math: 1
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

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
Advisory Level:  Read: 3  Write: 3  Math: 1
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None
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
Recommended: Successful completion of 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

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, 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
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: 3 Lab Hours: None Repeatable: No Grading: L

Recommended: Completion of ECE 102

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ECE-106 - Administration and Supervision of Early Childhood Programs I

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-107 - Child, Family and Community

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: L

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ECE-109 - Rhythm, Music, Movement Activities for Children

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 and 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-110 - Administration and Supervision of Early Childhood Programs II

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

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ECE-120 - Family Day Care As A Business

This course will provide ideas and information to family day care providers to assist them in the successful operation of a family day care home. Information on licensing regulations, developing policies and contracts, maintaining financial and other records, marketing strategies and community resources will be provided. The integration of family day care and home life will also be explored.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: O

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None
ECE-121 - Family Day Care Activities  Units: 1
This course will provide an introduction to curriculum/activity ideas appropriate for use in family day care--in 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 members 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 Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ECE-144 - Careers in Teaching II

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 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

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 Degree Applicable: AA/AS
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 Degree Applicable: AA/AS
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 Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ECE-148 - Ready to Learn/Literacy

The Read 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: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

ECE-175 - Studying Children

This course is designed to increase the student's understanding and appreciation of children and their development. Time will be spent observing, recording, and analyzing the behavior of children in the Child Development Center as they interact with teachers, and peers.

Lecture Hours: 1 Lab Hours: 2 Repeatable: No Grading: O

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ECE-176 - Student-Parent Issues in Guidance and Discipline Techniques

This course is designed to help the student understand, explore, and apply various theories of child management, positive discipline strategies, and guidance techniques in the home and/or school settings.

Lecture Hours: 1 Lab Hours: 2 Repeatable: No Grading: O

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
ECE-177 - Student-Parent Topics, Goals and Values
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.
Prerequisite: FCS 070 with C or better
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

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: D2 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: D2 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 a 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/UC Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**EDUC-138 - Work Experience**

Units: 1 - 8

Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None Lab Hours: 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

**ENGL-001A - English Composition**

Units: 3

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

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.

Advisory Level: Read: None Write: None Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: A2 District GE: A2 IGETC: 1A

**ENGL-001B - English Composition**

Units: 3

English 001B, 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

Advisory Level: Read: None Write: None Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2 District GE: C2 IGETC: 3B

**ENGL-001C - Critical Thinking/Composition**

Units: 3

This course presents the techniques of critical reasoning and advanced composition. Students will learn to identify the basic structures of arguments and the ways people use language to fortify or to falsify arguments. Students will analyze and demonstrate these techniques by writing and critiquing essays and using research strategies. This course is specifically designed to meet the IGETC critical thinking requirement.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: ENGL 001A with C or better

Advisory Level: Read: None Write: None Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: A3 District GE: A3 IGETC: 1B

**ENGL-010 - Great Works of Literature**

Units: 3

Students will read works considered influential throughout the world. The analysis of form, style, and rhetoric will lead students to an understanding of what 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: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2 District GE: C2 IGETC: 3B
### ENGL-028 - Introduction to World Mythology Units: 3

The course investigates cross-cultural patterns of myths: gods and goddesses of earth and sky, hunt and harvest; the cycle of the hero; the trickster; the creation, destruction, and renewal of the world; myths as potent forces today in literature and the arts as well as in everyday life.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: ENGL (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: C2 IGETC: 3B

### ENGL-033 - Women in Literature Units: 3

Students will be introduced to literature focusing on images of women as depicted in drama, short stories, poetry, essays and novels. The relationship of self to characters in the literature will also be examined.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: (ENGL 102 or READ 101 and ENGL 104 or 092) or ESL 091 all with a C or better, or placement based on assessment

Advisory Level: Read: None Write: None Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2,D4 District GE: C2, D4, ES IGETC: 3B

### ENGL-061 - Lesbian/ Gay/ Bisexual/ Transgender Literature Units: 3

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: C2 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, Japan, 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/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 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 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: C2 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 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/UC 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/UC 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/UC 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 ENGL 092 or ESL 093) and ENGL 102 or READ 101 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:  C2  IGETC:  3B

ENGL-078  Introduction to Biblical Literature  Units: 3

A study of the Bible as an anthology of literary masterpieces; its history, development, and cultural influences.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O

Prerequisite: ENGL (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; all with C or better or placement based on assessment.

Advisory Level:  Read: None  Write: None  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE:  C2  District GE:  C2  IGETC:  3B

ENGL-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) or (ESL 091), with C or better.

Advisory Level:  Read: None  Write: None  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE:  C2  District GE:  C2  IGETC:  None

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:  C2, D3, 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: None  Repeatable: No  Grading: L

Prerequisite: (ENGL 104 or ENGL 092) and (ENGL 102 or READ 101) or ESL 091; all with C or better or placement based on assessment.

Advisory Level:  Read: None  Write: None  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE:  C2  District GE:  C2  IGETC:  3B

ENGL-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:  C2  IGETC:  3B

ENGL-084B  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 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:  C2  IGETC:  3B

ENGL-086A  Survey of English Literature  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:  C2  IGETC:  3B
ENGL-086B - Survey of English Literature I
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: C2  IGETC: 3B

ENGL-087 - Grammar Review Error Identification & Timed Writing: Preparation for the WST
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 practice and writing.

Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: O
Prerequisite: ENGL 001A with C or better

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
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
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 develop 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 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: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ENGL-335 - Basic Writing Skills
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 a CR 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

ESL-001R - Critical Reading ESL
Designed for non-native speakers of English to increase their understanding of American cultural assumptions and values through the reading of selected American and American society, highlighting 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 094 is required for computer-assisted, instructor guided practice.

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.

Advisory Level:
Read: None  Write: None  Math: None

Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ESL-091 - College Reading and Writing 2
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
Corequisite: ESL 302 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
English as a Second Language

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 100 is required for computer-assisted grammar and writing practice with lab assistance.
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 195 is strongly recommended
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

ESL-106  -  Grammar for Writers 2  Units: 3
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.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: K
Prerequisite: ESL 312 or ESL 312L, both 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-194  -  Individualized Skills Laboratory  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: None  Lab Hours: 1.5 - 18  Repeatable: 11  Grading: O
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

ESL-302  -  Introduction to College Reading and Writing  Units: 6
ESL 302 is a content-based writing course for non-native speakers of English two levels below English 1A. Students develop their academic reading and writing skills 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
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

ESL-302L  -  ESL Skills Development Lab  Units: 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
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

ESL-312  -  Introduction to the Essay  Units: 5
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
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

## English as a Second Language

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL-312L</td>
<td>ESL Skills Development Lab</td>
<td>0.5</td>
<td>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. It is recommended for students planning to attend workshops on grammar and composition and to receive individual critique by an ESL instructor on assignments written for ESL 312.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Corequisite: ESL 312</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Advisory Level:  Read: None  Write: None  Math: None  Degree Applicable: NAA</td>
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<td></td>
<td></td>
<td></td>
<td>Transfer Status: None  CSU GE: None  District GE: None  IGETC: None</td>
</tr>
</tbody>
</table>

## ESL-313 - Introduction to College Reading

<table>
<thead>
<tr>
<th>Units</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: K</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: (ESL 322 and ESL 323 and ESL 324) or (ENGL 321 or 3 units of ENGL 3213 or 6 units of ENGL 340S) or placement based on assessment.</td>
</tr>
<tr>
<td></td>
<td>Recommended: Concurrent enrollment in (ESL 312 or ESL 314 or ESL 317) and ESL 194 is strongly recommended.</td>
</tr>
<tr>
<td></td>
<td>Advisory Level:  Read: None  Write: None  Math: None  Degree Applicable: NAA</td>
</tr>
<tr>
<td></td>
<td>Transfer Status: None  CSU GE: None  District GE: None  IGETC: None</td>
</tr>
</tbody>
</table>

## ESL-314 - Advanced Listening and Speaking Skills

<table>
<thead>
<tr>
<th>Units</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: K</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: ESL 324 with CR or placement based on assessment.</td>
</tr>
<tr>
<td></td>
<td>Recommended: Concurrent enrollment in (ESL 312 or ESL 313 or ESL 316 or ESL 317) and ESL 194 is strongly recommended.</td>
</tr>
<tr>
<td></td>
<td>Advisory Level:  Read: None  Write: None  Math: None  Degree Applicable: NAA</td>
</tr>
<tr>
<td></td>
<td>Transfer Status: None  CSU GE: None  District GE: None  IGETC: None</td>
</tr>
</tbody>
</table>

## ESL-316 - Grammar for Writers 1

<table>
<thead>
<tr>
<th>Units</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: K</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: ESL 322 with CR</td>
</tr>
<tr>
<td></td>
<td>Recommended: Concurrent enrollment in (ESL 312 or ESL 313 or ESL 314 or ESL 317) and ESL 194 is strongly recommended.</td>
</tr>
<tr>
<td></td>
<td>Advisory Level:  Read: None  Write: None  Math: None  Degree Applicable: NAA</td>
</tr>
<tr>
<td></td>
<td>Transfer Status: None  CSU GE: None  District GE: None  IGETC: None</td>
</tr>
</tbody>
</table>

## ESL-317 - English Pronunciation 3

<table>
<thead>
<tr>
<th>Units</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: K</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: ESL 324 with CR or placement by based on assessment.</td>
</tr>
<tr>
<td></td>
<td>Recommended: Concurrent enrollment in (ESL 312 or ESL 313 or ESL 314) and ESL 194 is strongly recommended.</td>
</tr>
<tr>
<td></td>
<td>Advisory Level:  Read: None  Write: None  Math: None  Degree Applicable: NAA</td>
</tr>
<tr>
<td></td>
<td>Transfer Status: None  CSU GE: None  District GE: None  IGETC: None</td>
</tr>
</tbody>
</table>

## ESL-322 - Paragraph Development

<table>
<thead>
<tr>
<th>Units</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: K</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: ESL 332 with CR or placement based on assessment.</td>
</tr>
<tr>
<td></td>
<td>Recommended: Concurrent enrollment in (323 or 324 or 327) and ESL 194 is strongly recommended.</td>
</tr>
<tr>
<td></td>
<td>Advisory Level:  Read: None  Write: None  Math: None  Degree Applicable: NAA</td>
</tr>
<tr>
<td></td>
<td>Transfer Status: None  CSU GE: None  District GE: None  IGETC: None</td>
</tr>
</tbody>
</table>

## ESL-323 - Reading and Vocabulary Development

<table>
<thead>
<tr>
<th>Units</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: K</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: ESL 333 with CR or placement based on assessment.</td>
</tr>
<tr>
<td></td>
<td>Recommended: Concurrent enrollment in (322 or 324 or 327) and ESL 194 is strongly recommended.</td>
</tr>
<tr>
<td></td>
<td>Advisory Level:  Read: None  Write: None  Math: None  Degree Applicable: NAA</td>
</tr>
<tr>
<td></td>
<td>Transfer Status: None  CSU GE: None  District GE: None  IGETC: None</td>
</tr>
</tbody>
</table>

## ESL-324 - Listening and Speaking Skills Development

<table>
<thead>
<tr>
<th>Units</th>
<th>This course focuses on developing academic listening and speaking skills at an intermediate level of language proficiency. Emphasis is also placed on acquiring idiomatic language and cultural awareness through the use of multimedia materials.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lecture Hours: 4  Lab Hours: None  Repeatable: No  Grading: K</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: ESL 334 with CR or placement based on assessment.</td>
</tr>
<tr>
<td></td>
<td>Recommended: Concurrent enrollment in (ESL 322 or ESL 323 or ESL 327) and ESL 194 is strongly recommended.</td>
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<tr>
<td></td>
<td>Advisory Level:  Read: None  Write: None  Math: None  Degree Applicable: NAA</td>
</tr>
<tr>
<td></td>
<td>Transfer Status: None  CSU GE: None  District GE: None  IGETC: None</td>
</tr>
</tbody>
</table>
**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-333 - 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-332 - 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-334 - 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

CSU GE: None  
District GE: None  
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**

<table>
<thead>
<tr>
<th>Units: 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: K</td>
</tr>
<tr>
<td>Corequisite: ESL 344L</td>
</tr>
<tr>
<td>Open Curriculum: An assessment test is required prior to first day of class</td>
</tr>
<tr>
<td>Advisory Level: Read: None Write: None Math: None</td>
</tr>
<tr>
<td>Transfer Status: None Degree Applicable: NAA</td>
</tr>
<tr>
<td>CSU GE: None District GE: None IGETC: None</td>
</tr>
</tbody>
</table>

**ESL-344L - ESL Skills Development Lab**

<table>
<thead>
<tr>
<th>Units: 0.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Lecture Hours: 0 Lab Hours: 1.5 Repeatable: No Grading: K</td>
</tr>
<tr>
<td>Corequisite: ESL 344</td>
</tr>
<tr>
<td>Recommended: Some basic knowledge of or exposure to English.</td>
</tr>
<tr>
<td>Advisory Level: Read: None Write: None Math: None</td>
</tr>
<tr>
<td>Transfer Status: None Degree Applicable: NAA</td>
</tr>
<tr>
<td>CSU GE: None District GE: None IGETC: None</td>
</tr>
</tbody>
</table>

**ESL-351 - Intensive English 1**

<table>
<thead>
<tr>
<th>Units: 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Lecture Hours: 6 Lab Hours: 6 Repeatable: No Grading: K</td>
</tr>
<tr>
<td>Prerequisite: ESL 332 and ESL 333 and ESL 334; all with CR or placement based on assessment</td>
</tr>
<tr>
<td>Advisory Level: Read: None Write: None Math: None</td>
</tr>
<tr>
<td>Transfer Status: None Degree Applicable: NAA</td>
</tr>
<tr>
<td>CSU GE: None District GE: None IGETC: None</td>
</tr>
</tbody>
</table>

**ESL-352 - Intensive English 2**

<table>
<thead>
<tr>
<th>Units: 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students in this English-immersion course at the high-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.</td>
</tr>
<tr>
<td>Lecture Hours: 6 Lab Hours: 6 Repeatable: No Grading: K</td>
</tr>
<tr>
<td>Prerequisite: ESL 322 and ESL 323 and 324; all with CR or placement based on assessment</td>
</tr>
<tr>
<td>Advisory Level: Read: None Write: None Math: None</td>
</tr>
<tr>
<td>Transfer Status: None Degree Applicable: NAA</td>
</tr>
<tr>
<td>CSU GE: None District GE: None IGETC: None</td>
</tr>
</tbody>
</table>

**ESL-353 - Intensive English 3**

<table>
<thead>
<tr>
<th>Units: 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students in this English-immersion course at the low-advanced 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.</td>
</tr>
<tr>
<td>Lecture Hours: 6 Lab Hours: 6 Repeatable: No Grading: K</td>
</tr>
<tr>
<td>Prerequisite: ESL 312 and ESL 313 with CR or placement based on assessment</td>
</tr>
<tr>
<td>Advisory Level: Read: None Write: None Math: None</td>
</tr>
<tr>
<td>Transfer Status: None Degree Applicable: NAA</td>
</tr>
<tr>
<td>CSU GE: None District GE: None IGETC: None</td>
</tr>
</tbody>
</table>

**ESL-381A - ESL for Beginners - People and Workplace**

<table>
<thead>
<tr>
<th>Units: 1.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is a course for low-beginning English language learners. The theme of this module is People and Workplace. Within this context, students will practice vocabulary and language functions through reading, writing, speaking, and listening activities in the classroom and with reinforcement activities on the computer.</td>
</tr>
<tr>
<td>Lecture Hours: 1 Lab Hours: 1.5 Repeatable: No Grading: K</td>
</tr>
<tr>
<td>Recommended: Students should be literate in their first language</td>
</tr>
<tr>
<td>Open Curriculum: No prerequisite, corequisite or levels</td>
</tr>
<tr>
<td>Advisory Level: Read: None Write: None Math: None</td>
</tr>
<tr>
<td>Transfer Status: None Degree Applicable: NAA</td>
</tr>
<tr>
<td>CSU GE: None District GE: None IGETC: None</td>
</tr>
</tbody>
</table>

**ESL-381B - ESL for Beginners - School and Neighborhood**

<table>
<thead>
<tr>
<th>Units: 1.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is a course for low-beginning English language learners. The theme of this module is School and Neighborhood. Within this context, students will practice vocabulary and language functions through reading, writing, speaking, and listening activities in the classroom and with reinforcement activities on the computer.</td>
</tr>
<tr>
<td>Lecture Hours: 1 Lab Hours: 1.5 Repeatable: No Grading: K</td>
</tr>
<tr>
<td>Recommended: Students should be literate in their first language</td>
</tr>
<tr>
<td>Open Curriculum: No prerequisite, corequisite or levels</td>
</tr>
<tr>
<td>Advisory Level: Read: None Write: None Math: None</td>
</tr>
<tr>
<td>Transfer Status: None Degree Applicable: NAA</td>
</tr>
<tr>
<td>CSU GE: None District GE: None IGETC: None</td>
</tr>
</tbody>
</table>

**ESL-381C - ESL for Beginners - Home, Health, and Nutrition**

<table>
<thead>
<tr>
<th>Units: 1.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is a course for low-beginning English language learners. The theme of this module is Home, Health, and Nutrition. Within this context, students will practice vocabulary and language functions through reading, writing, speaking, and listening activities in the classroom and with reinforcement activities on the computer.</td>
</tr>
<tr>
<td>Lecture Hours: 1 Lab Hours: 1.5 Repeatable: No Grading: K</td>
</tr>
<tr>
<td>Recommended: Students should be literate in their first language</td>
</tr>
<tr>
<td>Open Curriculum: No prerequisite, corequisite or levels</td>
</tr>
<tr>
<td>Advisory Level: Read: None Write: None Math: None</td>
</tr>
<tr>
<td>Transfer Status: None Degree Applicable: NAA</td>
</tr>
<tr>
<td>CSU GE: None District GE: None IGETC: None</td>
</tr>
</tbody>
</table>
English as a Second Language

ESL-381D - ESL for Beginners - Shopping and Finances
Units: 1.5
This is a course for low-beginning English language learners. The theme of this module is Shopping and Finances. Within this context, students will practice vocabulary and language functions through reading, writing, speaking, and listening activities in the classroom and with reinforcement activities on the computer.
Lecture Hours: 1 Lab Hours: 1.5 Repeatable: No Grading: K
Recommended: Students should be literate in their first language
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

Environmental Science

ENVI R-010 - Environmental Science
Units: 4
In this interdisciplinary course students examine the foundations for a sustainable future and interaction between human civilization and the environment. Students explore the major issues facing our planet, population growth, resource exploitation, pollution, and dwindling biodiversity. They analyze environmental policies and their effectiveness. Field trips are required. The course is designed for non-science majors to meet AA/AS general education laboratory science requirements in either biological or physical science.
Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1,B2,B3 District GE: B1, B2, B3 IGETC: 5A,5B

Ethnic Studies

ETH-020 - African American Culture
Units: 3
This course is a survey of the African American experience in the United States. Students will critically examine past, present and evolving social, political, and economic dynamics that create African American culture.
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: D3, D7 District GE: D3, D7, ES IGETC: 4C, 4G, 4J

ETH-026 - Vietnamese Women in the U.S.
Units: 3
This interdisciplinary course critically explores the phenomena of gender, race and ethnicity in the history of the United States, specifically focusing upon the Vietnamese American experience. Beginning with historical origins of Vietnamese identity, the course moves forward to consider those social, political, and economic systems, processes, and key events which have yielded important consequences for gender stratification among Vietnamese American women.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D3, D4 District GE: D3, D4, ES IGETC: 4C, 4D

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
Credit by Exam: Yes
Recommended: Mechanical aptitude, and good command of communication skills.
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

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
Credit by Exam: Yes
Prerequisite: AIRC 121 and AIRC 122 or AIRC 121 and FMT 100, 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
FMT-120 - Low and High Pressure Boilers  Units: 3

The student will learn to design, install, and maintain large heating systems used in commercial, institutional and industrial applications. Types of equipment include hot water, low-pressure and high-pressure steam boilers, auxiliary, safety and flame safeguard controls, steam traps, condensate return, and water treatment systems. Emphasis will be on safe and efficient operation of boilers and related central plant machinery and equipment.

Lecture Hours: 3  Lab Hours: 2  Repeatable: No  Grading: L
Credit by Exam: Yes

Advisory Level:  Read: 3  Write: 3  Math: None

FMT-122 - Introduction to Programmable Logic Controllers  Units: 4

This introductory course includes principles 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: 2  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: AIRC 142 or (FMT 100, 104 and 105); all with C or better

Recommended: It is helpful to have experience using a PC and taken CIS 41 or CT 77.

Advisory Level:  Read: 3  Write: 3  Math: None

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
Prerequisite: FMT 122 with C or better

Recommended: Student should be comfortable working with office applications on the Windows 2000 desktop. Familiarity with the Rockwell Automation RSLogix 5000 integrated development environment is a plus.

Advisory Level:  Read: 3  Write: 3  Math: None

FCS-019 - Nutrition  Units: 3

This course provides students an introduction to basic nutrition principles, including physiological, psychological and sociological considerations. Students will analyze the human diet in relation to health, lifestyle choices, personal behaviors, and disease prevention. Individual recommended nutrient intake, the body's use of nutrients, and optimum dietary health across the lifespan will be discussed. Students will also examine the influence of culture, food supply, food choices, and nutritional status, as well as socioeconomic conditions, food fads, and diet faddisms.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: 2

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.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: 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

FOLK
FREN-001A - Elementary French-First Semester
This is an introductory course in speaking, reading, writing and comprehending French. Topics for conversation are everyday life situations and issues in the French-speaking world. Students will learn the fundamentals of French pronunciation and structure. Students will also study aspects of the diverse cultures of France and other French-speaking countries. Not recommended for native speakers of French. Concurrent enrollment in French 001L or French 200 is required. This course satisfies both foreign language requirements and GE requirements. See your counselor for limitations. 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: C2 IGETC: 6A

FREN-001A - Foreign Language Lab - French 1A
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
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, both with C or better
Corequisite: FREN 001BL
Advisory Level:
Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 6A, 3B

FREN-001BL - Foreign Language Lab - French 1B
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 with C or better
Corequisite: FREN 002AL
Advisory Level:
Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 6A, 3B

FREN-002AL - Foreign Language Lab - French 2A Units: 0.5
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 with C or better
Corequisite: FREN 002BL
Advisory Level:
Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 6A, 3B

FREN-002BL - Foreign Language Lab - French 2B Units: 0.5
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: C2 IGETC: 3B

FREN-003AL - Foreign Language Lab - French Units: 0.5
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 District GE: C2 IGETC: 3B
CSU GE: C2

FREN-003BL - Foreign Language Lab - French Units: 0.5
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/UC 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 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

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: D5 IGETC: 4E
Geography

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: D5 IGETC: 4E

Geology

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 geologic 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: B1 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 processes. Students will learn 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: 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: B3 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: B1 District GE: B1 IGETC: 5A

Geography

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 IB
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 Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None
GLAZ-143 - Glazing IIA
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 IIB
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 IIIA
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 IIIB
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

GLOBL-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/UC  Degree Applicable: AA/AS
CSU GE: D7  District GE: D7
IGETC: 4G

GLOBL-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/UC  Degree Applicable: AA/AS
CSU GE: D7  District GE: D7
IGETC: None

GLOBL-004A - History and Politics of a World Region - the Middle East
Units: 3
Students are introduced to the history and politics of the Middle East as part of the Global Studies program. Students will explore key geographic features, regional demographics, economic and political structures, and cultural perspectives. An examination of the history from ancient to modern times will be examined to provide an understanding of current political systems and issues. This is one of a series of courses on various global regions.
Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: L
Recommended: Completion of GLOBL 001 or GLOBL 002

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
GUIDE-0085 - Blueprint for Success Units: 1
Students will study how to develop self-awareness, self-acceptance and self-confidence, and increase personal effectiveness in school, and in life. Students will explore and clarify their belief systems, values, and attitudes; identify personal strengths and weaknesses; examine and identify psychological and social barriers; and overcome obstacles to success through mental strategies and techniques such as time and stress management, and goal setting.
Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

GUIDE-0087 - 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-0090 - 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-0096 - 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: E IGETC: None

GUIDE-0097 - 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: CSU Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

GUIDE-0098 - 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-0098A - 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-0100 - 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  Units: 0.5 - 4 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  Units: 1 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  Units: 0.5 - 4 Strategies
An intensive individualized course offering learning strategies and instructional intervention for students who have difficulty spelling despite traditional methods of instruction. This difficulty is usually due to a weakness in one or more of the learning processes which affect the ability to spell. Class size is limited and enrollment restricted to those students who qualify under Title V.
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-112  - 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-115  - 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: 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-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
**Guidance**

**GUIDE-119 - Orientation to College for Disabled Student**

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: K

Open Curriculum: No prerequisite, corequisite or levels

**Advisory Level:**  
Read: None  
Write: None  
Math: None  
Degree Applicable: NAA

Transfer Status: None  
CSU GE: None  
District GE: None  
IGETC: None

**GUIDE-130 - College Success**

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  
Degree Applicable: AA/AS

Transfer Status: CSU  
CSU GE: None  
District GE: None  
IGETC: None

**GUIDE-150 - Adaptive Word Processing**

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: K

**Recommended:** Knowledge of the keyboard.

**Advisory Level:**  
Read: 1  
Write: None  
Math: None  
Degree Applicable: NAA

Transfer Status: None  
CSU GE: None  
District GE: None  
IGETC: None

**GUIDE-190 - Student Leadership Lab**

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  
Degree Applicable: AS

Transfer Status: None  
CSU GE: None  
District GE: None  
IGETC: None

**Health Education**

**HED-011 - Dynamic Health Concepts**

Students study current health issues including the latest information on defining health, global and national health, mental health, use of tobacco, alcohol and illicit drugs, nutrition, common infectious and non infectious diseases including risk factors and prevention, human sexuality, and environmental health. Primary emphasis is directed to the individual's total emotional, intellectual, and social health across the life span. 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: E  
District GE: E  
IGETC: None

**Health Science**

**HSCI-001 - Introduction to Health Science**

An introduction to medical terminology, anatomy and physiology. The student will analyze, pronounce, and spell medical terminologies. Body systems will be investigated through the further study of pathology, laboratory tests, diagnostic procedures and treatment procedures.

Lecture Hours: 2  
Lab Hours: 0  
Repeatable: No  
Grading: L

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None

Transfer Status: None  
Degree Applicable: NAA  
CSU GE: None  
District GE: None  
IGETC: None

**HSCI-008 - Medical Terminology**

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**

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.

**Recommended:** HSCI 001 or equivalent knowledge in anatomy, physiology and medical terminology.

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None

Transfer Status: None  
Degree Applicable: AS  
CSU GE: None  
District GE: None  
IGETC: None
Health Science

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 expired 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

HSCI-021 - Clinical Technician II Units: 3
Clinical Technician II prepares a student to become a multitask technician in the health care field. Skill competencies include: anatomy, physiology, medical terminology, scheduling appointments, nutritional education planning, pharmacology and injections, electrocardiograms, orthopedic assessments, CPR and career laddering into Clinical Technician. 
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-025 - Fundamentals of Polysomnographic Technology I Units: 3
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-098 - 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 Units: 5
The Wilderness Medical Care Technician Certification course prepares rescue personnel to anticipate, prevent, assess and treat victims in remote or isolated areas. Rescuers might include: Physicians, Nurses, Paramedics, EMTs, River Guides, Park Rangers, Loggers, Construction Workers, and Maintenance personnel. Improvised treatment and extrication will be stressed. This course requires mandatory field trips.
Lecture Hours: 4 Lab Hours: 3 Repeatable: No Grading: L
Recommended: EMT certification, CPR, first aid courses, college level anatomy and physiology classes
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

HIST-001 - Survey of American History Units: 3
Students are provided a broad approach to the social, constitutional, economic and political history of the U.S. with emphasis upon key events, issues and their backgrounds. HIST 001, along with POLSC 001, satisfies the District requirements in U.S. History and Constitution, and in state and local government.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D6, US-1 District GE: D6, US-1 IGETC: 4F,7B
History

**HI ST-009 - Women in American History**  Units: 3
This is a historical survey course on women in the United States from pre-Columbian to present times. Students will analyze the social, political, and economic aspects of women's lives. Students will examine the interaction of race, class, and gender.
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: D3, D4, D6  District GE: D3, D4, D6, E  IGETC: 4C, 4D, 4F

**HI ST-010A - Development of Western Culture**  Units: 3
This course covers the political, cultural, and philosophical development of Western culture and society through the study of the institutions, thought, literary and artistic expression of the ancient world and medieval society of Europe to the Reformation. Emphasis is placed on understanding the facets of modern civilization by tracing the social, cultural, and political thought of the past. This course is intended to be a thematic approach which introduces the students to the ideas/accomplishments of significant men and women in each period.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: D6  District GE: D6  IGETC: 3B

**HI ST-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
CSU GE: D6  District GE: D6  IGETC: 3B

**HI ST-017A - History of the United States**  Units: 3
This course is a survey of the history of the United States which, with History 017B, satisfies the requirement in United States History, Constitution and American Ideals. The course content examines the history of the United States from pre-Columbian times to Reconstruction. History 017A or History 017B may not be combined with History 001 to meet the requirement in United States History, Constitution and American Ideals.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS

**HI ST-017B - History of the United States**  Units: 3
This course is a survey of the history of the United States. It examines the history of the United States from Reconstruction to the present. Along with History 017A, History 017B satisfies the requirement in United States History, Constitution and American Ideals. History 001 may not be combined with either History 017A or History 017B to meet the requirement in United States History, Constitution and American Ideals.
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

**HI ST-021 - African American History**  Units: 3
This course surveys the historical development of African Americans from their time in captivity to their establishment as citizens who shape the economic, political, social actions and consciousness of the nation. Topics will include slavery and race, the Era of Reconstruction, the Jim Crow south, and the Civil Rights era.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: D3,D6  District GE: D3, D6, ES  IGETC: 4F

**HI ST-024 - History and Culture of the American Indian**  Units: 3
This course provides students with a survey of the history and culture of American Indians in America. The course covers pre-Columbian to present times. Students will study the cultures and history of Indians across the continent.
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: D3,D6  District GE: D3, D6  IGETC: 4F

**HI ST-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  Degree Applicable: AA/AS
CSU 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
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C1 IGETC: 3A

HUMNT-002 - Introduction to World Literature Units: 3
This course introduces students to a variety of literary works from around the world which are significant in illuminating both the universality and diversity of human experience. Readings in 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
CSU GE: C2 District GE: C2 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. In this course through readings, discussions and visual aids students will analyze the experiences and histories of women in the United States of America and around the world. 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/UC Degree Applicable: AA/AS
CSU GE: C2, D4 District GE: C2, D4, ES IGETC: 3B, 4D

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: C2 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: C2 IGETC: 6A

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. It includes practice in speaking, reading, and writing. Students are introduced to social and cultural aspects of Japan. Students are introduced to expressions and sentence structures, through which students will judge and analyze the non-assertiveness and harmonious thinking of the Japanese people.
Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: O
Prerequisite: JAPAN 001B
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 3B, 6A

JAPAN-002B - Intermediate Japanese Units: 5
This course is a continuation of Japanese 002A. 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: C2 IGETC: 3B, 6A

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
Japanese

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

JOURNAL - Communications Media and Society 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: CSUUC  Degree Applicable: AA/AS
CSU GE: D7  District GE: D7  IGETC: 4G

JOURNAL-022 - News Writing and Reporting for the Media Units: 3
The course introduces students to the fundamentals of gathering and organizing information, and writing selected news and feature stories for print and electronic media. Students explore development of multiple reliable sources while covering real stories of campus news. Students are introduced to interviewing techniques, ethical and legal issues in reporting, preparation of content for various media outlets, and Associated Press style.
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: 4J

JOURNAL-032A - Newspaper Lab - Introduction to News Reporting Units: 3
Students in this course will produce a newspaper – both print and online editions, which involves reporting, writing and editing the content. This course also provides introductory instruction in newspaper design and production.
Lecture Hours: 0  Lab Hours: 9  Repeatable: No  Grading: L
Recommended: Successful completion of ENGL 092, consumption of commercial news, willingness to commit the time needed to produce the newspaper.
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

JOURNAL-032B - News Lab - Photojournalism Units: 3
This course is an introduction to newspaper photojournalism and covers campus news for print and online editions of the college's newspaper. Students use a state-of-the-art publications laboratory with the latest industry software to prepare digital or 35 mm photos for print and online media.
Lecture Hours: 0  Lab Hours: 9  Repeatable: No  Grading: L
Recommended: Successful completion of ENGL 092, consumption of commercial news, willingness to commit the time needed to produce the newspaper.
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

JOURNAL-032C - Newspaper Lab - Beginning Editorial Management and Advertising Units: 3
This course provides instruction in management of the newspaper, including editing, leadership, and organization. Students will also develop and manage advertising for the newspaper.
Lecture Hours: 0  Lab Hours: 9  Repeatable: No  Grading: L
Recommended: Successful completion of ENGL 092, consumption of commercial news, willingness to commit the time needed to produce the newspaper.
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

JOURNAL-032D - Newspaper Lab - Production and Design Units: 3
Students will illustrate and design newspaper pages. Students use state of the art publications laboratory with the latest industry software to produce the college's print and online newspaper.
Lecture Hours: 0  Lab Hours: 9  Repeatable: No  Grading: L
Recommended: Successful completion of ENGL 092, consumption of commercial news, willingness to commit the time needed to produce the newspaper.
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
### JOURN-035 - Editorial Management

Newspaper planning and staff management for senior editors of the college newspaper from introductory through advanced level. Students will manage the editorial function of the college newspaper with a focus on working with newspaper staff to develop news and feature coverage of campus and community events and issues, and produce the print and online editions of the campus newspaper. Students will learn to manage workflow, resolve conflicts, develop strategic plans, solve problems, work under pressure to meet deadlines, and develop leadership skills in a collaborative, project-based classroom environment.

<table>
<thead>
<tr>
<th>Lecture Hours:</th>
<th>0.5</th>
<th>Lab Hours:</th>
<th>1.5</th>
<th>Repeatable:</th>
<th>3</th>
<th>Grading:</th>
<th>L</th>
</tr>
</thead>
</table>

Prerequisite: JOURN 014 or JOURN 022 or JOURN 024 or JOURN 025 or JOURN 030 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

### JOURN-035A - Introduction to Editorial Management

Students will acquire introductory level skills of managing the production and the editorial function of the college print and online newspaper. They will focus on working with newspaper staff to develop news and feature coverage of campus and community events and issues. Students will begin to: learn workflow management, resolve conflicts, coach staff, work under pressure, meet deadlines, and develop leadership skills in a collaborative project-based classroom environment. This course is designed for editors of the college print and online newspaper.

<table>
<thead>
<tr>
<th>Lecture Hours:</th>
<th>0.5</th>
<th>Lab Hours:</th>
<th>1.5</th>
<th>Repeatable:</th>
<th>No</th>
<th>Grading:</th>
<th>L</th>
</tr>
</thead>
</table>

Prerequisite: JOURN 022 or JOURN 032A or JOURN 032B or JOURN 032C or JOURN 032D; 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

### JOURN-035B - Development of Editorial Management Skills

Students will continue to develop skills in managing the production and the editorial function of the college print and online newspaper. They will focus on working with newspaper staff to develop news and feature coverage of campus and community events and issues. Students will continue to learn to: manage workflow, resolve conflicts, solve problems, work under pressure, meet deadlines, coach staff, and develop leadership skills in a collaborative project-based classroom environment. This course is designed for editors of the college print and online newspaper.

<table>
<thead>
<tr>
<th>Lecture Hours:</th>
<th>0.5</th>
<th>Lab Hours:</th>
<th>1.5</th>
<th>Repeatable:</th>
<th>No</th>
<th>Grading:</th>
<th>L</th>
</tr>
</thead>
</table>

Prerequisite: JOURN 035A with C or better

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

### JOURN-035C - Intermediate Editorial Management

Students will acquire intermediate level skills of managing the production of the editorial function of the college print and online newspaper. They will focus on working with newspaper staff to create news and feature coverage of campus and community events and issues. Students will continue to learn to manage workflow, resolve conflicts, develop strategic plans, solve problems, work under pressure, meet deadlines, coach staff, and develop leadership skills in a collaborative project-based classroom environment. This course is designed for editors of the college print and online newspaper.

<table>
<thead>
<tr>
<th>Lecture Hours:</th>
<th>0.5</th>
<th>Lab Hours:</th>
<th>1.5</th>
<th>Repeatable:</th>
<th>No</th>
<th>Grading:</th>
<th>L</th>
</tr>
</thead>
</table>

Prerequisite: JOURN 035B with C or better

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

### JOURN-035D - Advanced Editorial Management

Students will acquire advanced level skills of managing the production and editorial function of the college print and online newspaper. They will focus on working with newspaper staff to create news and feature coverage of campus and community events and issues. Students will manage workflow, resolve conflicts, develop strategic plans, solve problems, work under pressure, meet deadlines, coach staff, and assume leadership skills. This course is designed for editors of the college print and online newspaper.

<table>
<thead>
<tr>
<th>Lecture Hours:</th>
<th>0.5</th>
<th>Lab Hours:</th>
<th>1.5</th>
<th>Repeatable:</th>
<th>No</th>
<th>Grading:</th>
<th>L</th>
</tr>
</thead>
</table>

Prerequisite: JOURN 035C with C or better

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

### JOURN-087 - Visual Communication

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 and assume leadership skills. This course is designed for editors of the college print and online newspaper.

<table>
<thead>
<tr>
<th>Lecture Hours:</th>
<th>2</th>
<th>Lab Hours:</th>
<th>3</th>
<th>Repeatable:</th>
<th>No</th>
<th>Grading:</th>
<th>L</th>
</tr>
</thead>
</table>

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

### JOURN-098 - Directed Study

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

<table>
<thead>
<tr>
<th>Lecture Hours:</th>
<th>None</th>
<th>Lab Hours:</th>
<th>1.81</th>
<th>Repeatable:</th>
<th>17</th>
<th>Grading:</th>
<th>O</th>
</tr>
</thead>
</table>

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None
**Journalism**

**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

Recommended: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None

**Transfer Status:**  
CSU GE: None  
District GE: None  
IGETC: None

**Kinesiology, Wellness and Athletics**

**KIN-005 - Introduction to Kinesiology**  
Units: 3

Students will be introduced to various subdisciplines related to Kinesiology, the study of human movement. Students will examine the areas of history, sociology, biomechanics, physiology, and psychology, as they relate to the sport and exercise environment. In addition, students will explore three career pathways involving the study of human movement: teaching, research, and professional practice. (Formerly PED 005)

Lecture Hours: 3  
Lab Hours: 0  
Repeatable: No  
Grading: L

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None

**Transfer Status:**  
CSU GE: None  
District GE: None  
IGETC: None

**KINAM-012 - Intercollegiate Basketball - Men**  
Units: 3

Student athletes will practice and participate in men's intercollegiate competition. They will improve skills in leadership, team play, sportsmanship, and in balancing academics and athletics. Students may also participate in college and community activities. (Formerly ATHM-012)

Lecture Hours: 0  
Lab Hours: 10  
Repeatable: 3  
Grading: L

Recommended: 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 GE: None  
District GE: None  
IGETC: None

**KINAW-040 - Intercollegiate Softball**  
Units: 3

Student athletes will practice and participate in women's intercollegiate softball competition. They will improve skills in leadership, team play, sportsmanship, and in balancing academics and athletics. Students may also participate in college and community activities. (Formerly ATHW 040)

Lecture Hours: 0  
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 GE: None  
District GE: None  
IGETC: None

**KINPE-012 - Swimming**  
Units: 1

This is an activity course with emphasis on cardiovascular conditioning, and the techniques, rules and strategies of the full court game of basketball. (Formerly PED 012)

**KINPE-042 - Swimming**  
Units: 1

Students will develop swimming skills. They will gain knowledge of correctly performed aquatic strokes and water safety techniques. Students will develop an appropriate workout program to be used as a lifelong leisure-time activity. This course is designed for students at any level of swimming ability from non-swimmer to lap-swimmer. (Formerly PED 042)

**LABOR-015 - Local Union and Community Leadership**  
Units: 3

Leadership development involving a study of interpersonal relationships in union and community groups. Techniques to handle problems in social and group conflict. Designed for persons employed in occupations covered by an organized labor contract.

**Advisory Level:**  
Read: 2  
Write: 2  
Math: None

**Transfer Status:**  
CSU GE: D7  
District GE: D7  
IGETC: None
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LABOR-020</td>
<td>Workers' Rights</td>
<td>1</td>
</tr>
<tr>
<td>LABOR-021</td>
<td>Labor Contracts and Grievances</td>
<td>1</td>
</tr>
<tr>
<td>LABOR-022</td>
<td>Labor Negotiations and Dispute Resolution</td>
<td>1</td>
</tr>
<tr>
<td>LABOR-023</td>
<td>Labor in American Society</td>
<td>1</td>
</tr>
<tr>
<td>LABOR-024</td>
<td>Leadership and Communication</td>
<td>1</td>
</tr>
<tr>
<td>LABOR-025</td>
<td>Labor Organizing and Political Action</td>
<td>1</td>
</tr>
<tr>
<td>LABOR-030</td>
<td>Mediation Principles &amp; Practice</td>
<td>3</td>
</tr>
<tr>
<td>LABOR-031</td>
<td>Survey of Contemporary Labor/Social Issues for Activists</td>
<td>1</td>
</tr>
</tbody>
</table>

**LABOR-020 - Workers' Rights**

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

**LABOR-021 - Labor Contracts and Grievances**

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

**LABOR-022 - Labor Negotiations and Dispute Resolution**

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

**LABOR-023 - Labor in American Society**

The aim of this class is to provide an understanding of the principles and beliefs that have served as the foundation of American trade unionism. The history of American unionism will be examined with emphasis on understanding the varieties of ways unions have advanced the interests of their members and workers in general. Current examples of union innovation based on the traditions of labor will be explored.

Lecture Hours: 1
Lab Hours: None
Repeatable: No
Grading: O

**LABOR-024 - Leadership and Communication**

This course introduces interpersonal leadership skills in the context of union and community organizations. Primary attention is given to active listening, confrontation and problem solving techniques in work and community settings. Volunteer motivation and accountability methods and coalition building strategies are developed. The effective management of small group meetings is also emphasized.

Lecture Hours: 1
Lab Hours: None
Repeatable: No
Grading: O

**LABOR-025 - Labor Organizing and Political Action**

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

**LABOR-030 - Mediation Principles & Practice**

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

**LABOR-031 - Survey of Contemporary Labor/Social Issues for Activists**

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.
**Labor Studies**

**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 immigrant involvement, and by developing strategies to overcome barriers for immigrants in regards to civic engagement.  
Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: O  
Advisory Level:  
Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**LABOR-098 - Directed Study**  
Units: 0.5 - 9  
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.  
Lecture Hours: None  
Lab Hours: 1.81  
Repeatable: 17  
Grading: O  
Advisory Level:  
Read: 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  
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
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.

LASER-102 - Intermediate Laser Technology  Units: 4

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: LASER 100 with C or better

Recommended: Concurrent enrollment in PHYS 002B

Advisory Level:
Read: 3  Write: 3  Math: 2

Transfer Status: CSU  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

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.

LASER-103 - Advanced Laser Technology  Units: 4

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: LASER 102 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

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.

LASER-138 - Work Experience  Units: 1 - 8

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

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.

LE-116 - PC 832, Laws of Arrest  Units: 1

Lecture Hours: 1.71  Lab Hours: 0.57  Repeatable: 7  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 satisfies all minimum required training mandates governed by the Commission on Peace Officer Standards and Training (POST) for entry level Peace Officers. The course includes fundamental principles, procedures and techniques of law enforcement, including: criminal law, patrol procedures, cultural diversity, investigative procedures, report writing, defensive tactics, firearms, leadership, ethics, community relations, police vehicles operations, traffic enforcement, accident investigation and first aid/CPR. This course is open to those students who meet and satisfy entry requirements including written examination, physical fitness examination, DOJ fingerprint and medical clearance.

LE-154 - Basic Police Academy  Units: 22 - 27

Lecture Hours: 34.2 - 42  Lab Hours: 14.7 - 18  Grading: L

Prerequisite: POST approved pre-entry English skills and physical abilities assessment exams provided by the academy; Medical clearance by a licensed physician; Criminal History clearance by the Department of Justice and pursuant to Penal Code; valid driver's license pursuant to government code 1031

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 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.

LE-156 - Police Supervisor  Units: 2

Lecture Hours: 7.6  Lab Hours: 17.2  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 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.

LE-158 - PC 832 - Firearms  Units: 0.5

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.

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 is certified by the Commission on Peace Officer Standards and Training (POST) and meets the content and hour requirements established by POST for Level III Reserve Peace Officers. Course content covers an introduction to criminal law, laws of arrest, and report writing. LE 160 combined with current PC 832 certificate, Level I and Level II certificates meet the regular basic academy requirements.

LE-160 - Basic Police Academy, Modular, Level III  Units: 4

Lecture Hours: 5.37  Lab Hours: 4  Grading: L

Prerequisite: Completion of POST Level II course Entry Requirements
Medical insurance
Valid California Driver's License
Medical exam clearance by licensed physician
Department of Justice clearance per Penal Code section 13511.5

Advisory Level:
Read: 3  Write: 3  Math: None

Transfer Status: CSU  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None
**LE-161** - Basic Police Academy, Modular, Level II  
Units: 6.5

This course is certified by the Commission on Peace Officer Standards and Training (POST) and meets the content and hour requirements established by POST for Level II Reserve Peace Officers. Course content covers community relations, search and seizure, crimes against persons, and controlled substances. LE 161 combined with Level I and Level III certificates meet the regular basic academy requirements.

Lecture Hours: 10.9  
Lab Hours: 4  
Repeatability: No  
Grading: L

Prerequisite: LE 160 with C or better

Completion of POST Level II course Entry Requirements

Medical insurance

Valid California Driver's License

Medical exam clearance by licensed physician

Department of Justice clearance per Penal Code section 13511.5

Advisory Level: Read: 3  
Write: 3  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

**LE-162** - Basic Police Academy, Modular, Level I  
Units: 13

This course is certified by the Commission on Peace Officer Standards and Training (POST) and meets the content and hour requirements established by POST for Level I Reserve Peace Officers. Course content covers victimology/crisis intervention, property crimes, crimes against persons/death investigations, crimes against children, presentation of evidence, and patrol techniques. LE 162 combined with Level III and Level II certificates meet the regular basic academy requirements.

Lecture Hours: 16.6  
Lab Hours: 14  
Repeatability: No  
Grading: L

Prerequisite: LE 160 and LE 161, both with C or better

Successful completion of POST Level I course Entry Requirements

POST entry reading and writing exam

Academy physical agility test

Medical insurance

Valid California Driver's License

Medical exam clearance by a licensed physician

Department of Justice clearance per Penal Code section 13511.5

Advisory Level: Read: 3  
Write: 3  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

**LE-166** - Non-Lethal Chemical Agent Training  
Units: 0.5

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.

Lecture Hours: 0.5  
Lab Hours: None  
Repeatability: 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-168** - Field Training Program  
Units: 1 - 12

This course 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.

Lecture Hours: 4.57  
Lab Hours: 54.9  
Repeatability: Yes  
Grading: L

Prerequisite: LE 154, with C or better, or POST certified as a California Peace Officer.

Advisory Level: Read: 3  
Write: 3  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

**LE-172** - Advanced Officer Training  
Units: 0.5 - 1

This course is designed to provide a mechanism whereby agencies may 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.

Lecture Hours: 0.69 - 1.14  
Lab Hours: 0.69 - 1.1  
Repeatability: Yes  
Grading: L

Prerequisite: LE 154 (Basic Academy), with C or better, or Verification of referral by SBRPSTC staff.

Advisory Level: Read: 3  
Write: 3  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

**LE-173** - Field Evidence Technician  
Units: 2

This is an 80 hour in-service course which provides training for 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.

Lecture Hours: 2.86  
Lab Hours: 1.71  
Repeatability: 1  
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-175** - Drug Investigation-11550  
Units: 0.5

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 & Safety Code course covering restricted dangerous drugs: Opiates, Cocaine, PCP, etc.

Lecture Hours: 1.4  
Lab Hours: None  
Repeatability: 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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LE-176</td>
<td>Background Investigation</td>
<td>1</td>
<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>
</tr>
<tr>
<td>LE-178</td>
<td>Field Training Officer</td>
<td>1</td>
<td>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.</td>
</tr>
<tr>
<td>LE-179</td>
<td>Skills and Knowledge Modular Training</td>
<td>0.5 - 2</td>
<td>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.</td>
</tr>
<tr>
<td>LS-210</td>
<td>Supervised Tutoring</td>
<td>None</td>
<td>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.</td>
</tr>
<tr>
<td>LIB-015</td>
<td>Electronic Research and the Internet</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>LIB-194</td>
<td>Individualized Skills Lab</td>
<td>0.5 - 6</td>
<td>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.</td>
</tr>
<tr>
<td>LS-090</td>
<td>Directed Tutoring Experience</td>
<td>1</td>
<td>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.</td>
</tr>
<tr>
<td>MACH-098</td>
<td>Directed Study in Machine Technology</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>
</tbody>
</table>
**MACH-100 - Shop Math and Blueprint Reading**

Problem solving techniques are emphasized through the combined application of shop mathematics, blueprint reading, and industrial reference materials in this course. Students are also oriented to the mechanical occupations.

Lecture Hours: 4  Lab Hours: None  Repeatable: No  Grading: L
Credit by Exam: Yes

Recommended: 3 units of MATH 310 with CR or placement based on math assessment.

Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**Units:** 4

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**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.

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

**Units:** 3

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**MACH-109 - Introduction to Coordinate Measurement Machine**

The student will study the parts and requirements of a B&S Microval Coordinate Measuring Machine (CMM). Setup, calibration, and measurement techniques will be demonstrated. Special emphasis will be placed on software differences and macro-programming for measurement routines.

Lecture Hours: 1  Lab Hours: 3  Repeatable: No  Grading: L

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**Units:** 2

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**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.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: MACH 100 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

**Units:** 3

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**MACH-111 - Advanced Shop Math Applications**

This class will cover specialized math applications used in the machine occupation. 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.

Lecture Hours: 2  Lab Hours: 0  Repeatable: No  Grading: L

Recommended: MACH 100 or comparable experience is helpful.

Advisory Level: Read: 3  Write: 3  Math: 1
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**Units:** 2

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**MACH-120 - Basic CNC Machining Center**

Students study basic set-up procedures and the safe use of CNC (Computerized Numerical Controls) Machining Centers. Students study CNC codes, control functions, examining and editing programs, part production, and the proper use of speeds and feeds. Students will use different measurement tools to inspect dimensions according to blueprint specifications. Students also learn basic blueprint reading and trigonometric functions.

Lecture Hours: 3  Lab Hours: 5  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

**Units:** 4.5

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**MACH-123 - CNC Turning Center**

Students study basic set-up procedures and the safe use of CNC (Computerized Numerical Controls) Turning Centers. Students study the use of CNC codes, control functions, examining and editing programs, part production, and the proper use of speeds and feeds. Students will use different measurement tools to inspect dimensions according to blueprint specifications. This course also incorporates blueprint reading and trigonometric functions.

Lecture Hours: 3  Lab Hours: 5  Repeatable: No  Grading: L
Credit by Exam: Yes
Corequisite: or concurrent enrollment in MACH 120 and MACH 126 and MACH 129

Advisory Level: Read: 3  Write: 3  Math: 1
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**Units:** 4.5

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**MACH-126 - Advanced CNC Machining Center**

Students study advanced set-up procedures and the safe use of CNC (Computerized Numerical Controls) Mills. Students will study industry techniques in the set-up of CNC Mills, including: work hold devices, indexing and rotary devices, and various machine operations. Students will use different measurement tools to inspect dimensions, applying more complex blueprint concepts.

Lecture Hours: 3  Lab Hours: 5  Repeatable: No  Grading: L
Credit by Exam: Yes
Prerequisite: MACH 120 or MACH 123, both with C or better

Advisory Level: Read: 3  Write: 3  Math: 1
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**Units:** 4.5
MACH-129 - CNC Operator Fundamentals Units: 4.5

Students study concepts to optimize Computer Numerical Control (CNC) programs and operations in both CNC Mills and CNC Lathes. Students study how to increase equipment utilization and avoid equipment downtime. This class is an introduction to different CAD/CAM systems and their application; basic CNC programs are created, loaded into a CNC Control, corrected and saved to a data bank. Students will use a Coordinate Measurement Machine (CMM) to inspect parts and produce inspection reports.

Lecture Hours: 3 Lab Hours: 5 Repeatable: No Grading: L
Credit by Exam: Yes
Prerequisite: MACH 126 with C or better

Advisory Level:
Read: 3 Write: 3 Math: 1

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MACH-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

MACH-151A - Advanced Lathe Practices Units: 4

Students are instructed in the complete operation of the lathe, including work holding devices, calculations, and standard operations. Operations include single point threading, taper turning, knurling, and radius cutting.

Lecture Hours: 3 Lab Hours: 3 Repeatable: 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 Units: 4

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 Units: 5

This is an introduction to Computerized Numerical Control (CNC) milling machines and machining techniques with emphasis on terminology, pre-planing 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 101, 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 Units: 5

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

MACH-154 - Introductory CAD/CAM Operations for Machinists and Operators Units: 2

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

Advisory Level:
Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
MACH-155  -  Introduction to CNC 4th Axis  
Units: 2
This course is designed to develop the skills necessary for a CNC machinist to utilize a rotary 4th Axis attachment on a VMC. Pre-planning, program generation, 4th Axis set-up and operation, documentation, and MDI editing requirements are performed by the student on a Haas VMC with a 4th Axis attachment to develop these skills. The laboratory applications will emphasize the 4th Axis as a programmed indexer and 3d surface machining.
Lecture Hours: 2  
Lab Hours: 2  
Repeatable: No  
Grading: O
Prerequisite: MACH 153B with C or better
Advisory Level: Read: 3  
Write: 3  
Math: None
Transfer Status: CSU  
Degree Applicable: AA/AS
CSU GE: None  
District GE: None  
IGETC: None

MACH-156  -  CNC Lathe I  
Units: 5
This is an introduction to Computerized Numerical Control (CNC) turning machines and lathe machining techniques with emphasis on terminology, pre-planning skills, and basic program writing for Manual Data Input applications. Laboratory exercises will focus on the Fanuc 21i-T (on Daewoo Lynx CNC Lathe) and Mazakrot 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
Advisory Level: Read: 3  
Write: 3  
Math: None
Transfer Status: CSU  
Degree Applicable: AA/AS
CSU GE: None  
District GE: None  
IGETC: None

MACH-157  -  CNC Lathe II  
Units: 5
This course is designed to develop the skills required of a CNC Lathe Programmer/Operator. Pre-planning, program generation, machine set-up, machine operation, and editing requirements are covered with emphasis placed on turning. The laboratory applications primarily 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
Advisory Level: Read: 3  
Write: 3  
Math: None
Transfer Status: CSU  
Degree Applicable: AA/AS
CSU GE: None  
District GE: None  
IGETC: None

MACH-158  -  Advanced CAD/ CAM Operations  
Units: 2
for Machinists and Operators
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
Advisory Level: Read: 3  
Write: 3  
Math: None
Transfer Status: CSU  
Degree Applicable: AA/AS
CSU GE: None  
District GE: None  
IGETC: None

MACH-159  -  Introduction to CNC Programming Macros  
Units: 2
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.
Advisory Level: Read: 3  
Write: 3  
Math: None
Transfer Status: CSU  
Degree Applicable: AA/AS
CSU GE: None  
District GE: None  
IGETC: None

MACH-160  -  Introduction to CNC Laser Applications  
Units: 5
This introductory course will expose students to the basics of laser machine tools, safety, and applications such as cutting, drilling, welding, and marking.
Lecture Hours: 4  
Lab Hours: 4  
Repeatable: No  
Grading: L
Advisory Level: Read: 3  
Write: 3  
Math: 2
Transfer Status: CSU  
Degree Applicable: AA/AS
CSU GE: None  
District GE: None  
IGETC: None

MACH-165  -  Mill Setups I  
Units: 1.5
Students will develop skills of mill setups for a position as 'setup machinist'. Students study the types/classes of jigs and fixtures and their application to sample simple parts. Students will demonstrate setting up the workholding on a machine tool, modelling the workholding and part in CAD/CAM. Students will also evaluate workholding costs.
Lecture Hours: 1  
Lab Hours: 0.5  
Repeatable: No  
Grading: L
Recommended: Mill operation experience is recommended for maximum course success.
Advisory Level: Read: 3  
Write: 3  
Math: 2
Transfer Status: None  
Degree Applicable: AS
CSU GE: None  
District GE: None  
IGETC: None

MACH-359  -  Beginning Fundamentals of Machine Technology  
Units: 0.5
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
Advisory Level: Read: None  
Write: None  
Math: None
Transfer Status: None  
Degree Applicable: NAA
CSU GE: None  
District GE: None  
IGETC: None
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 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

Corequisite: Or concurrent enrollment in ELECT 062

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 and 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

MATH-011A - Elementary Algebra

In this elementary algebra course students will cover topics including operations on real numbers and 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 and operations on polynomials, factoring polynomials and solving quadratic equations by factoring, and operations on rational expressions and solving rational equations.

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, polynomials and rational expressions, factoring polynomials, linear equations, solutions of quadratic equations by factoring, solutions of linear systems by graphing, elimination, substitution, and algebraic methods for solving word problems. Students who have received credit for MATH 011A, 011S, 012, or 111 will not receive credit for this course.

Lecture Hours: 3 Lab Hours: None Repeatable: No 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

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 on real numbers, algebraic expressions, polynomials and rational expressions, solving rational equations, 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. Students must complete 5 units of MATH 011S to be eligible to take MATH 013 or MATH 013S. Students who have received credit for Mathematics 011A, 011S, 012 or 012 will not receive credit for this course.

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
**Mathematics**

**MATH-013 - Intermediate Algebra**
Units: 5

This course continues the Algebra sequence and is a prerequisite to transfer level math courses. Students will review the first course in algebra and explore further 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, inverse functions, and sequences and series.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: O

Prerequisite: MATH 011A or MATH 011R or MATH 011S or MATH 111; all with C or better, or placement based on assessment.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

**MATH-013S - Variable Unit Intermediate Algebra**
Units: 1 - 5

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 MATH 111) or 3 units of (MATH 011R or MATH 012 or MATH 101); all with C or better or placement based on math assessment.

Advisory Level: Read: 1 Write: None Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

**MATH-014 - Geometry**
Units: 3

The course involves the study of plane geometric figures and relationships. Students will study logical proofs, constructions, and numerical calculations. This course is a prerequisite to MATH 025, Precalculus Algebra, and MATH 052, Mathematics for Elementary Education.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O

Prerequisite: MATH 011A or MATH 011R or MATH 011S or MATH 111; all with C or better or placement based on assessment.

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

**MATH-021 - Precalculus Algebra**
Units: 3

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B4 District GE: B4 IGETC: 2A

**MATH-022 - Trigonometry**
Units: 3

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 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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B4 District GE: B4 IGETC: None

**MATH-025 - Precalculus Algebra and Trigonometry**
Units: 5

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B4 District GE: B4 IGETC: 2A

**MATH-051 - Mathematics for General Education**
Units: 3

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B4 District GE: B4 IGETC: None

**MATH-052 - Math for Elementary Education**
Units: 3

Students will study 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. Mathematics 52 or its equivalent is required of prospective elementary school teachers.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Prerequisite: MATH 013 and MATH 014, both with C or better

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B4 District GE: B4 IGETC: None
**MATH-061 - Finite Mathematics**  
Units: 3  
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  
Grading: L

**Prerequisite:** MATH 013 with C or better

**Advisory Level:**
- Math: None
- Read: 3
- Write: 3

**Transfer Status:**
- CSU/UC: Degree Applicable: AA/AS
- CSU GE: B4
- District GE: B4
- IGETC: 2A

**MATH-062 - Calculus for Business and Social Science**  
Units: 3

This course presents single variable calculus and an introduction to multivariable calculus and their applications for business and social science students. Students study functions and graphs, limits, continuity, differentiation and integral calculus of polynomials, rational functions, power functions, exponential functions, logarithmic and natural logarithmic functions, partial differentiation, and applications of these topics in business and social science.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L

**Prerequisite:** MATH 021 or MATH 025, with C or better

**Advisory Level:**
- Math: None
- Read: 3
- Write: 3

**Transfer Status:**
- CSU/UC: Degree Applicable: AA/AS
- CSU GE: B4
- District GE: B4
- IGETC: None

**MATH-063 - Elementary Statistics**  
Units: 3

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  
Grading: L

**Credit by Exam:** Yes

**Prerequisite:** MATH 013 with C or better

**Advisory Level:**
- Math: None
- Read: 3
- Write: 3

**Transfer Status:**
- CSU/UC: Degree Applicable: AA/AS
- CSU GE: B4
- District GE: None
- IGETC: None

**MATH-070 - Discrete Mathematics**  
Units: 3

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  
Grading: L

**Credit by Exam:** Yes

**Prerequisite:** (MATH 021 and MATH 022) or MATH 025, all with C or better, or equivalent

**Advisory Level:**
- Math: None
- Read: 3
- Write: 3

**Transfer Status:**
- CSU/UC: Degree Applicable: AA/AS
- CSU GE: B4
- District GE: B4
- IGETC: None

**MATH-071 - Calculus I with Analytic Geometry**  
Units: 5

This is the first course in calculus 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  
Grading: L

**Credit by Exam:** Yes

**Prerequisite:** (MATH 021 and MATH 022) or MATH 025, all with C or better

**Advisory Level:**
- Math: None
- Read: 3
- Write: 3

**Transfer Status:**
- CSU/UC: Degree Applicable: AA/AS
- CSU GE: B4
- District GE: B4
- IGETC: 2A

**MATH-072 - Calculus II with Analytic Geometry**  
Units: 5

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  
Grading: L

**Credit by Exam:** Yes

**Prerequisite:** MATH 071 with C or better

**Advisory Level:**
- Math: None
- Read: 3
- Write: 3

**Transfer Status:**
- CSU/UC: Degree Applicable: AA/AS
- CSU GE: B4
- District GE: B4
- IGETC: 2A

**MATH-073 - Multivariable Calculus**  
Units: 5

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  
Grading: L

**Credit by Exam:** Yes

**Prerequisite:** MATH 072 with C or better

**Advisory Level:**
- Math: None
- Read: 3
- Write: 3

**Transfer Status:**
- CSU/UC: Degree Applicable: AA/AS
- CSU GE: B4
- District GE: B4
- IGETC: 2A

**MATH-078 - Differential Equations**  
Units: 3

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  
Grading: L

**Credit by Exam:** Yes

**Prerequisite:** MATH 073 with C or better

**Advisory Level:**
- Math: None
- Read: 3
- Write: 3

**Transfer Status:**
- CSU/UC: Degree Applicable: AA/AS
- CSU GE: B4
- District GE: B4
- IGETC: 2A
Mathematics

MATH-079 - Linear Algebra Units: 3
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, eigenvalues and eigenvectors, 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 credit only for MATH 079.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Credit by Exam: Yes
Prerequisite: MATH 072 with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B4 District GE: B4 IGETC: 2A

MATH-098 - Directed Study in Mathematics Units: 0.5 - 9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MATH-111 - Elementary Algebra Units: 5
Students will study topics including operations on real numbers and algebraic expressions, linear equations and inequalities, and algebraic methods for solving application problems. They will also study systems of linear equations, laws of exponents and operations on polynomials, quadratic equations by factoring, and operations on rational expressions and rational equations.
Lecture Hours: 5 Lab Hours: 0 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-310 - 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
Students will study the fundamental operations in arithmetic and other math concepts including a basic introduction to algebra. This course is designed to give students the math foundation they need to be successful in an Introductory Algebra course. 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: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

Meat Cutting Apprenticeship

MCUT-001 - Meat Cutting I Units: 3
This is the first of two Meat Cutter Apprenticeship courses. Students must be enrolled in the Santa Clara County Meat Cutter's Joint Apprenticeship to enroll. Students learn safety and sanitation related to meat cutting, 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 journeyman status. Students must be enrolled in the Santa Clara County Meat Cutter Apprenticeship to enroll. Students learn safety and sanitation related to meat cutting; 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-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: 3 - 24 Repeatable: 15 Grading: O
Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
MA-004 - Structure and Function of the Human Body

Units: 4

Students will study basic human anatomy structures and physiology concepts related to each of the body systems. Many disease processes and therapies will also be covered. This course is designed for, but is not limited to, students in Medical Assisting and Allied Health programs and not recommended for pre-med or nursing majors.

Lecture Hours: 3  Lab Hours: 3  Repeatable: No  Grading: L

Advisory Level:
Read: 3  Write: 3  Math: 1

Transfer Status: CSU  Degree Applicable: AA/AS

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-006 - Introduction to Medical Assisting

Units: 3

Students will acquire basic knowledge of the administrative and clinical medical assistant’s scope of practice in a medical office setting or out-patient facility. The study of health and disease, medical ethics and legal aspects of medical assisting will also be examined.

Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: L

Recommended: completion of MA 005 strongly recommended

Advisory Level:
Read: 3  Write: 3  Math: 2

Transfer Status: None  Degree Applicable: AS

CSU GE: None  District GE: None  IGETC: None

MA-007 - Medical Front Office Procedures

Units: 3

Students will gain the knowledge and 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
## Medical Assisting

### MA-020 - Physical Examination Procedures

This course prepares a student to perform a variety of clinical tasks in the medical assisting field. Skill competencies include preparing the exam room, obtaining patient medical histories, taking vital signs, assisting with physical examinations, introductory oral medication administration, nutritional education planning, patient medical histories, assisting with physical examinations, and handling medical emergencies.

**Units:** 3

**Lecture Hours:** 2  **Lab Hours:** 3  **Repeatable:** No  **Grading:** L

**Prerequisite:** MA 006 and (BIOL 071 or BIOL 020 or MA 004) all with C or better

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### MA-021 - Medical Office Laboratory Procedures

Students learn to execute and evaluate typical laboratory tests performed in a medical office or general lab setting. Specimen collection and handling, analysis techniques, and the interpretation of normal and abnormal lab values are emphasized. Students will also acquire phlebotomy skills.

**Units:** 3

**Lecture Hours:** 2  **Lab Hours:** 3  **Repeatable:** No  **Grading:** L

**Prerequisite:** MA 006 and (BIOL 071 or BIOL 020 or MA 004) all with C or better

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### MA-022 - Medical Asepsis and Surgical Procedures

Medical assisting students study the theory and practice involved in assisting with minor office surgeries and wound care. This course also includes instrument sterilization procedures, sterile technique, and sterile field protocols.

**Units:** 3

**Lecture Hours:** 2  **Lab Hours:** 3  **Repeatable:** No  **Grading:** L

**Prerequisite:** MA 006 and (BIOL 071 or BIOL 020 or MA 004) all with C or better

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## Medication Administration for Medical Assistants

### MA-023

Students study the theory and practice of oral, topical, and parenteral medication administration. Students will learn injection safety, techniques, and site selection. Medication dosage calculations are emphasized as well as the handling of possible medication side effects and emergencies pertaining to medication administration.

**Units:** 3

**Lecture Hours:** 2  **Lab Hours:** 3  **Repeatable:** No  **Grading:** L

**Prerequisite:** MA 006 and (BIOL 071 or BIOL 020 or MA 004) all with C or better

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## Meteorology

### METEO-010 - Weather and Climate

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.

**Units:** 3

**Lecture Hours:** 3  **Lab Hours:** None  **Repeatable:** No  **Grading:** L

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## Music

### MUSI C-014 - Musicians' Workshop

Students are involved in a music rehearsal process that culminates in a public performance. Students participate as musicians, rehearsing and performing repertory, arrangements, or original student and faculty compositions.

**Units:** 0.5 - 2

**Recommended:** Completion of a course in beginning piano (MUSIC 050A), beginning guitar (MUSIC 058A), or introductory music (MUSIC 099) is recommended

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MUSIC C-020 - 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 C-028 - 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 050A and MUSIC 050B, both with C or better
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 C-050A - 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: None IGETC: None

MUSIC C-050B - Beginning Piano  Units: 1
This is the second semester introductory course in piano. The course is designed for students wanting to learn music using the piano as a vehicle for learning. 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 C-058A - 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 C-058B - Beginning Guitar  Units: 1
This is a beginning course of class instruction in guitar which introduces the student to correct hand and arm position and posture, fundamentals of tone production, and basic technical and rhythmical studies. Repeatable to a maximum of 4 units.
Lecture Hours: None Lab Hours: 3 Repeatable: 3 Grading: O
Prerequisite: MUSIC 058A with C or better
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 C-065 - Intro to Chinese Instruments  Units: 1
Students will be introduced to the fundamentals of playing traditional Chinese instruments. They will learn the discipline and physical coordination relating to effective sound production. Students will learn to read music notation and are required to supply their own musical instruments.
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: None District GE: None IGETC: None

MUSIC C-083 - Exploring The World of Music  Units: 3
This course introduces the elements of music from a cross-cultural perspective. Religious, cultural societal, and political influences from various geographical locations will be explored.
Lecture Hours: 3 Lab Hours: 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: C1 IGETC: 3A
**MUSIC-091 - Music Appreciation: Western Civilization**

This course provides the opportunity for students to gain, or expand, an appreciation of the music of western cultures through the development of aural skills. The course focuses on the relationships between composers and the times in which they lived. Included in each unit of study is a discussion of the influence of government, philosophy, art, and religion on musical composition.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C1 District GE: C1 IGETC: 3A

**MUSIC-095 - Music Appreciation: Jazz**

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: C1 IGETC: 3A

**MUSIC-098 - Directed Study in Music**

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: 3 Lab Hours: None 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

**MUSIC-099 - Introductory Music**

Students study the "language" of music - how to read, notate, interpret, perform, and create with those symbols which represent the four properties of sound: pitch, duration, amplitude, and timbre. This includes the study of the fundamentals of Western notated music and how these elements combine to create musical compositions: pitch identification, rhythm and meter, scales, key signatures, intervals, chord construction, harmonic progression and texture. Students will analyze musical styles relevant to various cultures and historical periods.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C1 District GE: C1 IGETC: None

**Oceanography**

**OCEAN-010 - Descriptive Oceanography**

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: B1 IGETC: 5A,5B

**Philosophy**

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

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: C2 IGETC: 3B

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

This course focuses on the various forms of political and aesthetic philosophies. Students study the basic values of different political ideals and governmental systems as well as the fundamental issues of judgment of beauty in art and literature and their relevance to the meaning of history of the world. Field trips may be required.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2 District GE: C2 IGETC: 3B

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

Students focus on various forms of existentialism as expressed in philosophy and literature, the spectrum of its meanings, and its relevance to the development of individual and collective human values. Selected readings range from Dostoevsky to Heidegger.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L

Recommended: Completion of PHIL 010

Advisory Level: Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS

CSU GE: C2 District GE: C2 IGETC: 3B
### Philosophy

**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: C2  
IGETC: 3B

**PHI 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 065 - Introduction to Ethics**
Units: 3

Students focus on the various theories of moral philosophy and how they provide analytic tools to investigate contemporary moral issues. Selected readings range from Aristotle to John Rawls.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L  
Recommended: Completion of PHIL 010  
Advisory Level: Read: 3  
Write: 3  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: C2  
District GE: C2  
IGETC: 3B

**PHI 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: C2  
IGETC: 3B

### Photography

**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 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 35mm 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: 0  
Prerequisite: PHOTO 70 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
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

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-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 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-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-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

PED-003 - Theory and Technique of Offensive Football  Units: 3

This course is designed to teach students the various approaches to intercollegiate offensive football as related to offensive football. Several aspects of offensive 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 Defensive Football  Units: 3

This class is designed to teach students various approaches to intercollegiate defensive football. Several aspects of offensive football such as punt, point after touchdowns, and field goal kicking will be included. Repeatable to a maximum of 9 units.

Lecture Hours: 3  Lab Hours: None  Repeatable: 1  Grading: O

Open Curriculum: No prerequisite, corequisite or levels

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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>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>Degree Applicable</th>
<th>IGETC</th>
</tr>
</thead>
<tbody>
<tr>
<td>PED-008</td>
<td>Archery</td>
<td>0.5 - 1</td>
<td>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.</td>
<td>None</td>
<td>2 - 3</td>
<td>7</td>
<td>O</td>
<td>Read: None</td>
<td>CSU/UC</td>
<td>AA/AS</td>
<td>None</td>
</tr>
<tr>
<td>PED-009</td>
<td>Badminton</td>
<td>1</td>
<td>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.</td>
<td>None</td>
<td>3</td>
<td>3</td>
<td>O</td>
<td>Read: 3</td>
<td>CSU/UC</td>
<td>AA/AS</td>
<td>None</td>
</tr>
<tr>
<td>PED-010</td>
<td>Baseball Hitting</td>
<td>0.5 - 1</td>
<td>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.</td>
<td>None</td>
<td>2 - 3</td>
<td>7</td>
<td>O</td>
<td>Read: None</td>
<td>CSU/UC</td>
<td>AA/AS</td>
<td>None</td>
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<tr>
<td>PED-011</td>
<td>Baseball Fundamentals</td>
<td>0.5 - 1</td>
<td>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.</td>
<td>None</td>
<td>2 - 3</td>
<td>7</td>
<td>O</td>
<td>Read: None</td>
<td>CSU/UC</td>
<td>AA/AS</td>
<td>None</td>
</tr>
<tr>
<td>PED-012</td>
<td>Basketball</td>
<td>1</td>
<td>This is a physical activity course designed to teach basic individual skills and team play, with emphasis on beginning and intermediate basketball.</td>
<td>None</td>
<td>3</td>
<td>3</td>
<td>O</td>
<td>Read: 3</td>
<td>CSU/UC</td>
<td>AA/AS</td>
<td>None</td>
</tr>
<tr>
<td>PED-013</td>
<td>Advanced Football</td>
<td>0.5 - 1</td>
<td>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.</td>
<td>None</td>
<td>2 - 3</td>
<td>7</td>
<td>L</td>
<td>Read: None</td>
<td>CSU/UC</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>PED-017</td>
<td>Self Defense</td>
<td>0.5 - 1</td>
<td>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.</td>
<td>None</td>
<td>2 - 3</td>
<td>7</td>
<td>O</td>
<td>Read: None</td>
<td>CSU/UC</td>
<td>AA/AS</td>
<td>None</td>
</tr>
<tr>
<td>PED-018</td>
<td>Karate</td>
<td>0.5 - 1</td>
<td>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.</td>
<td>None</td>
<td>2 - 3</td>
<td>7</td>
<td>O</td>
<td>Read: None</td>
<td>CSU/UC</td>
<td>AA/AS</td>
<td>None</td>
</tr>
</tbody>
</table>
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/UC  Degree Applicable: AA/AS
CSU GE:  E  District GE:  E  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:  E  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:  E2  District GE:  E  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
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE:  E  District GE:  E  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:  E2  District GE:  E  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:  E  IGETC: None

PED-039 - Hatha Yoga  Units: 1
Hatha Yoga focuses on understanding and controlling the body, breath and mind through exercises, hosannas, 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:  E  District GE:  E  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:  E  District GE:  E  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: E  District GE: E  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: E  District GE: E  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/UC  Degree Applicable: AA/AS
CSU GE: E  District GE: E  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: E  District GE: E  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: E  District GE: E  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

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: E  District GE: E  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  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: E  IGETC: None

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### Physical Education

**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: E  District GE: E  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: E  IGETC: None

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### 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: B1,B3  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: B1,B3  IGETC: None

**PHYS-004A - General Physics**
Units: 5
This course is the first of four calculus-based general physics classes for majors in physics, chemistry, engineering, mathematics or other sciences. Students are introduced to the general principles of mechanics at an elementary level. Specific topics include kinematics, Newton's laws of motion, work and energy, momentum, rotation, simple harmonic motion, universal gravitation, and fluids. Elementary applications of these principles are introduced using a problem solving approach.

Lecture Hours: 4  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: MATH 072 with C or better or equivalent

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B1,B3  District GE: B1,B3  IGETC: 5A

**PHYS-004B - General Physics**
Units: 5
This course is one of three calculus-based, general physics classes to apply and extend the concepts developed in PHYS 004A for students majoring 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: B1,B3  IGETC: 5A

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**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/UC  Degree Applicable: AA/AS
CSU GE: B1,B3  District GE: B1,B3  IGETC: 5A
PHYS-004C - General Physics  
**Units: 5**

This course is one of three calculus-based, general physics classes to apply and extend the concepts developed in PHYS 004A for students majoring in physics, chemistry, engineering, mathematics, or other sciences. Students will study the general principles of relativity and modern physics introduced at an elementary but calculus-based level. Specific topics include principles of relativity, atomic physics, wave nature of particles, elementary quantum mechanics, and their applications to condensed matter, nuclear physics, particle physics, and cosmology. Elementary applications of these principles are introduced using a problem solving approach.

Lecture Hours: 4  
Lab Hours: 3  
Repeatable: No  
Grading: L

Prerequisite: PHYS 004A and MATH 073 both with C or better  
Corequisite: Or concurrent enrollment in MATH 073.

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU/UC  
Degree Applicable: AA/AS

CSU GE: B1,B3  
District GE: B1, B3  
IGETC: 5A

**PHYS-004D - General Physics**  
**Units: 3**

This course is one of three calculus-based, general physics classes to apply and extend the concepts developed in PHYS 004A for students majoring in physics, chemistry, engineering, mathematics, or other sciences. Students will study the general principles of relativity and modern physics introduced at an elementary but calculus-based level. Specific topics include principles of relativity, atomic physics, wave nature of particles, elementary quantum mechanics, and their applications to condensed matter, nuclear physics, particle physics, and cosmology. Elementary applications of these principles are introduced using a problem solving approach.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L

Prerequisite: PHYS 004A and MATH 073 both with C or better  
Corequisite: Or concurrent enrollment in MATH 073.

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU/UC  
Degree Applicable: AA/AS

CSU GE: B1,B3  
District GE: B1, B3  
IGETC: 5A

**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-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: D8  
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: D8  
IGETC: 4H

**POLSC-098 - Directed Study in Political Science**  
**Units: 0.5 - 9**

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None  
Lab Hours: 1.5 - 27  
Repeatable: 17  
Grading: O

**Advisory Level:**  
Read: 2  
Write: 2  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

**PSYCH-010 - General Psychology**  
**Units: 3**

This course introduces students to the field of psychology and the scientific study of human behavior. Topics addressed include biological and neurological processes and structures, evolution, genetics, life span development, consciousness, sensory processes, perception, learning, memory, language and thought, intelligence, motivation and emotion, stress, personality, psychopathology, and psychotherapy.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L

**Advisory Level:**  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU/UC  
Degree Applicable: AA/AS

CSU GE: D9  
District GE: D9  
IGETC: 4H
**Psychology**

**PSYCH-012 - Social Psychology**
This course introduces students to the study of how people think about, influence, and relate to one another. Topics include self concept, misperception, beliefs, attitudes, conformity, prejudice, liking, attitude change, first impressions, aggression, conflict, peacemaking, and service to others.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Recommended: PSYCH 010

Advisory Level: Read: 3  Write: 3  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: D9  District GE: D9  IGETC: 4I

**PSYCH-020 - The Psychology of Stress Reduction**
Students are presented a comprehensive approach to stress and stress reduction from a psychological perspective. A psychophysiological model of stress will be presented and analyzed. A variety of evidenced-based stress reduction methods will be taught in the contexts of student and work life settings.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Credit by Exam: Yes

Recommended: completion of PSYCH 010

Advisory Level: Read: 3  Write: 3  Math: None

Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: D9, E1  District GE: D9, E  IGETC: None

**PSYCH-035 - Introduction to the Psychology of Women**
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/UC  Degree Applicable: AA/AS
CSU GE: D4, D9, E  District GE: D4, D9, E, ES  IGETC: 4D,4I

**PSYCH-060 - Personal Growth and Adjustment**
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: D9, E1  District GE: D9, E  IGETC: None

**PSYCH-092 - Developmental Psychology**
This course is an introduction to developmental psychology. Human development is traced from conception through death. The biological, intellectual, emotional and social factors affecting human development and potential and the interaction of these factors throughout the lifespan will be studied. The dynamic nature of biological, societal and cultural influences on individual development will be considered. Developmental tasks and potential developmental crises in contemporary multicultural society are identified for each age group.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Recommended: PSYCH 001 or PSYCH 010

Advisory Level: Read: 2  Write: 2  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: D9, E1  District GE: D9, E  IGETC: 4I

**PSYCH-096 - Marriage and Family**
Students will study the family as an institution from historical and intercultural perspectives in relation to other aspects of society. The study of dating and courtship, the family and personality development, marriage, relationships, child rearing, and elements of family unity will be included. Students will also discuss disorganization, divorce, and restructuring of new relationships.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O

Advisory Level: Read: 3  Write: 3  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: D9, E1  District GE: D9, E  IGETC: 4I

**PSYCH-098 - Directed Study in Psychology**
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across 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**
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: D9  IGETC: None
**Psychology**

**PSYCH-100 - Human Sexuality**
Units: 3

Students will study factual information on human sexual functioning. This will include some of the basic questions regarding sexual behavior, learning of sexual roles, anatomy and physiology of sexual response, social patterns of sexual behavior, sexual adjustment and maladjustment. Students will also study areas dealing with the treatment of sexual dysfunction, sex variance, and legal and cultural aspects of sexual behavior.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level:  
Read: 3  Write: 3  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: D9, E1  District GE: D9, E  IGETC: 4I

**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: 2  Write: 2  Math: None

Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**REST-122 - Principles of Real Estate**
Units: 3

This course presents students with an overview of the principles and economics of real property ownership and the office 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: None  Write: None  Math: None

Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

**REST-123 - Real Estate Appraisal**
Units: 3

This course, a study in the determination of residential real property valuation, investigates topics of cost, market and income approaches to determine value, comparable sales analysis, appraisal techniques and methodology trends. Evaluation of single family dwellings, residential income property, and raw land are covered as well as appraisal professionalism and ethics. This course is required for the Real Estate Broker's examination, and approved elective for the Real Estate Salesperson's license, and fulfills 54 hours toward the OREA Appraiser's examination.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O

Recommended: REST 122

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, legal 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

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-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
CSU GE: None District GE: None IGETC: None

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
Corequisite: SL 001AL

Advisory Level:
Read: 3 Write: 3 Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 6A

SL-001AL - 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
CSU GE: None 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

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

CSU GE: C2  
District GE: C2  
IGETC: 3B, 6A

SL-001BL - Sign Language Lab - Sign Language 1B  
Units: 0.5

The Foreign Language Laboratory/Humanities Lab supplements classroom instruction for SL 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 SL 001B.

Lecture Hours: 0  
Lab Hours: 1.5  
Repeatable: No  
Grading: K

Corequisite: SL 001B

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: 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

CSU GE: C2  
District GE: C2  
IGETC: 6A, 3B

SL-002AL - Sign Language Lab - Sign Language 2A  
Units: 0.5

The Foreign Language Laboratory/Humanities Lab supplements classroom instruction for SL 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 and explore cultural components related to the target language. This course is a corequisite for SL 002A.

Lecture Hours: 0  
Lab Hours: 1.5  
Repeatable: No  
Grading: L

Corequisite: SL 002A

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

SL-002B - Advanced American Sign Language  
Units: 3

Advanced American Sign Language students will review and expand their fluency in receptive and expressive conversational skills. Students will practice receiving and expressing vocabulary, grammar, non manual behaviors, fingerspelling, and numbers through longer prepared and self-generated dialogues and stories. Emphasis will be on describing and identifying things as well as discussing activities and plans. Students who complete this course could qualify for bi-lingual certification leading to interpreter training or Deaf studies programs. Cultural information, including storytelling, communication devices, laws, and attention getting, will be covered.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L

Prerequisite: SL 002A with C or better

Corequisite: SL 002BL

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU/UC  
Degree Applicable: AA/AS

CSU GE: C2  
District GE: C2  
IGETC: 6A, 3B

SL-002BL - Sign Language Lab - Sign Language 2B  
Units: 0.5

The Foreign Language Laboratory/Humanities Lab supplements classroom instruction for SL 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 and explore cultural components related to the target language. This course is a corequisite for SL 002B.

Lecture Hours: 0  
Lab Hours: 1.5  
Repeatable: No  
Grading: K

Corequisite: SL 002B

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

SL-003 - Conversational Sign Language  
Units: 3

This course is designed for intermediate sign language students to improve fluency in receptive and expressive signing. Emphasis will be placed on American Sign Language grammar, vocabulary, semantics, idioms and fingerspelling used in everyday situations.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: O

Prerequisite: SL 001B

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status: CSU/UC  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

SL-015 - Deaf Culture  
Units: 3

This course is an introductory overview for all students interested in the American deaf community and the relationship of its language, American Sign Language, to its culture. The material will be presented through a psychosocial approach emphasizing past, recent, and evolving dynamics of deaf peoples' language, arts, folklore, heritage, education, family and community structure, employment and values in home and society. Comparisons will be made between deaf culture and other cultures in America.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L

Advisory Level:  
Read: 3  
Write: 3  
Math: None

Transfer Status: CSU/UC  
Degree Applicable: AA/AS

CSU GE: D7  
District GE: D7, ES  
IGETC: 4G,4J
SL-098 - Directed Study in Sign Language  Units: 0.5 - 9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None  Lab Hours: 1.81  Repeatable: 17  Grading: O

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

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: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: D0  District GE: D0  IGETC: 4J

SOC-111 - 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: D0  IGETC: 4J

SOC-011 - Contemporary Issues in the Mexican American Community  Units: 3
This course is intended for students interested in investigating current political, economic and social issues facing Mexican American Communities in the United States. Using a problem-solving and "student-centered" approach students will select a specific issue to focus on (i.e. education, health care, gangs, immigration, domestic violence, economic development, etc.) Through class readings, discussions, videos, guest speakers and individual/group research, students will be able to think critically about various issues facing the Mexican American community today. An emphasis will also be placed on developing concrete steps needed to address current problems.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: D3  District GE: D3, ES  IGETC: None

SSCI-031 - Contemporary Issues in the Vietnamese American Culture  Units: 3
This course is intended for students interested in investigating current political, economic and social issues facing Vietnamese American Communities in the United States. Using a problem-solving and "student-centered" approach students will select a specific issue to focus on (i.e. education, health care, gangs, immigration, domestic violence, economic development, etc.) Through class readings, discussions, videos, guest speakers and individual/group research, students will be able to think critically about various issues facing the Mexican American community today. An emphasis will also be placed on developing concrete steps needed to address current problems.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: D3  District GE: D3, ES  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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOLAR-138</td>
<td>Work Experience</td>
<td>1-8</td>
<td>Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed. 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 CSU GE: None District GE: None IGETC: None</td>
</tr>
<tr>
<td>SPAN-001A</td>
<td>Elementary Spanish</td>
<td>5</td>
<td>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: C2 IGETC: 6A</td>
</tr>
<tr>
<td>SPAN-001AL</td>
<td>Foreign Language Lab - Spanish 1A</td>
<td>0.5</td>
<td>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 CSU GE: None District GE: None IGETC: None</td>
</tr>
<tr>
<td>SPAN-001B</td>
<td>Elementary Spanish</td>
<td>5</td>
<td>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 CSU GE: C2 District GE: C2 IGETC: 6A</td>
</tr>
<tr>
<td>SPAN-001BL</td>
<td>Foreign Language Lab - Spanish 1B</td>
<td>0.5</td>
<td>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 CSU GE: None District GE: None IGETC: None</td>
</tr>
<tr>
<td>SPAN-002A</td>
<td>Intermediate Spanish</td>
<td>5</td>
<td>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 CSU GE: C2 District GE: C2 IGETC: 6A, 3B</td>
</tr>
<tr>
<td>SPAN-002AL</td>
<td>Foreign Language Lab - Spanish 2A</td>
<td>0.5</td>
<td>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 CSU GE: None District GE: None IGETC: None</td>
</tr>
<tr>
<td>SPAN-002B</td>
<td>Intensive Intermediate Spanish</td>
<td>5</td>
<td>Further development of conversation, composition, 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 CSU GE: C2 District GE: C2 IGETC: 3B, 6A</td>
</tr>
</tbody>
</table>
**Spanish**

**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 corequisite 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
CSU GE: None 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 dialectical 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 Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 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 of 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 Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 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

Advisory Level:
- Read: 3
- Write: 3
- Math: None

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

**SPAN-091B - Conversational Spanish**

Units: 3

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 Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

**SPAN-098 - Directed Study in Spanish**

Units: 0.5 - 9

Individual or small groups of students who would benefit from independent study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division Office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O

Advisory Level:
- Read: 2
- Write: 2
- Math: None

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

**Theatre Arts**

**THEAT-002 - Beginning Acting**

Units: 3

Students 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: C1 IGETC: None

**THEAT-003 - Intermediate Acting**

Units: 3

Students will review basic acting skills, intermediate level character study and acting techniques, and extensive scene work in classical and modern styles. The class is also appropriate for non-majors wishing to advance their acting skills. Between THEAT 003 and THEAT 002 students may take no more than 12 units.

Lecture Hours: 2 Lab Hours: 3 Repeatable: 3 Grading: L

Prerequisite: THEAT 002 with C or better

Recommended: High school or college level acting course

Advisory Level:
- Read: 3
- Write: 3
- Math: None

Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEAT-005</td>
<td>Voice Skills</td>
<td>3</td>
<td>Students learn vocal skills for performing, public speaking, and self expression. Class exercises and presentations focus on alleviating performance anxiety and improving vocal tone, projection, articulation, and vocal expressiveness.</td>
</tr>
<tr>
<td>Lecture Hours: 2</td>
<td>Lab Hours: 3</td>
<td>Repeatable: No</td>
<td>Grading: L</td>
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<td>Write: 3</td>
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<tr>
<td>Transfer Status: CSU/UC</td>
<td>Degree Applicable: AA/AS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSU GE: E</td>
<td>District GE: E</td>
<td>IGETC: None</td>
<td></td>
</tr>
<tr>
<td>THEAT-020</td>
<td>Introduction to Theatre Arts</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>Lecture Hours: 3</td>
<td>Lab Hours: 0</td>
<td>Repeatable: No</td>
<td>Grading: L</td>
</tr>
<tr>
<td>Advisory Level: Read: 3</td>
<td>Write: 3</td>
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<td>Transfer Status: CSU/UC</td>
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<td></td>
</tr>
<tr>
<td>CSU GE: C1</td>
<td>District GE: C1</td>
<td>IGETC: 3A</td>
<td></td>
</tr>
<tr>
<td>THEAT-030</td>
<td>Studio Production Workshop</td>
<td>0.5 - 2</td>
<td>Student participates in rehearsals and public performances as an actor in a studio theatre production. Between THEAT 030 and THEAT 031 students may take no more than 4 experiences.</td>
</tr>
<tr>
<td>Lecture Hours: 0</td>
<td>Lab Hours: 1.5 - 6</td>
<td>Repeatable: 15</td>
<td>Grading: L</td>
</tr>
<tr>
<td>Prerequisite: Audition</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Advisory Level: Read: 3</td>
<td>Write: 3</td>
<td>Math: None</td>
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<tr>
<td>Transfer Status: CSU/UC</td>
<td>Degree Applicable: AA/AS</td>
<td></td>
<td></td>
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<tr>
<td>CSU GE: None</td>
<td>District GE: None</td>
<td>IGETC: None</td>
<td></td>
</tr>
<tr>
<td>THEAT-031</td>
<td>Theatre Workshop - Major Production</td>
<td>0.5 - 2</td>
<td>Students participate in rehearsals and public performances as an actor in a large-scale theatre production featuring complex staging, distant audience, and large house visual and acoustical circumstances. Between THEAT 031 and THEAT 030 students may take no more than 4 experiences.</td>
</tr>
<tr>
<td>Lecture Hours: 0</td>
<td>Lab Hours: 1.5 - 6</td>
<td>Repeatable: 15</td>
<td>Grading: L</td>
</tr>
<tr>
<td>Prerequisite: Audition</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Advisory Level: Read: 3</td>
<td>Write: 3</td>
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<tr>
<td>Transfer Status: CSU/UC</td>
<td>Degree Applicable: AA/AS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSU GE: None</td>
<td>District GE: None</td>
<td>IGETC: None</td>
<td></td>
</tr>
<tr>
<td>THEAT-032</td>
<td>Film Production Workshop</td>
<td>0.5 - 2</td>
<td>Students participate as directors, actors, managers, and technicians in the writing, production, and post-production of a film.</td>
</tr>
<tr>
<td>Lecture Hours: 0</td>
<td>Lab Hours: 1.5 - 6</td>
<td>Repeatable: 15</td>
<td>Grading: L</td>
</tr>
<tr>
<td>Advisory Level: Read: 3</td>
<td>Write: 3</td>
<td>Math: None</td>
<td></td>
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<tr>
<td>Transfer Status: CSU/UC</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>
<td></td>
</tr>
<tr>
<td>THEAT-033</td>
<td>Technical Theatre Workshop</td>
<td>0.5 - 2</td>
<td>Students learn practical applications of technical theater techniques by serving as apprentices during the design, construction, and running of live theatre performances.</td>
</tr>
<tr>
<td>Lecture Hours: 0</td>
<td>Lab Hours: 1.5 - 6</td>
<td>Repeatable: 15</td>
<td>Grading: L</td>
</tr>
<tr>
<td>Advisory Level: Read: 3</td>
<td>Write: 3</td>
<td>Math: None</td>
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<tr>
<td>Transfer Status: CSU/UC</td>
<td>Degree Applicable: AA/AS</td>
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<tr>
<td>CSU GE: None</td>
<td>District GE: None</td>
<td>IGETC: None</td>
<td></td>
</tr>
<tr>
<td>THEAT-040</td>
<td>Introduction to Film</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>Lecture Hours: 2.5</td>
<td>Lab Hours: 1.5</td>
<td>Repeatable: No</td>
<td>Grading: L</td>
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<tr>
<td>Advisory Level: Read: 3</td>
<td>Write: 3</td>
<td>Math: None</td>
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<tr>
<td>Transfer Status: CSU/UC</td>
<td>Degree Applicable: AA/AS</td>
<td></td>
<td></td>
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<tr>
<td>CSU GE: C1</td>
<td>District GE: C1</td>
<td>IGETC: 3A</td>
<td></td>
</tr>
<tr>
<td>TRANS-010</td>
<td>Introduction to Transit Industry Careers</td>
<td>0.5</td>
<td>Students are introduced to the wide variety of professions available in the public transit industry, and are guided to determine whether this is a career path they want to pursue. Students gain a basic understanding of the various departments and career skills necessary to work in the public transit industry.</td>
</tr>
<tr>
<td>Lecture Hours: 0.5</td>
<td>Lab Hours: 0</td>
<td>Repeatable: No</td>
<td>Grading: O</td>
</tr>
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<td>Advisory Level: Read: 2</td>
<td>Write: 2</td>
<td>Math: None</td>
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<tr>
<td>Transfer Status: None</td>
<td>Degree Applicable: NAA</td>
<td></td>
<td></td>
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<tr>
<td>CSU GE: None</td>
<td>District GE: None</td>
<td>IGETC: None</td>
<td></td>
</tr>
</tbody>
</table>
**TRANSPORTATION**

**TRANS-011 - Commercial Drivers License Permit Preparation**

Students will study the requirements and knowledge necessary to obtain a California Commercial Driver permit. Students will also learn about career options available to commercial drivers.

- **Units:** 0.5
- **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-012 - Mechanical/Electrical Aptitude for Transit Fleet Maintenance**

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.

- **Units:** 0.5
- **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-014 - Intro to Health and Safety in Transit Maintenance**

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.

- **Units:** 0.5
- **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-110 - Public Service and Stress Management for Public Transit Employees**

This course introduces students to the relationship between delivering professional public service and managing stress factors inherent in the transit industry. Students are provided with a framework for successful stress management strategies. Upon successful completion the student will have the fundamental knowledge of public service strategies and stress management skills needed for a career in transit industry operations.

- **Units:** 1
- **Lecture Hours:** 1
- **Lab Hours:** 0
- **Repeatable:** No
- **Grading:** L

- **Advisory Level:**
  - Read: 2
  - Write: 2
  - Math: None
- **Transfer Status:** None
- **Degree Applicable:** NAA
- **CSU GE:** None
- **District GE:** None
- **IGETC:** None

**TRANS-120A - Peer Mentoring for Public Transit Workers: One-on-One**

This course introduces students to the basic elements of one-on-one peer mentoring in a transit industry environment. Upon successful completion, the student will have fundamental knowledge of interpersonal skills needed to be an effective peer mentor in entry level transit operations.

- **Units:** 1
- **Lecture Hours:** 1
- **Lab Hours:** 0
- **Repeatable:** No
- **Grading:** L

- **Advisory Level:**
  - Read: 2
  - Write: 2
  - Math: None
- **Transfer Status:** None
- **Degree Applicable:** NAA
- **CSU GE:** None
- **District GE:** None
- **IGETC:** None

**TRANS-130 - Interpersonal Communication for Transit Workers**

This course introduces students to the principles of effective interpersonal communication in public transit professions. Students are provided with a framework for developing effective personal communication strategies. Upon successful completion the student will have the specialized knowledge of interpersonal communication skills appropriate for a career in public transit industry operations.

- **Units:** 1
- **Lecture Hours:** 1
- **Lab Hours:** 0
- **Repeatable:** No
- **Grading:** L

- **Advisory Level:**
  - Read: 2
  - Write: 2
  - Math: None
- **Transfer Status:** None
- **Degree Applicable:** NAA
- **CSU GE:** None
- **District GE:** None
- **IGETC:** None

**TRANS-131 - Labor/Management Problem Solving in Public Transit**

This course introduces students to the principles of effective labor/management problem solving in public transit professions. Students are provided with a framework for developing effective strategies to build trust and solve transit workforce issues. Upon successful completion the student will have foundation skills to participate in developing joint labor/management solutions to common issues in public transit industry operations.

- **Units:** 1
- **Lecture Hours:** 1
- **Lab Hours:** 0
- **Repeatable:** No
- **Grading:** L

- **Advisory Level:**
  - Read: 2
  - Write: 2
  - Math: None
- **Transfer Status:** None
- **Degree Applicable:** NAA
- **CSU GE:** None
- **District GE:** None
- **IGETC:** None
**TRANS-132 - Performance Coaching for Public Transit Leaders**

This course introduces students to the principles of effective performance coaching in unionized public transit professions. Students are provided with a framework for developing human performance leadership skills. Upon successful completion the student will have foundation skills to develop his/her ability to create a positive environment that supports performance development for all workers in public transit industry operations.

Lecture Hours: 1  Lab Hours: 0  Repeatable: No  Grading: L

Advisory Level: Read: 2  Write: 2  Math: None

Transfer Status: None  Degree Applicable: NAA

CSU GE: None  District GE: None  IGETC: None

**VIET-001A - Elementary Vietnamese**

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.

Lecture Hours: 5  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: C2  District GE: C2  IGETC: 6A

**VIET-001AL - Foreign Language Lab - Vietnamese 1A**

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.

Lecture Hours: 0  Lab Hours: 1.5  Repeatable: No  Grading: K

Corequisite: VIET 001A

Advisory Level: Read: 3  Write: 3  Math: None

Transfer Status: CSU  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

**VIET-001B - Elementary Vietnamese**

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.

Lecture Hours: 5  Lab Hours: 0  Repeatable: No  Grading: L

Prerequisite: VIET 001A with C or better

Advisory Level: Read: 3  Write: 3  Math: None

Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: C2  District GE: C2  IGETC: 6A

**VIET-001BL - Foreign Language Lab - Vietnamese 1B**

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.

Lecture Hours: 0  Lab Hours: 1.5  Repeatable: No  Grading: K

Corequisite: VIET 001B

Advisory Level: Read: 3  Write: 3  Math: None

Transfer Status: CSU  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

**VIET-010 - Vietnam, 1600 - 2000: Politics, Culture, and Society**

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.

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: D6  District GE: D6  IGETC: 4F

**VIET-090A - Conversational Vietnamese**

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**

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

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
(Date of original appointment follows names)

Adamczeski, Madeline (1999) – Chemistry
B.S., Ph.D., University of California, Santa Cruz

Adams-Stryker, Joel (2003) – Biology
B.S., Cornell University
M.A., University of California, Berkeley

Ahlberg, David (1991) – Mathematics
B.S., University of Wisconsin;
M.S., Carnegie Mellon University

Anttila-Suarez, Carina (2005) – Biological Science
B.S., University of Pacific;
M.A., Sonoma State University
Ph.D., University of Joensuu (Finland)

Banks, Roxie (2003) – Cosmetology
A.S., San Jose City College;
B.S., University of Phoenix

Behroozi, Bahram (1970) – Music
B.A., M.A., San Jose State University

Bell, Judith (1996) – Art
B.A., M.A., Fullerton State University;
M.F.A., Claremont Graduate School

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 Jose 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 Jose State University

Breheny, Jessica (2006) – English
B.A., San Francisco State University;
M.A., State University of New York;
Ph.D., University of California, Santa Cruz

Brodie, Marilyn (1989) – Director of WIN Program

Burns, Marie-Ellaine (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
Ph.D. University of California, Irvine

Cao, Dongmei (2003) – English/ESL
M.A., University of Texas, Pan-American;
M.A., Hunan Teaching Institute

Carr, Percy (1975) – Physical Education/Basketball Coach
B.A., M.A., Fresno State University

Chang, Janet C. (1999) – Director, Student Health Services
B.S., M.S., San Jose State University

Chapa, Aurelio (Javier) (2000) – English
B.A., University of California, Berkeley;
M.A., Holy Names College

Chien, Lila (1997) – Extended Opportunity Program
B.A., M.S., San Francisco State University

Chiodo, Christine D. (1977) – Disabled Students Program
A.B.I. Students Physical Education
B.A., San Diego State University;
M.A., Pepperdine University;
Certified Corrective Therapist

Cochran, Graciela (2005) – Mathematics
B.S., Universidad Nacional de Mar del Plata, Argentina;
M.S., San Jose 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 Jose State University

Covarrubias, Jesus (1997) – Social Sciences
B.A., University of California, Berkeley;
M.A., Stanford University

Crawford, Marylin (2001) – Counselor/Coordinator,WIN
B.A., San Jose State University;
M.A., University of California, Santa Cruz

Cribbs, Ajai (2009) – Mathematics
B.S., University of Alabama - Huntsville
M.S., University of Alabama - Birmingham

Del Buono, Mai Le (2001) – Ethnic Studies
B.A., University of California, Davis;
M.S.W., University of California, Berkeley

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

Frodoyma, 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

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, Robert (2003)
A.A., San Jose City College
B.A., University of California at Santa Cruz; M.A., University of Texas at Austin

Gutierrez, Suzanne (1986) – Psychology
B.A., M.A., San Jose State University; Ph.D., The City University, London, U.K.

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

Honesto, Sandra (2005) – Cosmetology
Cosmetology Certificate and License

Huntze-Rooney, Deborah (1991) – Physical Education/ Women’s Softball Coach
B.A., Chico State University; M.Ed., Azuza Pacific University

Inquito, Kevin (2007) – English
B.A., San Francisco State University; M.F.A., University of Iowa

Jalomo, Romero (2007) – Dean of Retention and Support Programs
B.A., California State University, Chico
M.A., California State University, Dominguez Hills
Ph.D., Arizona State University

Janowicz, Rachel (2011) – Medical Assisting
D.P.M., California College of Podiatric Medicine

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

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

Dutra, 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

Lomax, David – Construction Technology
B.S., University of Nevada, Las Vegas

Lundie, Clem (2001) – Computer Information Systems
A.S., Community College of the Air Force

MacGowan, Ciaran (1998) – Multimedia
B.S., The Queen’s University of Belfast (Ireland)

Manian, Padma (2000) – History/Women’s Studies
B.A., University of Madras (India); M.A., Jawaharlal Nehru University (India); Ph.D., Miami University – Ohio

Mansfield, Stephen (2003) – Air Conditioning and Refrigeration Certificate, San Jose 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

McCall, Amber – Dance
M.F.A., University of California, Irvine
B.A., Butler University (Indiana)

McCallum, Leslyn (2005) – Communication Studies
B.A., Humboldt State University; M.A., University of Nevada, Reno

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.A., San Francisco State University; M.L.S., San Jose State University

Muench, Margaret (1989) – 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

Lopez, Alejandro (2010)
A.A., Modesto Junior College
B.A., California State University, Stanislaus
M.A., San Jose State University
J.D., University of Denver. Sturm College of Law

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
CHAPTER 10 — FACULTY AND ADMINISTRATORS

Pio, Wendy (2005) – Dental Assisting
A.A., San José City College

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

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

Shakarchi, Joseph (2007) – English
B.A., Brooklyn College
M.A., City College of New York

Sharpe, Elizabeth (2008) – Early Childhood Education
M.Ed., Washington State University
B.A., University of California, Irvine

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

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

Torres, Noe (2011) – English
B.A., San Jose State University
M.A., California Polytechnic State University

Tran, Angela (2000) – Mathematics
B.A., M.S., San Jose State University

Tran, Doriann (2005) – Counseling
B.A., University of California, San Diego;
M.Ed., University of California, Los Angeles;
P.P.S. credential, San José State University

Trieu, Hung (1997) – Economics
B.S., Hayward State University;
M.A., San Francisco State University;
M.A., Ph.D., University of California, Santa Cruz

Turner, Pamela (2000) – Counseling
B.S., University of Phoenix
M.A., University of San Francisco

Ulate, Isai (2007) – Machine Technology
B.S./B.A., M.B.A., University of Phoenix

Vasquez, Lisa (2009) – Reading
B.S., M.A., Santa Clara University

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.S., Morehouse College
M.A., Harvard University

Wilson, Patricia (1976) – Dental Assisting
B.A., Saint Mary’s University

Wing, Robert (1996) – Librarian
B.S., University of California, Davis;
M.L.S., San Jose State University

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

Borella, Diane.......................... Instructional Support Assistant, Lab Lead
Language Arts

Bryan, Rosemarie..........................Instructional Assistant II
Cosmetology

Caldwell, Julinda ........ Senior Division Administrative Assistant
Language Arts

Calvillo, Fidel ...........................................................Staff Assistant I
EOP&S

Canales, Jessica..........................Staff Assistant III
Cosmetology

Garcia, Laura..........................................................Assessment Specialist
Counseling and Student Services

Chen, Kimberly ..........................Instructional Support Assistant I
Disabled Students Program

Cuen, Colleen..........................Instructional Lab Tech II
Athletics

Dowden, Peggy.............................................Instructional Support Assistant II
Cosmetology

Esquivel, Carla..........................Staff Assistant II
Special Programs

Fleming, Corinne ..........................Administrative Secretary
Office of Vice President for Academic Affairs

Francisco, Judith..............................Library Assistant
Library

Franklin, Debra..............................Senior Library Technician
Library

Fukuman, Joyce ..........................Instructional Lab Tech II
Construction

Geer, Bruce ..............................................Network Technician
Technology Services

Gheibi, Peiman..........................Instructional Support Coordinator
Mathematics and Science

Gonzales, Virginia ..........................Evaluations Specialist
Admissions and Records

Gonzalez, Sandra..........................Senior Division Administrative Assistant
Business and Service Careers

Green, Jennifer .........................Schedules and Catalog Technician II
Office of Academic Support

Guzman, Debra ...........................Interim Evaluations Specialist
Admissions and Records

Hager, Robert ..............................................Network Technician
Technology Services

Hager, Susan..............................................Curriculum Specialist
Office of Academic Support

Harris, Veronica..........................Academic Advising Specialist
Physical Education

Heemskerk, Michele ..........................Instructional Lab Technician III
Dental Assisting

Herrera, Deanna ..........................Senior Division Administrative Assistant
Humanities and Social Science

Hoffman, Heidi ..............................................Accounting Technician
Student Accounts

Jimenez, Linda..............................Business Services Coordinator
Business Services

Jimenez, Margarita .....................Puente Program Specialist
Puente Program

Lai, Uc .......................................................Laboratory Clerk
Language Arts

Little, Lisa.................................Health Services Assistant
Health Services

Lopez, Janeth (Andrea) .............Senior Division Administrative Assistant
Business and Service Careers

Lugo, Joe..........................Instructional Support Assistant, Subject Lead
Special Programs

Macias, Isabel...............................Executive Secretary
President's Office

Mandayam, Srinivasan ..............Web and Distance Education Technician
Campus Tech Support

Marroquin, Lina .......................Instructional Lab Technician IV
Cosmetology

Martinez, Xiomara .....................Financial Aid Specialist II
Financial Aid

Mordecai, Meredith ......................Program Assistant
Special Programs

Matsumoto, Dennis ......................Financial Aid Specialist III
Financial Aid Office

Moore, Elisabeth ..........................Library Technician
Library

Moseley, Bornking .......................Laboratory Clerk
Language Arts

Nakaso, Joanne ..........................Adaptive Media Technology Specialist I
Special Programs

Nguyen, Diep Ngoc .....................Admissions and Records Assistant
Admissions and Records

Nguyen, Tuyet .........................Laboratory Technician IV
Physical Science

Nishihara, Kevin .......................Instructional Lab Technician II
Athletics and Physical Education

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

Rodeo, Ariel ..............................................Network Technician
Technology Services

Rojas, Evelyn ..........................Instructional Support Assistant, Lab Lead
Language Arts

Rose, Bunnie ...........................Campus Personnel Service Coordinator
Office of Academic Support
Salazar, Arnold .................................................. Athletic Trainer
Athletics and Physical Education
Spokony, Anna ............................................ ... Biology Laboratory Coordinator
Thompson, Roi Ann ................................. Senior Division Administrative Assistant
Mathematics and Science
Tran, Tuyet .................................................... Financial Aid Specialist I
Financial Aid Office
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, 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
Wright, Mary .............................................. Staff Assistant I
Counseling and Student Services
Zagar, Susan .............................................. Instructional Support Assistant II
Cosmetology

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
Broggi, Jason ............................................. District Mail Services Technician
Canoy, Eugenio ........................................ Technology and Media Services Supervisor
Chapman, Elaine ................................. Senior Administrative Assistant, Maintenance
Chiodo, Peter ............................................. Facilities Maintenance Worker
Cooper, Gary ........................................... Groundskeeper/Arborist
Engdahl, Pete ........................................ Traffic and Campus Services Officer
Fasbinder, Jeffrey ...................................... District Graphics Designer, Reprographics
Guevara, Daniel ........................................ Custodian I
Hattman, Colleen ................................. Merchandising Specialist, Bookstore
Juntado, Arnold ........................................ Electrician
Killili, Simon ........................................... Custodian II
Lopez, Maria ........................................... Custodian I
Mathis, Gail .............................................. District Maintenance Supervisor
Miranda, Felipa ........................................ Custodian I
Nguyen, Nam ........................................ Reprographics Technician
Quinones, Mario ................................. Facilities Maintenance Worker
Reis, Emanuel ........................................ Groundskeeper I
Rodriguez, Rogelio ..................................... Custodian I
Romero, Patricia ....................................... Bookstore Sales Associate
Rosas, Lorenzo ........................................ Custodian I
Ruiz, David .............................................. Custodian II
Velasquez, Ana ........................................ Custodian I
Villa, Faustino ........................................ HVAC/Plumber
Vo, Khanh .............................................. Production Coordinator, Reprographics
Vo, Nam ............................................. Reprographics Technician

SUPERVISORY PERSONNEL

Bonanno, Gina ............................................ Bookstore Supervisor
Zheng, Grace ........................................... Business Services Supervisor

MANAGEMENT PERSONNEL

Akinkuoye, Nicholas ................................. Vice President of Academic Affairs
Andrade, Joe ........................................... Facilities Manager
Brodie, Marilyn ......................................... Director of WIN/CalWORKs
Burns, Marie-Elaine ................................. Vice President of Student Affairs
Gerster, Patrick G. ..................................... Dean of Humanities and Social Science
Nelson, Greg ........................................... Vice President, Administrative Services
Gutierrez, Robert ...................................... Metas Program Director
Kavalier, Barbara ...................................... President
Kimura, Kieko ......................................... Interim Dean of Language Arts
Martin, Leandra ....................................... Dean of Mathematics and Science
Neil, Jennifer ........................................... Director of Campus Life
Romero, Jalomo ..................................... Dean of Retention, and Support Programs
Vuji, Kishan ........................................... Dean of Business and Technology
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 José State University

Kent Penning
President
Cold Craft, 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

**Construction Technology**

Muhammed Chaudhry  
Treasurer, S4CS Board

Brenda Childress  
Executive Director, 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

**Cosmetology**

Joe Estudillo  
JoJo Hair Studio

William Soriano  
W's Salon

Jaime Tay  
Edge Salon

**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.

**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. McCrary
Manager, Sterile Processing
Santa Clara Valley Medical Center

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
CHAPTER 12 — ADVISORY COMMITTEES

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

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