San José/Evergreen Community College District

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San José City College

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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 Jose, 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. In Fall 2012 we opened a new Multi-disciplinary Building and the Carmen Castellano Fine Arts Center. Future construction projects include a new Theater 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 California Administrative Code, commencing with Section 58100.
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, 774 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 and cultural needs of our community; to maintain a leadership role in defining and clarifying the needs and aspirations of the community; to provide for their realization through services within the functions of this colleges as an educational institution; and to warrant community support through dedication to excellence in learning.

**General Education Philosophy**

In accordance with the mission 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:

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

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

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

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

**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.
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 required 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.

V I S I O N , V A L U E S , M I S S I O N S T A T E M E N T A N D G O A L S

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 development of grants, scholarships and corporate partnerships.

A C C R E D I T A T I O N

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.

ACADEMIC AFFAIRS’ DIVISIONS AND PROGRAMS

Academic Support Programs
Avanzamos
Metas Grant

Business and Technology
Business Education:
Accounting
Business
Computer Applications

Service Careers:
Cosmetology
Dental Assisting
Health Education
Health Sciences (Emergency Medical Technician)
Medical Assisting

Technology:
Air Conditioning/Refrigeration (HVACR)
Computer Information Systems
Construction Technology
Facilities Maintenance Technology
Glazing Apprenticeship
Laser Technology
Machine Technology
Marketing
Meatcutting Apprenticeship
Real Estate
Solar
Work Experience

Humanities and Social Sciences

Humanities:
Art
Dance
Honors Program
Humanities
Multimedia/Digital Arts
Music
Philosophy
Photography
Theater Arts

Social Sciences:
Administration of Justice: including Transportation
Safety Administration (Homeland Security) & Judicial Studies
Alcohol and Drug Studies
Anthropology
Early Childhood Education
Economics
Education
Ethnic Studies
Family & Consumer Studies
Geography
Global Studies
History
Labor Studies
Political Science
Psychology
Social Science
Sociology

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)

**Student Affairs & Services' Divisions and Programs**

International Students Program
Puente
Umoja

**Enrollment Services**
Admissions and Records
Financial Aid and Scholarships
Veteran Affairs Certification

**Matriculation**
Assessment
Orientation
Counseling (General and Veterans)
Career/Transfer Center
Guidance courses
Job Placement

**Student Life**
Student Activities
Student Conduct
Student Government
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

**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.
APPLICATION FOR ADMISSION

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

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

SUPPLEMENTAL APPLICATION - COSMETOLOGY

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

RESIDENCY REQUIREMENTS

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

2. Students who have completed at least three (3) years in a California high school 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 2012-2013 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, are entitled to resident classification until the student has resided in California 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.*

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.

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 had residence in California for more than one year prior to the residence determination date for the semester, quarter or other session for which attendance at an institution is proposed.*

Non U.S. citizens — must bring Visas or Alien Registration cards to 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.
CHAPTER 2 — ADMISSIONS AND REGISTRATION PROCEDURES

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 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 via CCC Apply (www.cccapply.org).
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 photo ID card (free) from the information desk in the Student Center. Be sure to have your current class schedule and another photo ID. 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 via CCC Apply (www.cccapply.org).
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) from the information desk in the Student Center. Be sure to have your current class schedule and another ID. 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 via CCC Apply (www.cccapply.org).
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) from the information desk in the Student Center. Be sure to have your current class schedule and another ID. 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 via CCC Apply (www.cccapply.org).
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 is not required for transfer students. However, to avoid delay in registering for classes (especially if you have taken the prerequisites at other colleges) and the possibility of taking unnecessary classes, we strongly recommend that you make a counseling appointment. It is important that you bring unofficial transcripts to the counseling appointment. The counselor will determine if the required course prerequisites have been met and enter them in the computer system.

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 2012 must have taken and completed class(s) in Fall 2011 and Spring 2012.

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 via CCC Apply (www.cccapply.org).
2. Complete and submit the Special Part-Time Student Admission (R-42) form. This form requires a letter of recommendation from the principal of the school of record and indicating the student’s level of maturity and ability to benefit from advanced scholastic or vocational work
3. Schedule and take the Assessment for English, Math, or ESL by calling (408) 288-3170.
4. Schedule an interview by calling 408-288-3733 to approve special admissions to the College. At this time, submit all paper-work which includes the R-42 form, principal’s letter, Hold Harmless Agreement (all found in the original packet received from A & R), the School District Affidavit for Home-schooled students, and college assessment results to the Dean of Enrollment Services during the interview. If approved, a registration date and time will be assigned.
5. 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.
6. Obtain a photo ID card (free) from the information desk in the Student Center - be sure to have your current class schedule and another photo ID. You will need this card to check out books and for other services.
7. Attend the first class meeting. If the class is FULL or CLOSED, ask the instructor for a 4 digit add code, then take the add code to A&R and register in person.

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

1. Are considered adults with regard to their records; all records are confidential unless released by the student and are protected by regulations of the Federal Family Educational Rights and Privacy Act (FERPA);
2. Are held to the same standards as regular college students in terms of class conduct and course requirements;
3. 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 will 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 thought their high schools;
5. May not register for courses not on a R-40 form; additional R-40 forms may be required;
6. Courses completed at their high schools do 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 via CCC Apply (www.cccapply.org).
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 photo ID card (free) from the information desk in the Student Center. Be sure to have your current class schedule and another photo ID. You will need this card 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.

**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

*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.
successful as students. When space remains in classes during the drop and add periods, the Counseling Department may approve additional units.

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

**Retention of Student Files**

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

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

**Parking Permits**

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

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

All motorcycles must have a current permit affixed to the right front fork and must be parked in designated motorcycle stalls. Motorcycles may not park in regular vehicle stalls. If an auto permit is purchased and students desire to ride a motorcycle some days of the week, they may have the motorcycle permit at no charge, provided they show ownership for BOTH vehicles. However, if students initially purchase a motorcycle permit for $15, they may purchase an auto permit for an additional $30 with proper documentation.

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

**Parking Restrictions**

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

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

**Notes:**

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

**Fees**

**Enrollment Fees**

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

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

**Student ID Card**

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

Students should retain this card for future semesters. There is a replacement fee for a photo ID card. There are no exceptions to the replacement fee.
STUDENT 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 $18 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 $18 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

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

STUDENT ACTIVITIES FEE

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- $8 for Summer Semester permit for Automobiles
- $4 for Summer Semester permit for Motorcycles
- $3 DAY permit

RECORDS FEES

Transcripts

On request, students are provided with two copies of their official transcript free of charge; thereafter, there is a 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. Students may also submit the Free Application for Federal Student Aid (FAFSA) to determine eligibility for the BOGFW.
- 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.
CHAPTER 3 — STUDENT SERVICES

INTRODUCTION

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 officers of all clubs and organizations and all students who receive emergency loans and scholarships through the Student Accounts Office. Funds from the Student Activity Fee are used to support campus events and various educational, academic, cultural, athletic, social, and recreational activities.

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.
CHAPTER 3 — STUDENT LIFE

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,
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, trans-
ferring 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.

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 insure success in academic and vocational programs.

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

The following services are available to students: academic,
personal and vocational counseling, interpreters, mobility as-
sistance, 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 Col-
gege, 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.

EDUCATIONAL PLANS

All students will be required to declare an educational goal. A
specific educational goal with an Educational Plan must be de-
clared 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 at-
tend 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.

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 op-
portunity 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.

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, or equivalent, or passed an Ability to Benefit Test (ATB), or completed 6 units that are applicable towards their current degree or certificate of study if the student began their program of study before July 1, 2012.
- Register with Selective Service if applicable (males between the ages of 18-26)
- Enroll in an eligible degree or certificate program
- Maintain Satisfactory Academic Progress as defined by the college
- Not have defaulted on a prior Federal Student Loan or owe a refund on a Federal Student Grant

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

APPLYING FOR FEDERAL STUDENT AID

To apply for federal aid, students must:

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

WHEN TO APPLY

A FAFSA is valid for one academic year. Students who wish to receive aid from one academic year to the next must renew their FAFSA each academic year. The FAFSA is valid from July 1 through June 30 each year. This means that the FAFSA will be in effect for Fall, Spring and Summer in that order – for example: the 2012-2013 FAFSA is valid from July 1, 2012 through June 30, 2013 or Fall 2012 and Spring 2013 semesters as well as Summer 2013.

Students may submit a FAFSA beginning January 1 each year, which will take effect the following academic year – for example: starting January 1, 2012, students may submit the 2012-2013 FAFSA; for that year, students may submit their FAFSA as late as June 30, 2013.

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

\[
\text{Total Cost of Attendance: } \$11,000.00 \\
\text{- Expected Family Contribution: } \$2,000.00 \\
\text{= Financial Need: } \$9,000.00
\]

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 2012-2013 COA budgets are listed below reflecting standard expenses for a 9-month period.

<table>
<thead>
<tr>
<th></th>
<th>Living At Home (no dependents)</th>
<th>Living Independently</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fees</strong></td>
<td>$1,336</td>
<td>$1,336</td>
</tr>
<tr>
<td>Book/Supplies</td>
<td>$1,665</td>
<td>$1,665</td>
</tr>
<tr>
<td>Personal/Misc.</td>
<td>$3,105</td>
<td>$2,844</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>TOTAL</td>
<td>$12,190*</td>
<td>$18,841*</td>
</tr>
</tbody>
</table>

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

**Fees include enrollment fee @ $46/unit (28 units per year), AS Activity fee ($5 per semester), and the Health fee ($18 per semester). All fees are subject to change.

Non-Resident Fees: $199 per unit, plus the enrollment fee of $46 per unit and $19 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 FAFSA as well as an EOP&S application.
- Federal Work Study (FWS) – Must submit the FAFSA, attend a FWS orientation and be hired by a FWS employer (on-campus at SJCC).
- Federal Pell Grant (Pell) – For eligible undergraduate students with high financial need, enrolled in an eligible program.
- 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.
- Federal Work Study (FWS) – Must submit the FAFSA, attend a FWS orientation and be hired by a FWS employer (on-campus at SJCC).

BOARD OF GOVERNORS FEE WAIVER – BOGW

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

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

<table>
<thead>
<tr>
<th>Number in Household</th>
<th>Total Family Income (2011 Adjusted Gross Income and/or Untaxed Income)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$16,335 or less</td>
</tr>
<tr>
<td>2</td>
<td>$22,065 or less</td>
</tr>
<tr>
<td>3</td>
<td>$27,795 or less</td>
</tr>
<tr>
<td>4</td>
<td>$33,525 or less</td>
</tr>
<tr>
<td>5</td>
<td>$39,255 or less</td>
</tr>
<tr>
<td>6</td>
<td>$44,985 or less</td>
</tr>
<tr>
<td>7</td>
<td>$40,715 or less</td>
</tr>
<tr>
<td>8</td>
<td>$56,445 or less</td>
</tr>
</tbody>
</table>

Add $5,730 for each additional dependent.

- The student demonstrates at least $1,104 of financial need as defined by the FAFSA

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

FINANCIAL AID PACKAGING POLICY

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

The award will include the types of aid and amounts the student is eligible for based on full-time attendance for the Academic Year. Packaging may consist of one or more of the following types of aid: Pell, FSEOG, FWS, and/or Loans. Students may...
CHAPTER 3 — STUDENT LIFE

choose which types of aid they wish to receive or not (i.e. loans, FWS). Award amounts may change based on less than full-time enrollment per semester.

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

SATISFACTORY ACADEMIC PROGRESS

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

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

1. Maintain a minimum 2.0 cumulative grade point average (GPA) after attempting 48 or more units. Per Federal regulation, any classes with grades replaced by academic renewal will still be considered in the GPA evaluation.
2. Complete 75% of the units attempted per academic year and overall. For example:

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Required Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>60 units</td>
<td>45 units</td>
</tr>
<tr>
<td>45 units</td>
<td>34 units</td>
</tr>
<tr>
<td>30 units</td>
<td>22.5 units</td>
</tr>
<tr>
<td>24 units</td>
<td>18 units</td>
</tr>
<tr>
<td>18 units</td>
<td>13.5 units</td>
</tr>
<tr>
<td>15 units</td>
<td>11.5 units</td>
</tr>
<tr>
<td>12 units</td>
<td>9 units</td>
</tr>
<tr>
<td>9 units</td>
<td>7 units</td>
</tr>
<tr>
<td>6 units</td>
<td>4.5 units</td>
</tr>
</tbody>
</table>

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

3. Complete their program before attempting 150% of the program unit requirement (maximum time-frame).
   a. Students required to complete remedial level courses to meet their educational goals are allowed up to 30 units or two full-time semesters in addition to their program length.
   b. Students who require English as a Second Language (ESL) course work will have additional units in their

maximum time frame.

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

Evaluation Policy
1. All San Jose Evergreen Community College District and transferred course work applicable to a student’s degree is included in the SAP evaluation
2. Evaluation period shall start the first semester of enrollment and include classes from all terms regardless of financial aid eligibility status
3. Aid applicants must declare an eligible academic program with Admissions & Records that:
   a. Leads to an Associate Degree, or
   b. Is at least a two-year program which is acceptable for transfer to a 4 year institution, or
   c. Is an approved certificate program that is at least 15 weeks long and requires a minimum of 16 semester units or 600 clock-hours

4. All financial aid applicants must have a current SAP evaluation on file:
   a. Academic progress standards must be evaluated as of the most recent term of enrollment, for returning students, and
   b. The most recent evaluation, for continuing students
   c. Transfer students must submit transcripts from all prior colleges attended to Admissions & Records

Appeal for Financial Aid Reinstatement Process
In accordance with federal regulations, financial aid recipients may appeal for financial aid reinstatement if they have been denied as a direct result of documented extenuating circumstances during the past semester.

The Financial Aid Appeals Committee determines either to approve or deny appeals for reinstatement based on academic history, educational plan, class schedule and the completion of the appeal form.

TO SUBMIT AN APPEAL YOU MUST:
- BE REGISTERED FOR CLASSES FOR THE CURRENT SEMESTER AND
- SUBMIT A COMPLETE, LEGIBLE REINSTATEMENT OF FINANCIAL AID FORM BY THE STATED DEADLINE

Appeal Instructions:
1. Provide written documentation and/or proof of extenuating circumstances. Examples of these types of documents include:
   - A signed, dated doctor statement specifying medical issues and affected dates
   - For circumstances such as car accidents, deaths in the family, required court appearances, etc., provide appropriate documentation.
2. The following are examples of what is NOT considered extenuating circumstances:
   • Working too many hours
   • Not ready for college work
   • Transportation problems

A current (dated no earlier than the previous semester) Educational Plan may be attached (but is not required)

**Appeal Instructions for exceeding maximum time-frame (if additional time is needed):**

1. Submit the completed appeal form with a current version of at least one of the following:
   • Educational Plan
   • Transfer Admission Agreement (TAA)
   • Petition for Graduation

**Appeal Response:**

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

Students who are denied or do not appeal for reinstatement, can re-establish their financial aid eligibility after completing increasing their overall completion rate to at least 75% and achieving a cumulative GPA of 2.0 or higher. It is the students’ responsibility to notify the Financial Aid Office of the improved academic performance and request to be re-evaluated.

**FINANCIAL AID REGULATORY UPDATES**

As of July 1, 2012:

• All Pell Grant recipients will be limited to 6-years (600%) regardless of when it was first received.
  • One semester of half-time Pell Grant =25%;
  • One semester of full-time Pell Grant = 50%;
  • Two semesters of full-time Pell Grant = 100% . . .
  • Twelve semesters of full-time Pell Grant = 600%

• Students will be responsible for paying interest during the 6-month grace period for Subsidized Loans disbursed between July 1, 2012 and July 1, 2014. Interest rates will be fixed at 6.8%

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

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

**FINANCIAL AID CONSORTIUM AGREEMENT**

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

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

**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 PROGRAM

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

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

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

For more information, contact the International Student Program: (408) 288-3751
www.sjcc.edu/Reg/students/intlstudents.html internationalprogram@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.

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.

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.

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 partnered 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.
Transfer Degrees

The Student Transfer Achievement Reform Act (SB 1440 – Padilla), enables the California Community Colleges and California State University to collaborate on the creation of Associate in Arts Degree (AA) and Associate in Science (AS) Degree transfer programs. This new law requires community colleges to grant an associate degree for transfer to a student once a student has met specified general education and major requirements for the degree. Upon completion of the associate degree, the student is eligible for transfer with junior standing into the California State University (CSU) system.

Currently San Jose City holds two new AS-T degrees, the AS-T in Mathematics and the AS-T in Administration of Justice.

Both degrees provide guaranteed admission into the California State University (CSU) system, and further are given priority consideration when applying to a particular program that is similar to the student’s community college major. The law prohibits the CSU from requiring a transferring student to repeat courses similar to those taken at the community college that counted toward their associate degree for transfer.

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).
IN THIS CHAPTER:

- Special Academic Programs
- Enrichment Activities
- Learning Resources
- Specialized Courses

CHAPTER 4 — InstructIonal resources and special Programs

SPECIAL ACADEMIC 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 the Business and Technology office at 408-288-3131

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 Division of Humanities & Social Science) to choose honor options in the context of their current coursework, 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.
**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.

**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 student’s 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.

**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.

**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 and offers two consecutive writing courses: English 92 (Essay Development) and English 1A (English Composition). These 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
CHAPTER 4 — INSTRUCTIONAL RESOURCES AND SPECIAL PROGRAMS

SERVICE LEARNING

The Service Learning Program links San José City College as a community of learners with real world experiences in our modern world. It is an experiential learning program that arranges for students to interact with diverse and often underserved people in a variety of workplace environments, to critically reflect on what happens there, and to integrate their experiences with classroom learning and their own lives.

Location: Student Center, Room SC216H
For more information, contact the Service Learning Program at (408) 288-3176.

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

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

For more information, contact the Athletics Department at (408) 288-3730.

CAMPUS MEDIA

The college newspaper, The City College Times, is produced and published in print and online by students. No experience is 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 online 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) 288-3755

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 74 computers open for all students and staff and 24 computers designated specifically for ESL students. 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.

**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 L102.

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

**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.

**Technology Labs**

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

For more information, contact the Business and Technology 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.

**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) no-credit and no-unit lab course. Course 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

**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 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 SL 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.

**SPECIALIZED COURSES**

**DIRECTED STUDY COURSES**

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

For more information, contact the appropriate Division Office.

**WORK EXPERIENCE EDUCATION COURSES**

Students who are employed for pay or as 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.
CHAPTER 5 — COLLEGE AND DISTRICT POLICIES

ACADEMIC FREEDOM

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

STUDENTS
Students have the freedom to express and defend their views and to question or differ without suffering repression or scholastic penalty. Students have the same responsibilities as instructors to seek and weigh evidence, express supportable conclusions, identify bias and evaluate opinions held by others while respecting the right of their own free expression. (Board Policy 4030)

ACADEMIC RENEWAL BY REPETITION

Students may repeat any course in which they have received a “D” or “F”, provided they have not exceeded the maximum allowance of three enrollments, including “Ws” – also see Course Repeat/Enrollment section below.

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 SJCCD 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 students are required to take the course a third time to achieve a minimum grade of “C”, the second and third grades will be averaged into the overall GPA.

If the course is initially taken at another institution, 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.

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.
CHAPTER 5 — COLLEGE AND DISTRICT POLICIES

AUDITING

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

COURSE REPEAT/ENROLLMENT

The California Community Colleges Board of Governors recently passed regulations (Cal. Admin. Code tit. 5, § 58161) limiting the number of enrollments per student per course per district. Effective Spring 2012:

A. All students will be limited to three enrollments of a course – whether repeating to alleviate a substandard grade (D, F, or NP) or withdrawing (W), and whether or not they are new or continuing students.

B. All previous enrollments will count toward the total of three allowable enrollments per course including courses that were dropped with a “W”.

C. Students may be allowed a fourth enrollment of a course if, on an appeal basis, a student needs to repeat a course due to:
   1. The attendance of a student in legally mandated training
   2. Each time the student repeats a credit special class as a disability-related accommodation which is justified by one of the circumstances described in Cal. Admin. Code tit. 5, § 56029
   3. The attendance of a student repeating a portion of a variable unit open entry/open exit credit course may be allowable only to the extent that repetition of such courses is permitted
   4. The attendance of a student repeating a cooperative work experience course may be allowable without limitation
   5. The attendance of a student withdrawing as a result of extraordinary conditions pursuant to Cal. Admin. Code tit. 5, § 55024(a)(10)
   6. The attendance of a student receiving a military withdrawal (“MW”) pursuant to Cal. Admin. Code tit. 5, § 55024(d)(1)

CRIME POLICY

The Student Right-to-Know and Campus Security Act of 1990 requires all colleges to publish an annual Campus Crime and Security Report and to make this report available by September 1st of each year to all current students, employees and to prospective students and employees. The reports will report/disclose information on campus-based crimes and campus safety policies and procedures.

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

Methods of Disclosing to Prospective Students and Employees:
The report will be available at the Campus Police Office and various other offices on campus. Prospective students and employees may request a copy by contacting Campus Police at (408) 288-3735, 1st floor, Student Center. Access to the report is also available online at 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 impairment and those regarded as having 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 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
• Right to participate in campus activities, class demonstrations, or laboratory experiments to the extent that a disability does not pose a risk to the student or to other students
• Right to request academic adjustments to facilitate student participation in class work and campus activities
• Right to modification in policies unless the modification fundamentally alters the nature of the services or activities. The student has the right to request changes in class or campus policies to facilitate the student participation in class and campus activities. Requests 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

For questions about TTY numbers, please contact the Disabilities Support Program, 288-3746.

No bulletin, circular, advertisement, film or publication of any character shall be distributed, sold or displayed on the San José/Evergreen Community College District (SJECDD) campuses by any person, group or organization not directly under the jurisdiction of the college administration, unless prior written approval has been granted by the Office of Student Life. Approval will be contingent upon availability of bulletin board space and/or adequate facilities and compliance with applicable educational codes and civil statutes.

Student organizations wishing to engage in the above listed activities must have the consent of a faculty advisor and the Office of Student Life.

DRUG FREE WORKPLACE

SJECDD 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

SJECDD 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).

**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.

**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

**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.

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

**Goal**

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

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

**ACTIVITIES**

**Admission:** Students utilize online, 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 coursework are notified of honor lists and scholarships. Students encountering academic difficulties are referred to appropriate college services by counselors, instructors and staff members. Students having special needs are directed to additional follow-up resources within the college and community.

**Summary**

Students who participate in matriculation have an increased potential for success. They are more motivated, knowledgeable and prepared to achieve their educational goals. For further information on matriculation, please call the Counseling Office at (408) 288-3750.

**Exemption Criteria**

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

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

**Process**

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

Students who believe that they would not directly benefit from
participating in orientation, assessment and/or counseling and have never attended a previous accredited institution must file a Matriculation Waiver form available in 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 co-requisites identified in SJCC’s catalog and class schedule were established according to state laws as outlined in the District’s Model Plan. The following information is provided in compliance with those laws.

Except for district priority registration procedures for continuing students and courses or programs with prerequisites or co-requisites, all SJCC classes are open to enrollment on a “first come first served” basis until they are filled to maximum capacity.

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

PREREQUISITES, COREQUISITES, AND ADVISORIES ON RECOMMENDED PREPARATION CHALLENGE
SJCC adopts the following in order to provide for the establishing, reviewing, and challenging of prerequisites, co-requisites, advisories on recommended preparation and certain limitations on enrollment in a manner consistent with law and good practice.

Students may challenge any prerequisite or co-requisite on one or more of the grounds listed below. The student shall bear the initial burden of showing that grounds exist for the challenge. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll in the course or program in question. Grounds for challenge are:

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

PROCESS:
Students who believe that they have completed the prerequisite(s) or co-requisite(s) for a course listed in the schedule of classes or catalog for any of the reasons should do the following:
• Complete a Prerequisite Challenge form available at the Counseling Office; Make an appointment to see a counselor to help you review your experience and guide you in the challenge process. If the counselor cannot make a determination about your experience, he or she will refer you to the instructional dean who supervises the area in which you wish to take the course;
• If there are any unresolved issues after you meet with the instructional dean, you may present your case to the Vice President of Academic Affairs;
• When space is available in a course when a student files a challenge to the prerequisite or co-requisite, the college shall reserve a seat for the student and allow the student to enroll in the course if the challenge is successful.

Nondiscrimination Statement
It is the policy of SJCC 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.

SJCC does not discriminate on the basis of race, religion, color, ethnic group identification, gender, national origin, age, marital status, sexual orientation, organizational affiliation, political beliefs, veteran status, language, accent, immigration status, ancestry, transgender, or physical or mental disability. The lack of English language skills will not be a barrier to admission to or participation in vocational education programs. SJCC 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

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**Nonsmoking Policy**

SJECDD prohibits the smoking of cigarettes, pipes, cigars and other combustible substances in all District buildings, facilities and District vehicles.

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**Policy on Consensual Relationships**

SJECDD 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/Intimidation Complaints with the College Title IX Officer or the District Office of Human Resources.

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**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.

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**Sexual Harassment/Discrimination**

SJECDD 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 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.
The District recognizes that confidentiality is important to all parties involved in a sexual harassment/discrimination investigation. To the extent possible, the confidentiality of the complainant, respondent and witnesses shall be protected. Individuals interviewed in accordance with these policies are directed to assist in maintaining such confidentiality.

The District shall not tolerate retaliation against any individual for initiation, pursuit or assistance with a complaint of sexual harassment/discrimination. Any individual who retaliates against any District employee and/or student in violation of the policy may be subject to disciplinary action. Any individual who believes that she/he has been a victim of sexual harassment/discrimination may file a complaint under the District’s Procedure for Resolution of Discrimination/Harassment Complaints within one year of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts of the sexual harassment/discrimination incident.

Each campus is responsible for identifying a Title IX officer. An individual may file a sexual harassment or sexual discrimination complaint with the campus Title IX officer, who will notify the District Affirmative Action Officer of all claims of sexual harassment or discrimination at the time the complaint is received. An individual may also file a complaint of illegal harassment or discrimination with the Office of Civil Rights, United States Department of Education, 1275 Market Street, 14th Floor, San Francisco, CA 94103, at the time of filing a complaint with the campus Title IX officer, during, or after use of the campus sexual harassment or discrimination complaint process, or without using the campus sexual harassment or discrimination complaint process at all. A complaint filed with the Office for Civil Rights must be put in writing no later than 180 days after the occurrence of the possible harassment or discrimination.

The District shall notify employees, students and the public of this sexual harassment and sexual discrimination policy and of the procedure for investigation of complaints.

**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 participant in a college-approved field trip or function, student club or recruitment activity, or any other college-sponsored event;
      iii. As a distance education/online student
      iv. As an Associated Student officer with access to District email.
   b. Students who violate the law may incur penalties prescribed by civil authorities.
   c. Student will be removed, suspended or expelled only if the conduct for which the student is disciplined is related to college activity or attendance.

2. Academic Honesty Policy
   a. Students are expected to perform honestly and ethically in completing coursework.
   b. Students who are dishonest in the performance of coursework will be subject to disciplinary action in accordance with Education Code 66300 and District Policy 5040.3.
   c. Students accused of being dishonest have the right to due process as defined below.

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

Students 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 other persons
   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 Discipline 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 Discipline 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. 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. Use, sale, or possession on campus of or presence on campus under the influence of, any controlled substance, or any poison
e. Willful or persistent smoking in any area where smoking has been prohibited by law or 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:

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

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

PARKING OF VEHICLES
Any violation or violations of law, ordinance, regulation, or rule regulating or pertaining to the parking of vehicles in District parking lots shall not be cause for the suspension or expulsion of a student, excepting violations which are disruptive to the educational programs of the district.

STUDENT GRIEVANCE
SJECCD is committed to fostering a safe, positive learning environment where students can pursue their educational goals and participate in college-sponsored activities that promote intellectual growth and personal development. To this end, students are provided protection and due process of their individual rights against unfair and improper action by any member of the district community.

If a student believes that he/she has been subjected to unjust action or denial of his/her rights under District/College rules and State/Federal laws, he/she will be given an opportunity to seek resolution through use of the Student Grievance Complaint Procedure. A grievance may be initiated by a student against: a) another student, b) a faculty member, c) an administrator, d) a member of the classified staff or e) board member, for the following reasons:
1. Imposition of a sanction (violation of academic standards, academic performance, and behavior standards along with the consequences outlined) without due process
2. Violation of student’s rights according to the “Student and College Rights and Responsibilities,” (included in District policy pending board approval)
3. Violation of “Standards of Student Conduct”
4. Violations of rights as enumerated in State/Federal laws, including but not limited to:
   - Federal and State Constitution
   - California Education Code
   - Title V - Calif. Code of Regulations
   - Title VII of the Civil Rights Act of 1964, and Section 12940 Et. Seq. of California Government Code, which prohibits discrimination on the basis of sex, race, color, or national origin
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

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

FINANCIAL RESPONSIBILITIES; STUDENT BODY ASSOCIATIONS AND STUDENT ORGANIZATIONS
In order to assure efficient operation and prudent expenditure of funds under student control, the following policies will govern:
- The student body association shall be responsible for student body association expenses and shall not be responsible for the financial obligations of student organizations not under its sponsorship and/or jurisdiction.
- Approved expenses of staff members assigned to supervise AS activities may be borne within the college budget. The expenses of staff members assigned to supervise other student sponsored events may be borne by the appropriate student organization.
- The college shall be reimbursed by any student organization for all toll calls made on its behalf.
CHAPTER 5 — COLLEGE AND DISTRICT POLICIES

**STUDENT-RIGHT-TO-KNOW COMPLETION AND TRANSFER RATES FOR FALL 2008 COHORT**

Completion Rate: 18.81 %  
Transfer Rate: 18.81 %

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2008, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. The completion rate was 18.81% and the transfer rates were 18.81%. These rates do not represent the success rates of the entire student population at the college nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became ‘transfer prepared’ during a three year period, from Fall 2008 to Spring 2011. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered ‘transfer prepared’. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming ‘transfer-prepared’ during a five semester period, from Spring 2009 to Spring 2011, are transfer students.
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

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 all major 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.). Students 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 continues with the table format)

<table>
<thead>
<tr>
<th>CONTENT AREA</th>
<th>A.S. DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. English Language and Communication and Critical Thinking (minimum 6 units)</td>
<td></td>
</tr>
<tr>
<td>A1 Written Communication</td>
<td>3</td>
</tr>
<tr>
<td>A2 Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

6 units
CHAPTER 6 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

CONTENT AREA (continued)  A.S. DEGREE

B. Scientific Inquiry and Quantitative Reasoning**
   (Minimum of 3 units) 3 units

C. Arts and Humanities***
   (Minimum of 6 units)
   C1 Fine Arts 3
   C2 Humanities 3
   6 units

D. Social Science***
   (Minimum of 6 units) 6 units

E. Lifelong Learning and Self Development****
   (Minimum of 3 units)
   Select one course for 3 units 3 units

Required Minimum 24 units

** A minimum of 3 units from the physical or life sciences is required for the A.S. degree. One course with laboratory activity must be included in this area.

*** The American Institutions graduation requirement must be completed as part of Area D: HIST 017A and HIST 017B OR HIST 001 and POLSC 001.

**** 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.
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 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>One course from each area for 6 units</td>
<td></td>
</tr>
<tr>
<td>A1 Written: ENGL 001A with a “C” or better grade</td>
<td>3</td>
</tr>
<tr>
<td>A2 Oral: COMS 010, 020, 040, 045</td>
<td>3</td>
</tr>
</tbody>
</table>

| Area B: Scientific Inquiry and Quantitative Reasoning –      |       |
| One course of at least 3 units                               |       |
| Science with Lab: ASTRO 010 & 010L; BIOL 001, 020, 021, 064, 071, 072, 074; CHEM 001A, 001B, 015, 032A, 032B; ENVIR 010; GEOL 010 & 010L, PHYS 002A, 004A, 004B, 004C, 004D *Cosmetology Major Only: COS 010A, 010B, 105A, 105B | 3     |

*Dental Assistant Major Only: DENT 151
*These courses may not be used for the AS, AA or transfer general education science requirement for any other major

Area C: Arts and Humanities –
One course from each area for 6 units

C1: Arts: ART 091, 092, 096; DANCE 002; HUMNT 001; MUSIC 083, 091, 095, 099; THEAT 002, 020, 040

C2: Humanities: ARABC 001A, 001B; CHIN 001A, 001B; ENGL 001B, 010, 033, 061, 063, 065, 073, 079, 080, 081, 084A, 084B, 086A, 086B; ETH 020, 030; FREN 001A, 001B, 002A, 002B, 003A, 003B; GLOBL 006; HUMNT 002, 003, JAPAN 001A, 001B, 002A, 002B; PHIL 010, 011, 012, 051, 065, 070; SL 001A, 001B, 002B; SPAN 001A, 001B, 002A, 002B, 022A, 022B; VIET 001A, 001B

Area D: Social Science –
Two courses for 6 units

Option 1: HIST 001, and POLSC 001; *OR*
Option 2: HIST 017A, and HIST 017B

Area E: Lifelong Learning and Self-Development –
One course for 3 units

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

GENERAL EDUCATION UNITS 24

ADDITIONAL GRADUATION REQUIREMENTS

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

Physical Activity: APE 030E, 042E, 056E

DANCE 010, 020, 021, 023, 040, 050, 051, 062, 064, 066, 067; KINPE 008, 009, 010, 012, 013, 019, 023, 024, 024A, 030, 038, 039, 040, 041, 042, 044, 048, 052, 055, 056; PED 098

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

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
  Court 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
CHAPTER 6 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

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

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

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, 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

27

APPROVED MAJOR ELECTIVES 9
TOTAL 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.

AJ 125: Fundamentals of Court Operations I 3
AJ 126 Fundamentals of Court Operations II: Introduction to Legal Processing 3
AJ 127 Introduction to Government and the Judicial Branch 3
CHAPTER 6 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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>
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<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>AJ 133</td>
<td>Career Readiness in the Justice System</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, supervisory, 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:**
- Professional/career development as incumbent employee in judicial branch/related field or with prior judicial branch/related experience.

<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>
<tr>
<td>BUS 008</td>
<td>Business English and Writing</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:**
- Career exploration in judicial branch/related field (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.

<table>
<thead>
<tr>
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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>AJ 125</td>
<td>Fundamentals of Court Operations I</td>
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<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>
<tr>
<td>BUS 008</td>
<td>Business English and Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

**CERTIFICATE OF ACHIEVEMENT IN SUPERVISION/LEAD**
(12-unit Certificate of Achievement Level 1)

- The third certificate option is for those who aspire to the first line of supervision positions within the judicial branch but are not, as yet, interested in management position within the courts.

**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 seeking advancement into supervisory or lead functions.
- Enhance incumbent court employees’ promotional opportunities into lead/supervisory positions.

<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>
<tr>
<td>BUS 008</td>
<td>Business English and Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

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CHAPTER 6  —  ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

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 of Justice 3
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 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

2. A combination of courses from the Administration of Justice courses listed above, plus other courses from this approved list: SOC 010, SOC 011, PSYCH 012, PSYCH 060, PSYCH 099, PHOTO 022, SPAN 091A, SPAN 091B, SSCI 031, SSCI 040, ETH 020, ETH 026, ETH 027, ETH 030.

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:
- Stationary 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.Connelly@sjcc.edu
Mr. Steve Mansfield 408/298-2181 Ext. 3671 Stephen.Mansfield@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:  UNITS
Air Conditioning and Refrigeration Technology
AIRC 121  Electrical Principles for Air Conditioning/Refrigeration 4
AIRC 122  Refrigeration Principles 4
AIRC 131  Intermediate Air Conditioning 4.5
AIRC 132  Refrigeration Service 4.5
FMT 100  Introduction to Facilities Operations 3

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

CERTIFICATE OF ACHIEVEMENT LEVEL 3:  UNITS
Air Conditioning and Refrigeration Technology
AIRC 121  Electrical Principles for Air Conditioning/Refrigeration 4
AIRC 122  Refrigeration Principles 4
AIRC 131  Intermediate Air Conditioning 4.5
AIRC 132  Refrigeration Service 4.5
AIRC 141  Hydronics and Air Distribution 3
AIRC 142  Air Conditioning Control Systems 4
AIRC 145  Sheet Metal Principles 2

-or-
FMT 105 Introduction to Industrial Electronics 2.5
And Controls
FMT 100 Introduction to Facilities Operations 3
APPROVED MAJOR ELECTIVES 0.5 - 1.0
30

MAJOR REQUIREMENTS
AI 121 Electrical Principles for Air Conditioning/ Refrigeration 4
AI 122 Refrigeration Principles 4
AI 131 Intermediate Air Conditioning 4.5
AI 132 Refrigeration Service 4.5
AI 141 Hydronics and Air Distribution 3
AI 142 Air Conditioning Control Systems 4
AI 145 Sheet Metal Principles 2
-or-
FMT 105 Introduction to Industrial Electronics 2.5
And Controls
FMT 100 Introduction to Facilities Operations 3
APPROVED MAJOR ELECTIVES 5.5 - 6
35

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

APPROVED MAJOR ELECTIVES
AI 138 Work Experience 1-2
CIS 041 Introduction to Computer Information Systems 3
CNSTR 102A Residential Plumbing Systems 3
CNSTR 102B Residential Construction Commercial Wiring 3
FMT 104 Electrical Concepts for Facilities Maintenance Technicians 2
FMT 120 Low and High Pressure Boilers 3
FMT 122 Introduction to Programmable Logic Controllers 4
FMT 123 Intermediate Programmable Logic Controllers 4

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS 070</td>
<td>Introduction to Chemical Dependency</td>
<td>3</td>
</tr>
<tr>
<td>ADS 071</td>
<td>Pharmacology/Physiology of Addiction</td>
<td>3</td>
</tr>
<tr>
<td>ADS 072</td>
<td>Codependency and Family Dynamics</td>
<td>3</td>
</tr>
</tbody>
</table>
A student will qualify for an Associate of Science or Associate of Arts Degree by completing 60 units of specific curriculum including the options outlined with a "C" grade-point average. This program can lead to employment in some specialized fields listed below:

CAREERS IN:
Advertising Photography Illustration
Dark Room Technician Portrait Photography
Fashion Design & Illustration Printing Press Work
Fine Art Framing Silk Screen Tee-Shirts
Floral Arranging and Design and Banners
Graphic Design Textile Design
Interior Design Window and Retail Display

RELATED OCCUPATIONS:
Animation Industrial Ceramics
Architecture Technician
Art Education & Teaching Landscaping
Art Direction Marketing & Advertising
Film & Video Production Medical Illustration
Home/Commercial Building Photo Journalism
Painting Service Bureau Technician
Home Contracting and Remodeling Design

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.
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, see your counselor, visit the Career/Transfer Center, or contact the following:
Jim Black: (408) 298-2181 ext 3233
E-mail: James.Black@sjcc.edu
Momoh Lahai: (408) 298-2181 ext. 3636
E-mail: Momoh.Lahai@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: UNITS
Choose one of the following: 3-5
ACCTG 020 Financial Accounting OR
ACCTG 101 Bookkeeping for Small Business
Plus all of the following:
BUS 068 Small Business Management 3
BUS 071 Legal Environment of Business 3
BUS 082 Introduction to Business 3
BUS 120 Marketing Principles 3
CIS 041 Introduction to Computer Information Systems 3
18-20

CERTIFICATE OF ACHIEVEMENT LEVEL 3: UNITS
Completion of Certificate of Achievement Level 2 18-20
Choose 12-14 units from the following: 12-14
ACCTG 021 Managerial Accounting
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
BUS 135 Human Relations and Leadership 3
30-34

DEGREE REQUIREMENT: UNITS
Completion of Certificate 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 Theory
ECON 010B Principles of Microeconomics Theory
ENGL 001B English Composition 3
MATH 061 Finite Mathematics 3
18-20

CERTIFICATE OF ACHIEVEMENT LEVEL 2: UNITS
Choose one of the following: 3-5
ACCTG 020 Financial Accounting OR
ACCTG 101 Bookkeeping for Small Business 3
Plus all of the following:
BUS 071 Legal Environment of Business 3
BUS 082 Introduction to Business 3
BUS 113 Principles of Management 3
BUS 135 Human Relations and Leadership 3
CIS 041 Introduction to Computer Information Systems 3
18-20

CERTIFICATE OF ACHIEVEMENT LEVEL 3: UNITS
Completion of Certificate of Achievement Level 2 18-20
Choose 12-14 units from the following: 12-14
ACCTG 021 Managerial Accounting
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
30-34

DEGREE REQUIREMENTS: UNITS
Completion of Certificate 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 Theory

♦ BUSINESS: MANAGEMENT ♦

GENERAL EDUCATION/GRADUATION EDUCATION 24
TOTAL 61-65
CHAPTER 6 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

ECON 010B Principles of Microeconomics
Theory 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 5
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: UNITS
Completion of Certificate of Achievement Level 2 18-20
Choose 12-14 units from the following: 12-14
ACCTG 021 Managerial Accounting 5
BUS 068 Small Business Management 3
BUS 113 Principles of Management 3
BUS 124 International Marketing 3
BUS 126 Retail Management 3
BUS 135 Human Relations and Leadership 3
30-34

DEGREE REQUIREMENTS: UNITS
Completion of Certification of Achievement Level 3 30-34
Choose 6 units of non-duplicated courses from Certification of Achievement Level 3 or from the following: 6
BUS 060 Fundamentals of Business Statistics OR 3
MATH 063 Elementary Statistics 3
ECON 010A Principles of Macroeconomics Theory 3
ECON 010B Principles of Microeconomics Theory 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.
CHAPTER 6 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

CERTIFICATE OF ACHIEVEMENT LEVEL 2: UNITS
CA 010A Computer Keyboarding 1
CA 011 Speed and Accuracy 1
CA 015A Document Processing 2
CA 020D Microsoft Windows 1
CA 030A Internet for Beginners 1
CA 040D Microsoft Word Specialist 1
CA 045D Microsoft Word Expert 1
CA 050D Microsoft Excel Specialist 1
CA 055D Microsoft Excel Expert 1
CA 065D Microsoft Access Expert 1
CA 070D Microsoft PowerPoint Specialist 1
CA 075D Microsoft PowerPoint Expert 1
CA 080D Microsoft Outlook 1
CA 100D Introduction to Microsoft Office 3
BUS 007A Business Language Skills 3
TOTAL 20

CERTIFICATE OF ACHIEVEMENT LEVEL 3: UNITS
Completion of Certificate of Achievement Level 2 20
CA 060D Microsoft Access Specialist 1
ACCTG 101 Bookkeeping for Small Business OR 3-5
ACCTG 020 Financial Accounting
BUS 008 Business English and Writing 3
Choose additional of 8 units from the following course list: 8
ACCTG 030 QuickBooks 3
ART 071 Introduction to Multimedia 3
BUS 001 Business Math 3
BUS 113 Principles of Management 3
BUS 135 Human Relations and Leadership 3
CIS 062A Introduction to PC Hardware and Diagnostics
CA 102D Advanced Microsoft Office 3
TOTAL 35-37

DEGREE REQUIREMENTS UNITS
Completion of Certificate of Achievement Level 3 35-37
PHYSICAL ACTIVITY 1
GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 24
TOTAL 61

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 UNITS
CIS 073 Visual Basic Programming 3
CIS 041 Introduction to Computer Information Systems 3
CIS 055 C/++ Programming 3
CIS 056 Data Structures 3
CIS 059 Object Oriented Programming 3
CIS 084 JAVA Programming 3
TOTAL 18

CERTIFICATE OF ACHIEVEMENT LEVEL 3 UNITS
Certificate of Achievement Level 2 18
Non-duplicated units from approved major electives 9
TOTAL 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.

CERTIFICATE OF ACHIEVEMENT LEVEL 1:          UNITS
JAVA ENTERPRISE: J2EE WEB COMPONENT
DEVELOPER
CIS 021      JAVA Servlets 3
CIS 041      Introduction to Computer Information Systems 3
CIS 055      Data Structures 3
CIS 084      JAVA Programming 3
CIS 121      Web Application Security 3
15

♦ 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:          UNITS
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
15

CERTIFICATE OF ACHIEVEMENT LEVEL 1:          UNITS
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
15

CERTIFICATE OF ACHIEVEMENT LEVEL 2:          UNITS
Microsoft Networks-MCSE
CIS 017A     Windows 3
CIS 017B     Windows Server 3
CIS 017C     Windows Server 2003 Active Directory 3
CIS 017D     Windows Server 2003 Network Infrastructure 3
Select one of the following:
CIS 017E     Exchange Server 2003 3
CIS 068      Administering Microsoft SQL Server 3
Choose 6 units from the following:
CIS 014A     Internet Principles and Protocols 3
CIS 017F     Windows 2003 Clustering Implementation 3
CIS 062A     Introduction to PC Hardware and Diagnostics 2
CIS 062B     A+ Core PC Hardware Technology 2
CIS 062C     A+ Core PC Operating Systems Technology 2
CIS 073      Visual Basic Programming 3
21

CERTIFICATE OF ACHIEVEMENT LEVEL 2:          UNITS
Microsoft Networks-MCSA
CIS 017A     Windows 3
CIS 017B     Windows Server 3
CIS 017D     Windows Server 2003 Network Infrastructure 3
Select one of the following:
CIS 017E     Exchange Server 2003 3
CIS 068      Administering Microsoft SQL Server 3
Choose 6 units from the following:
CIS 041     Introduction to Computer Information Systems 3
CIS 014A     Internet Principles and Protocols 3
CIS 062A     Introduction to PC Hardware and Diagnostics 2
CIS 062B     A+ Core PC Hardware Technology 2
CIS 062C     A+ Core PC Operating Systems Technology 2
CIS 073 Visual Basic Programming 3

**CERTIFICATE OF ACHIEVEMENT LEVEL 2:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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>
</tr>
<tr>
<td>Non-duplicated units from approved major electives</td>
<td>6</td>
</tr>
</tbody>
</table>

**ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS:**

**DEGREE: CIS GENERAL NETWORKING**

Completion of Certificate of Achievement Level 1: General Networking 15
Non-duplicated units from approved major electives 20

**PHYSICAL ACTIVITY**

1

**GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>60</td>
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</tbody>
</table>

**DEGREE: CIS MICROSOFT NETWORKS-MCSE**

Completion of Certificate of Achievement Level 2:
Microsoft Networks MCSE 21
Non-duplicated units from approved major electives 14

**PHYSICAL ACTIVITY**

1

**GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Total</td>
<td>60</td>
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</tbody>
</table>

**DEGREE: CIS UNIX NETWORKS**

Completion of Certificate of Achievement Level 2:
UNIX Networks 14
Non-duplicated units from approved major electives 21

**PHYSICAL ACTIVITY**

1

**GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>60</td>
</tr>
</tbody>
</table>

♦ 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.

**CERTIFICATE OF ACHIEVEMENT LEVEL 3:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 020 XML Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CIS 022 Database Technology</td>
<td>3</td>
</tr>
<tr>
<td>CIS 023 JavaScript Programming for the Web</td>
<td>3</td>
</tr>
<tr>
<td>CIS 041 Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 060 Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 084 JAVA Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

**DEGREE REQUIREMENTS:**

Completion of Certificate of Achievement Level 3 36

**PHYSICAL ACTIVITY**

1

**GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>61</td>
</tr>
</tbody>
</table>

**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 020B Advanced JavaScript
- CIS 020C PHP Programming
- CIS 020D Python Programming
- CIS 036 Web 2.0 Programming
- CIS 041 Introduction to Computer Information Systems
- CIS 047 APACHE PHP MySQL
- 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
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
- Electrical
- Estimator

**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:**

- **Residential Carpentry Technology**
  - CNSTR 101A Construction Tools, Materials and Processes 4
  - CNSTR 101B Residential Construction Framing 4
  - CNSTR 103 Roof Framing Systems 4
  - CNSTR 104 Interior/Exterior Finish 4
  - Approved Major Elective 1
  - Total 17

**CERTIFICATE OF ACHIEVEMENT LEVEL 2:**

- **Residential Maintenance**
  - CNSTR 101A Construction Tools, Materials and Processes 4
  - CNSTR 102B Residential/Commercial Wiring 4
  - CNSTR 104 Interior/Exterior Finish 4
  - Approved Major Elective 1
  - Total 18

**CERTIFICATE OF ACHIEVEMENT LEVEL 3:**

- **Construction Technology**
  - CNSTR 101A Construction Tools, Materials and Processes 4
  - CNSTR 101B Residential Construction Framing 4
  - CNSTR 102A Residential Plumbing Systems 3
  - CNSTR 102B Residential/Commercial Wiring 4
  - CNSTR 104 Interior/Exterior Finish 4
  - CNSTR 106 Construction Blueprint Reading, Estimating, Codes & Specifications 3
  - CNSTR 115 Blueprint Reading 1
  - CNSTR 117 OSHA Construction Safety Standards 1
  - CNSTR 125 Green Construction 3
  - Approved Major Electives: Complete 6
    - six units from the approved list 33

**APPROVED MAJOR ELECTIVES**

- CNSTR 103 Roof Framing Systems 4
- CNSTR 105 Concrete Construction 4
- CNSTR 107 Principles of Contracting 3
- CNSTR 108 Basic Cabinet/Furniture Making 3
- CNSTR 110 Architectural Drawing and Home Planning 3
- CNSTR 116 Estimating 1
- CNSTR 118 Project Management for Construction 1
- CNSTR 120 Building Code for the Construction Industry 1
- CNSTR 124 Careers in Construction 2
- CNSTR 128 National Electrical Code & Calculations 4
- CNSTR 130 House Building Practicum 4.5
- CNSTR 133 LEED® Green Associate Exam Preparation 3
- CNSTR 134 LEED® AP BD+C Exam Preparation 3
- CNSTR 138 Construction Work Experience 1-4
- FMT 100 Introduction to Facilities Operations 3
- SOLAR 102 Introduction to Photovoltaic Installation 4

* 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 33
  - APPROVED MAJOR ELECTIVES 3
  - PHYSICAL ACTIVITY 1
  - GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 24
  - **TOTAL** 61
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 supplemental 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 Code</th>
<th>Course 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>
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<td><strong>TOTAL</strong></td>
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DEGREE REQUIREMENT: 

<table>
<thead>
<tr>
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<td>COS 010B</td>
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</tr>
<tr>
<td>COS 105A</td>
<td>Cosmetology Freshman Lab*</td>
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<tr>
<td>COS 105B</td>
<td>Cosmetology Senior Lab*</td>
<td>16</td>
</tr>
<tr>
<td>COS 105</td>
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<tr>
<td></td>
<td><strong>TOTAL</strong></td>
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</tbody>
</table>

**PHYSICAL ACTIVITY**

**GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS**

<table>
<thead>
<tr>
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<tr>
<td></td>
<td><strong>78.5</strong></td>
</tr>
</tbody>
</table>

*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.

Costs of uniforms, books, safety items, and miscellaneous supplies are estimated at $800-$1,000 for the 11 months of the program. Costs are spread out over the 11 months. Approximately $400 is needed to start the first two weeks of the program.

Students develop laboratory skills in role-playing situations with mannequins on campus and are assigned to dental offices in the community to develop clinical experience and receive training in a professional working environment.
Students are responsible for their own transportation to clinical facilities. Students should have current certification in C.P.R. and need current vaccinations before entering the second semester.

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

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:
Laura Sanchez, 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 REQUIREMENTS UNITS
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: UNITS
ECE 101 Practicum in Curriculum 3
ECE 102 Introduction to Early Childhood Programs 3
*ECE 103 Child Studies Student Teaching 6
ECE 104 Art, Crafts, Creative Activities 2
ECE 105 Language Experiences for Children 3
ECE 107 Child, Family, and Community 3
ECE 108 Health and Safety in Child Care 2
ECE 109 Rhythm, Music, Movement Activities for Children 2
FCS 070 Child Development 3

TOTAL 27

* ECE 103 must be taken at San José City College
CHAPTER 6 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
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<tbody>
<tr>
<td>Completion of Certificate of Achievement Level 2</td>
<td>27</td>
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<tr>
<td>PSYCH 092 Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Required Major Electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>36</strong></td>
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PHYSICAL ACTIVITY

<table>
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<tr>
<th>Requirement</th>
<th>Units</th>
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<tbody>
<tr>
<td><strong>GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS</strong></td>
<td><strong>24</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>61</strong></td>
</tr>
</tbody>
</table>

APPROVED PROGRAM SPECIFIC ELECTIVES:

ECE 016 Storytelling for Children                    | 2     |
ECE 017 Language Development and Early Literacy     | 2     |
ECE 018 Children's Literature and Early Literacy    | 2     |
ECE 098 Directed Studies in ECE                     | 1-9    |
ECE 106 Administration and Supervision of Early Childhood Programs I | 3     |
ECE 110 Administration and Supervision of Early Childhood Programs II | 3     |
ECE 138 Work Experience                             | 1-4    |
ECE 140 Child Advocacy                              | 1     |
ECE 145 Integrating of Children with Special Needs  | 1     |
ECE 146 Child Guidance and Discipline               | 2     |
ECE 147 Multicultural/Anti-bias Curriculum For Children | 2     |
ECE 191 Infant Toddler Development                  | 3     |
ECE 195 The School Age Child Development Behavior, Curriculum Activities | 3     |
FCS 019 Nutrition                                   | 3     |
PSYCH 010 General Psychology                        | 3     |

CERTIFICATE OF ACHIEVEMENT LEVEL 2:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 130A Esthetics I</td>
<td>11</td>
</tr>
<tr>
<td>COS 130B Esthetics II</td>
<td>11</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>22</strong></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRC 121 Electrical Principles for Air Conditioning/Refrigeration</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 122 Refrigeration Principles</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 131 Intermediate Air Conditioning</td>
<td>4.5</td>
</tr>
<tr>
<td>AIRC 138 Air Conditioning Work Experience</td>
<td>2</td>
</tr>
<tr>
<td>AIRC 142 Air Conditioning Control Systems</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 145 Sheet Metal Principles</td>
<td>3</td>
</tr>
<tr>
<td>FMT 100 Introduction to Facilities Operations</td>
<td>3</td>
</tr>
<tr>
<td>FMT 104 Electrical Concepts for Facilities Maintenance Technicians</td>
<td>2</td>
</tr>
<tr>
<td>FMT 105 Introduction to Industrial Electronics and Controls</td>
<td>2.5</td>
</tr>
<tr>
<td>FMT 120 Low and High Pressure Boilers</td>
<td>3</td>
</tr>
<tr>
<td>FMT 122 Introduction to Programmable Logic Controllers</td>
<td>4</td>
</tr>
<tr>
<td>FMT 123 Intermediate Programmable Logic Controllers</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>39</strong></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>Description</th>
</tr>
</thead>
<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>
</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.
CHAPTER 6 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

DEGREE REQUIREMENTS
Completion of Certificate of Achievement 39
PHYSICAL ACTIVITY 1
GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 24
TOTAL 64

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

APPLICATION TO DEGREE

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 Photography
Childhood Education Psychology
English/Humanities Science: Life
Ethnic Studies/Social Science Science: Physical
Foreign

AREAS OF CONCENTRATION (General Degree):
COMMUNICATION STUDIES, DANCE, THEATRE: COMS: 010, 020, 035, 040, 045; DANCE: 002, 010, 011, 014, 020, 021, 023, 024, 032, 034, 040, 050, 061, 062, 063, 064, 065, 066, 067, THEAT: 002, 003, 005, 020, 030, 031, 032, 033, 040
ENGLISH/HUMANITIES: ENGL: 001B, 001C, 010, 033, 061, 063, 065, 071A, 071B, 071C, 073, 079, 080, 081, 084A, 084B, 086A, 086B, 092, 098; HUMNT: 002, 003
FOREIGN LANGUAGE: ARABC: 001A, 001B, CHIN: 001A, 001AL, 001B, 001BL, 002A, 002AL, 002B, 002BL, 003A, 003AL, 003B, 003BL, 098; JAPAN: 001A, 001B, 002A, 002B, 003B, 003BL, 098; SPAN: 001A, 001AL, 001BL, 002A, 002AL, 002B, 002BL, 015, 019; VIET: 001A, 001AL, 001BL
MATHEMATICS: MATH: 013, 013S, 014, 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, 022, 031, 035, 060, 092, 098, 099, 100
SCIENCE – LIFE: BIOL: 001, 002, 003, 004A, 004B, 020, 021, 061, 063, 064, 066, 071, 072, 074, 098, 099, ENVIR: 010
SCIENCE – PHYSICAL: ANTH: 062, 063, 065, 066, 067
CHEM: 001A, 001B, 012A, 012B, 015, 032A, 032B, 065,
CHAPTER 6 — ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

GEOL: 010, 010L, 012; METEO: 010; OCEAN: 010; PHYS: 002A, 002B, 004A, 004B, 004C, 004D

LABOR STUDIES

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

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

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

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

CERTIFICATE OF ACHIEVEMENT LEVEL 2: UNITS
LABOR 015 Local Union and Community Leadership 3
LABOR 020 Workers’ Rights 1
LABOR 022 Labor Negotiations and Dispute Resolution 1
LABOR 023 Labor in American Society 1
LABOR 024 Leadership and Communication 1
LABOR 025 Labor Organizing and Political Action 1
LABOR 031 Survey of Contemporary Labor/Social Issues for Activist 1
LABOR 098 Directed Study 2
LABOR 136 Work Experience 4
COMS 040 Introduction to Argumentation 3
ECON 010A Principles of Macroeconomic Theory 3
SOC 011 Social Problems 3
TOTAL 24

DEGREE REQUIREMENT
Completion of Certificate of Achievement Level 2 24
Select one course from the following: 3
CIS 041 Introduction to Computer Information Systems 3
MATH 063 Elementary Statistics 3
Select three course from the following: 9
ANTH 062 Introduction to Physical Anthropology 3
ANTH 063 Introduction to Social & Cultural Anthropology 3

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:
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CERTIFICATE OF ACHIEVEMENT LEVEL 2: UNITS
LABOR 015 Local Union and Community Leadership 3
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LABOR 098 Directed Study 2
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COMS 040 Introduction to Argumentation 3
ECON 010A Principles of Macroeconomic Theory 3
SOC 011 Social Problems 3
TOTAL 24

DEGREE REQUIREMENT
Completion of Certificate of Achievement Level 2 24
Select one course from the following: 3
CIS 041 Introduction to Computer Information Systems 3
MATH 063 Elementary Statistics 3
Select three course from the following: 9
ANTH 062 Introduction to Physical Anthropology 3
ANTH 063 Introduction to Social & Cultural Anthropology 3

LASER TECHNOLOGY

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

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: UNITS
LASER 100 Introduction to Photonics 4
LASER 101 Laser Optics 4
LASER 102 Intermediate Laser Technology 4
LASER 103 Advanced Laser Technology 4
TOTAL 16
CHAPTER 6  —  ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

CERTIFICATE OF ACHIEVEMENT LEVEL 3:  UNITS
CA 100D  Microsoft Office  3
FMT 105  Introduction to Industrial Electronics and Controls  2.5
LASER 100  Introduction to Photonics  4
LASER 101  Laser Optics  4
LASER 102  Intermediate Laser Technology  4
LASER 103  Advanced Laser Technology  4
LASER 138  Work Experience  4
PHYS 002A  General Physics  4
PHYS 002B  General Physics  4
MATH 013  Intermediate Algebra  5
TOTAL  38.5

DEGREE REQUIREMENTS  UNITS
COMPLETION OF THE CERTIFICATE OF ACHIEVEMENT LEVEL 3  38.5
PHYSICAL ACTIVITY  1
GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS  24
TOTAL  63.5

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
Expeditor

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:
Applied Science and Technology Division:(408) 288-3781
San José City College Web site: www.sjcc.edu

A grade of “C” or better is required in 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

CERTIFICATE OF ACHIEVEMENT LEVEL 2:  UNITS
ENTRY LEVEL MACHINIST
MACH 100  Shop Math and Drawing  4
MACH 101  Introduction to Machine Technology  3
MACH 151A  Advanced Lathe Practices  4
MACH 151B  Advanced Milling Machine Practices  4
APPROVED MAJOR ELECTIVES  3
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  Geometric Dimensioning & Tolerancing (GD&T) Measurements  4
MACH 153A  Operator/Programmer I  5
MACH 153B  Operator/Programmer II  5
APPROVED MAJOR ELECTIVES  1
TOTAL  33

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 158  Advanced CAD/CAM Operations for Machinists & Operators  2
MACH 159  Introduction to CNC Programming Macros  2
MACH 160  Introduction to CNC Programming  4
MACH 165  Mill Setups I  1.5

CNC MACHINIST ASSOCIATE OF SCIENCE DEGREE MAJOR REQUIREMENTS

Day Program
MACH 110  Geometric Dimensioning & Tolerancing (GD&T) Measurement  4
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 153A  Operator/Programmer I  5
MACH 153B  Operator/Programmer II  5
APPROVED MAJOR ELECTIVES  1
TOTAL  33

OR
Evening Program
MACH 100  Shop Math and Blueprint Reading  4
MACH 101  Introduction to Machine Technology  3
MACH 110  Geometric Dimensioning & Tolerancing  4
## CHAPTER 6  —  ASSOCIATE OF SCIENCE DEGREES AND CERTIFICATES

### (GD&T) Measurement
- **MACH 151A** Advanced Lathe Practices 4
- **MACH 151B** Advanced Milling Machine Practices 4
- **MACH 153A** Operator/Programmer I 5
- **MACH 153B** Operator/Programmer II 5

**APPROVED MAJOR ELECTIVES** 4

### DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
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<tr>
<td><strong>MAJOR</strong></td>
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<tr>
<td><strong>PHYSICAL ACTIVITY</strong></td>
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<td><strong>GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS</strong></td>
<td>24</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>61</td>
</tr>
</tbody>
</table>

**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 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

### 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
- **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:**

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<thead>
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<th>Title</th>
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<tr>
<td>ART 012</td>
<td>Two Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 014</td>
<td>Color</td>
<td>3</td>
</tr>
<tr>
<td>ART 072</td>
<td>Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>JOURN 021</td>
<td>Communication Media and Society</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 022</td>
<td>Beginning Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 070</td>
<td>Beginning Color Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 076</td>
<td>Photoshop 1</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 077</td>
<td>Photoshop 2</td>
<td>3</td>
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**DEGREE REQUIREMENTS**

<table>
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<tr>
<th>Requirement</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
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<tr>
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<tr>
<td><strong>GENERAL ELECTIVES</strong></td>
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<td><strong>TOTAL</strong></td>
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#### WEB/INTERACTIVE DESIGN

**CERTIFICATE OF ACHIEVEMENT LEVEL 2:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ART 071</td>
<td>Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>ART 072</td>
<td>Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ART 079A</td>
<td>Web Design 1</td>
<td>3</td>
</tr>
<tr>
<td>ART 079B</td>
<td>Web Design 2</td>
<td>3</td>
</tr>
<tr>
<td>ART 084A</td>
<td>Flash 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>PHOTO 076</td>
<td>Photoshop 1</td>
<td>3</td>
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<td><strong>TOTAL</strong></td>
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**CERTIFICATE OF ACHIEVEMENT LEVEL 3:**

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<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ART 074</td>
<td>Multimedia Design and Development</td>
<td>3</td>
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<tr>
<td>ART 076</td>
<td>Portfolio Preparation and Professional Development</td>
<td>3</td>
</tr>
<tr>
<td><strong>PLUS ONE COURSE FROM THE FOLLOWING:</strong></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ART 084B</td>
<td>Flash 2</td>
<td>3</td>
</tr>
<tr>
<td>CIS 020</td>
<td>XML Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CIS 023</td>
<td>JAVA Script Programming for the Web</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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</tr>
</tbody>
</table>
### DEGREE REQUIREMENTS

**Completion of Certificate of Achievement Level 3**  
33 UNITS

**PHYSICAL ACTIVITY**  
1 UNITS

**GENERAL ELECTIVES**  
2 UNITS

**GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS**  
24 UNITS

**TOTAL**  
60 UNITS

### MEDICINE ARTS

#### CERTIFICATE OF ACHIEVEMENT LEVEL 2:

**ART 024** Beginning Drawing  
3 UNITS

**ART 072** Computer Graphics  
3 UNITS

**ART 077** Beginning 3D Animation  
3 UNITS

**ART 078** Digital Video  
3 UNITS

**ART 079A** Web Design 1  
3 UNITS

**ART 084A** Flash 1  
3 UNITS

**JOURN 021** Communications Media and Society  
3 UNITS

**PHOTO 076** Photoshop 1  
3 UNITS

**TOTAL**  
24 UNITS

**CERTIFICATE OF ACHIEVEMENT LEVEL 3:**  

**Completion of Certificate of Achievement Level 2**  
24 UNITS

**ART 074** Multimedia Design and Development  
3 UNITS

**ART 076** Portfolio Preparation and Professional Development  
3 UNITS

**PLUS ONE COURSE FROM THE FOLLOWING:**  
3 UNITS

**ART 055A** Life Drawing I  
3 UNITS

**ART 081** Intermediate 3D Animation  
3 UNITS

**ART 084B** Flash 2  
3 UNITS

**TOTAL**  
33 UNITS

### DEGREE REQUIREMENTS

**Completion of Certificate of Achievement Level 3**  
33 UNITS

**PHYSICAL ACTIVITY**  
1 UNITS

**GENERAL ELECTIVES**  
2 UNITS

**GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS**  
24 UNITS

**TOTAL**  
60 UNITS

### MEDICAL ASSISTING

**Administrative Track**

**CERTIFICATE OF ACHIEVEMENT LEVEL 3:**

**Completion of Certificate of Achievement Level 3**  
33-34 UNITS

**APPROVED MAJOR ELECTIVES**

**ADS 071** Pharmacology/Physiology of Addiction  
3 UNITS

**BIOL 061** Human Heredity  
3 UNITS

**CA 005** Computer Literacy  
2 UNITS

**CA 010A** Computer Keyboarding  
1 UNIT

**CA 011** Speed and Accuracy  
1 UNIT

**FCS 019** Nutrition  
3 UNIT

**FCS 070** Child Development  
3 UNIT

**HED 011** Dynamic Health Concepts  
3 UNIT

**MA 020** Physical Examination Procedures  
3 UNIT

**MA 021** Medical Office Laboratory Procedures  
3 UNIT

**MA 022** Medical Asepsis and Surgical Procedures  
3 UNIT

**MA 023** Medical Administration for Medical Assistants  
3 UNIT

**PSYCH 010** General Psychology  
3 UNIT

### DEGREE REQUIREMENTS

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

**APPROVED MAJOR ELECTIVES**  
2 UNITS

**GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS**  
24 UNITS

**PHYSICAL ACTIVITY**  
1 UNITS

**TOTAL**  
60-61

---

**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.
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: UNITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>REST 122</td>
<td>Principles of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>REST 124</td>
<td>Legal Aspects of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>REST 125</td>
<td>Real Estate Practice</td>
<td>3</td>
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<tr>
<td>REST 126</td>
<td>Real Estate Finance</td>
<td>3</td>
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<tr>
<td><strong>Plus One Course From The Following:</strong></td>
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<td></td>
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<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>
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<tr>
<td><strong>Plus Two More Courses From Either of the Preceding or the Following:</strong></td>
<td></td>
<td></td>
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<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>
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<tr>
<td><strong>TOTAL</strong></td>
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</tr>
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DEGREE REQUIREMENTS - MAJOR UNITS

Completion of Courses in Certificate of Achievement Level 2 21-23

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

One course from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ECON 010A</td>
<td>Introduction to Macroeconomics Theory</td>
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<tr>
<td>ECON 010B</td>
<td>Introduction to Microeconomics Theory</td>
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<tr>
<td><strong>Plus one of the following options:</strong></td>
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<td></td>
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<tr>
<td></td>
<td>Option 1</td>
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</tr>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Option 2</td>
<td></td>
</tr>
<tr>
<td>CA 040D</td>
<td>Microsoft Word Specialist</td>
<td>1</td>
</tr>
<tr>
<td>CA 050D</td>
<td>Microsoft Excel Specialist</td>
<td>1</td>
</tr>
<tr>
<td>CA 060D</td>
<td>Microsoft Access Specialist</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>33-35</strong></td>
</tr>
</tbody>
</table>

MAJOR REQUIREMENTS 33-35

PHYSICAL ACTIVITY 1

GENERAL ELECTIVES 0 - 2

GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 24

TOTAL 60
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 than the Associate of Science (A.S.). Students should consult with a counselor to determine the proper general education 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 non-degree applicable courses do not count in their GPA used toward an A.A. 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

CONTENT AREA

A. English Language, Communication, and Critical Thinking (Minimum 9 units)
   Complete one course each from A1, A2, and A3

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1 Written Communication</td>
</tr>
<tr>
<td>A2 Oral Communication</td>
</tr>
<tr>
<td>A3 Critical Thinking</td>
</tr>
</tbody>
</table>

9 units

B. Scientific Inquiry and Quantitative Reasoning**
   (Minimum 9 units)
   Complete one course each from B1, B2, and B4 (lab must be included in B1 or B2)

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1 Physical Science</td>
</tr>
<tr>
<td>B2. Biological Science</td>
</tr>
<tr>
<td>B3 Lab Science</td>
</tr>
<tr>
<td>B4 Mathematics</td>
</tr>
</tbody>
</table>

9 units

C. Arts and Humanities*** (minimum 9 units)
   Complete one each from C1 and C2, and one additional course from C1 or C2

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1 Fine Arts</td>
</tr>
<tr>
<td>C2 Humanities</td>
</tr>
<tr>
<td>C1 or C2 Fine Arts or Humanities</td>
</tr>
</tbody>
</table>

9 units

D. Social Sciences*** (minimum 9 units)
   At least three courses; courses must be from two different areas (D1-D0) and from two different disciplines

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
</table>

9 units

E. Lifelong Learning and Self-Development****
   (minimum 3 unit)

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
</table>

3 units

Required Minimum 39 units

** Physical and Biological Sciences: One course with laboratory activity must be included in this area.

*** The American Institutions graduation requirement must be completed as part of Area D:
   HIST 017A and HIST 017B OR HIST 001 and POLSC 001.

   The Cultural Pluralism/Ethnic Studies graduation requirement must be completed as part of 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.
COURSES COMPLETED AT EVERGREEN VALLEY COLLEGE

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

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

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

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>A1: Oral Communication – COMS 010, 020, 040, 045</td>
<td></td>
</tr>
<tr>
<td>A2: Written Communication – ENGL 001A</td>
<td></td>
</tr>
<tr>
<td>A3: Critical Thinking – COMS 040, ENGL 001C; PHIL 060</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 &quot;C&quot; or better.</td>
<td>9</td>
</tr>
<tr>
<td>B1: Physical Science – ASTRO 010, 010L; CHEM 001A, 001B, 015, 032A, 032B; ENVIR 010; GEOL 010, 010L, 012; METEO 010; OCEAN 010; PHYS 002A, 004A, 004B, 004C, 004D</td>
<td></td>
</tr>
<tr>
<td>B2: Life Science – BIOL 01, 020, 021, 061, 063, 064, 066, 071, 072, 074; ENVIR 010</td>
<td></td>
</tr>
<tr>
<td>B3: Laboratory Activity - Students must select at least one laboratory activity course (see underlined courses in areas B1 and B2)</td>
<td></td>
</tr>
<tr>
<td>B4: Mathematics and Quantitative Reasoning – MATH 021, 022, 025, 051, 052, 061, 062, 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>C1: Arts (Art, Dance, Music, Theatre) – ART 091, 092, 096; DANCE 002; HUMNT 001; MUSIC 083, 091, 095, 099; THEAT 002, 020, 040</td>
<td></td>
</tr>
<tr>
<td>C2: Humanities (Literature, Philosophy, Foreign Language) – ARABC 001A, 001B; CHIN 001A, 001B; ENGL 001B, 010, 033, 061, 063, 065, 073, 0079, 080, 081, 084A, 084B, 086A, 086B; ETH 020, 030; FREN 001A, 001B, 002A, 003A, 003B; GLOBL 006; HUMNT 002, 003; JAPAN 001A, 001B, 002A, 002B; PHIL 010, 011, 012, 051, 065, 070; SL 001A, 001B, 002A, 002B; SPAN 001A, 001B, 002A, 002B, 022A, 022B; VIET 001A, 001B</td>
<td></td>
</tr>
</tbody>
</table>
CHAPTER 7 — ASSOCIATE OF ARTS DEGREES AND CERTIFICATES

Area D: Social Sciences 9
Students are expected to complete the American Institutions requirement in this section (see area F below)

D1: Anthropology and Archaeology – ANTH 062, 063; 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, 002, 009, 010A, 010B, 011A, 011B, 017A, 017B, 021, 024
D7: Interdisciplinary Social or Behavioral Science
  CIS 041; ETH 020; GLOBL 001, 002, 004A, 007; JOURN 021; LABOR 015; SL 015
D8: Political Science, Government and Legal Institutions – POLSC 001, 002, 004, 005
D9: Psychology – FCS 070; PSYCH 010, 012, 020, 031 035, 060, 092, 099, 100
D0: Sociology and Criminology – AJ 010, 011, 014; SOC 010, 011

Area E: Lifelong Learning and Self-Development: 3
Complete one lecture course.
  FCS 019, 070; GUIDE 096; HED 011; KIN 005
  PSYCH 020, 035, 060, 092, 100; THEAT 005

GENERAL EDUCATION PATTERN 39

Physical Activity: 1
  DANCE 010, 020, 021, 023, 040, 050, 051, 062, 064, 066, 067; KINPE 008, 009, 010, 012, 013, 019, 023, 024, 024A, 030, 038, 039, 040, 041, 042, 044, 048, 052, 055, 056; PED 098; 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.

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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:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</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>
<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>Career Readiness in the Justice System</td>
<td>3</td>
</tr>
<tr>
<td>BUS 008</td>
<td>Business English and Writing</td>
<td>3</td>
</tr>
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**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<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>
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**APPROVED MAJOR ELECTIVES -** Choose 5 units from the list of Approved Major Electives: 5

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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>
<tr>
<td>AJ 111</td>
<td>Juvenile Law &amp; Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AJ 112</td>
<td>Introduction to Evidence</td>
<td>3</td>
</tr>
<tr>
<td>AJ 113</td>
<td>Crime and Violence in America</td>
<td>3</td>
</tr>
<tr>
<td>AJ 118</td>
<td>Introduction to Homeland Security</td>
<td>3</td>
</tr>
<tr>
<td>AJ 119</td>
<td>Intro to Intelligence Analysis &amp; Security Management</td>
<td>3</td>
</tr>
<tr>
<td>AJ 121</td>
<td>Advancement in Judicial Branch</td>
<td>6</td>
</tr>
<tr>
<td>AJ 122</td>
<td>Transportation and Border Security</td>
<td>3</td>
</tr>
</tbody>
</table>

**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.
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 upon 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.

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

MAJOR REQUIREMENTS 27

PHYSICAL ACTIVITY 1

GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 39

TOTAL 67

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
CHAPTER 7 — ASSOCIATE OF ARTS DEGREES AND CERTIFICATES

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

For additional information, see your counselor, visit the Career/Transfer Center, or contact the following:
Jim Black: (408) 298-2181 ext 3233
E-mail: James.Black@sjcc.edu
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</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 021</td>
<td>5</td>
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<tr>
<td>BUS 060</td>
<td>3</td>
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<tr>
<td>MATH 063</td>
<td>3</td>
</tr>
<tr>
<td>BUS 071</td>
<td>3</td>
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<tr>
<td>BUS 082</td>
<td>3</td>
</tr>
<tr>
<td>CIS 041</td>
<td>3</td>
</tr>
<tr>
<td>ECON 010A</td>
<td>3</td>
</tr>
<tr>
<td>ECON 010B</td>
<td>3</td>
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<tr>
<td>ENGL 01B*</td>
<td>(3)</td>
</tr>
<tr>
<td>MATH 061*</td>
<td>(3)</td>
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<tr>
<td>MAJOR REQUIREMENTS</td>
<td>34</td>
</tr>
<tr>
<td>PHYSICAL ACTIVITY</td>
<td>1</td>
</tr>
<tr>
<td>GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS</td>
<td>39</td>
</tr>
<tr>
<td>TOTAL</td>
<td>74</td>
</tr>
</tbody>
</table>

* 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.

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

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

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

B) Will have acquired appreciable knowledge about their own bodies and minds, about how human society has developed and how it now 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.
CHAPTER 7 — ASSOCIATE OF ARTS DEGREES AND CERTIFICATES

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></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></td>
<td>C</td>
<td>Select one course from are C1, and one course from area C2, and one additional course from either C1 or C2</td>
<td>9 units</td>
</tr>
<tr>
<td></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></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.

DEGREE REQUIREMENTS

| CHEM 001A  | General Chemistry* | 5 |
| CHEM 001B  | General Chemistry  | 5 |
| CHEM 012A  | Organic Chemistry  | 5 |
| CHEM 012B  | Organic Chemistry  | 5 |
| CHEM 065   | Quantitative Analysis | 4 |
| MATH 071   | Calculus I with Analytic Geometry* | 5 |
| MATH 072   | Calculus II with Analytic Geometry | 5 |

MAJOR REQUIREMENTS 34

PHYSICAL ACTIVITY 1

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.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 070 Discrete Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 071 Calculus I with Analytic Geometry</td>
<td>2</td>
</tr>
<tr>
<td>MATH 072 Calculus II with Analytic Geometry</td>
<td>5</td>
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<tr>
<td>MATH 073 Multivariable Calculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH 079 Linear Algebra**</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 004A General Physics*</td>
<td>2</td>
</tr>
<tr>
<td>PHYS 004B General Physics</td>
<td>5</td>
</tr>
</tbody>
</table>

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.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNSTR 101A Tools</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 101B Home Construction</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 102A Residential Plumbing Systems</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 102B Residential/Commercial - Wiring</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 106 Construction</td>
<td>Estimating, Codes &amp; Specifications</td>
</tr>
<tr>
<td>CNSTR 115 Blueprint Reading</td>
<td>1</td>
</tr>
</tbody>
</table>

CONSTRUCTION TECHNOLOGY

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

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 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
CHAPTER 7  —  ASSOCIATE OF ARTS DEGREES AND CERTIFICATES

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

BUSINESS: ACCTG: 020, 021, 030, 062, 063, 097, 098, 136;
COMMUNICATION STUDIES, DANCE, THEATRE: COMS: 010, 020, 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
ENGLISH/ HUMANITIES: ENGL: 001B, 001C, 010, 033, 061, 063, 065, 071A, 071B, 071C, 073, 079, 080, 081, 083, 084A, 084B, 086A, 086B, 098; HUMNT: 002, 003
LIFE LONG LEARNING: APE: 030E, 042E, 056E; FCS: 019, 070; GUIDE: 010, 085, 090, 096, 097, 098, 098A; HED: 011; KIN 005; PSYCH: 010, 012, 020, 060, 092, 100; THEAT: 005; DANCE: 010, 020, 021, 023, 040, 050, 051, 062, 064, 066, 067; KINPE: 008, 009, 010, 012, 013, 019, 023, 024, 024A, 030, 038, 039, 040, 041, 042, 044, 048, 052, 055, 056; PED 098

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, 022, 031, 035, 060, 092, 098, 099, 100

SCIENCE - LIFE: BIOL: 001, 002, 003, 004A, 004B, 020, 021, 061, 063, 064, 066, 071, 072, 074, 099; ENVIR 010


**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.

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 | UNITS |
| 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, 062, 063, 071, 072, 073, 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, 033, 061, 063, 065, 073, 081, 084A, 084B, 086A, 086B; ETH 020, 030; FREN 002A, 002B, 003A, 003B; HIST 010A, 010B; HUMNT 002, 003; JAPAN 020A, 020B; 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, 021 |
| **D:** Gender Studies: ETH 026; HIST 009; HUM 003; PSYCH 035 |
| **E:** Geography: GEOF 010, 011 |
| **F:** History: ETH 027; HIST 001, 009, 017A, 017B, 021, 024 |
| **G:** Interdisciplinary, Social and Behavioral Sciences: ETH 020; GLOBL 001, 002, 004A; JOURN 021; SL 015, SSCI 040 |
| **H:** Political Science, Government, and Legal Institutions: POLSC 001, 002, 004, 005, 010, 012, 035, 092, 100 |
| **J:** Sociology and Criminology: ETH 020; SL 015; SOC 010, 011 |

**CSU Graduation Requirement:** U.S. History, Constitution, & American Ideals: (CSU Requirement only). (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
CHAPTER 7 — ASSOCIATE OF ARTS DEGREES AND CERTIFICATES

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    minimum 7-9 units
At least 2 courses, one course from 5A and one course from 5B; one course must include a laboratory component, 5C. Courses in BOLD contain a laboratory component.
A: Physical Sciences: ASTRO 010; CHEM 001A, 001B, 015, 032A, 032B; ENVIR 010; GEOL 010, 010L, 011; METEO 010; OCEAN 010; PHYS 002A, 004A, 004B, 004C, 004D
B: Biological Sciences: BIOL 001, 020, 021, 061, 063, 064, 066, 071, 072, 074; ENVIR 010; OCEAN 010
C: Laboratory Activity: ASTRO 010L*; BIOL 001, 020, 021, 064, 071, 072, 074; CHEM 001A, 001B, 015, 032A, 032B; ENVIR 010; PHYS 002A, 004A, 004B, 004C, 004D

AREA 6 – LANGUAGE OTHER THAN ENGLISH    minimum 0-5 units
UC Requirement only
Language Other Than English: CHIN 001A, 001B; FREN 001A, 001B, 002A, 002B, JAPAN 001A, 001B, 002A, 002B; SL 001A, 001B, 002A, 002B; SPAN 001A, 001B, 002A, 002B; VIET 001A, 001B; OR completion of 2 years of the same foreign language in high school with a grade of "C" or better

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

LABOR STUDIES

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    UNITS
LABOR 020  Workers’ Rights 1  
LABOR 022  Labor Negotiations and Dispute Resolutions 1  
LABOR 023  Labor in American Society 1  
LABOR 024  Leadership and Communication 1  
LABOR 025  Labor Organizing and Political Action 1  
LABOR 031  Survey of Contemp. Labor/Social Issues for Activists 1  
LABOR 098  Directed Study 2  
LABOR 138  Work Experience 4  

12

CHOOSE 12 UNITS FROM THE FOLLOWING:
COMS 040  Introduction to Argumentation 3  
ECON 010A  Principles of Macroeconomic Theory 3  
HED 011  Dynamic Health Concepts 3  
LABOR 015  Local Union and Community Leadership 3  
PSYCH 012  Introduction to Social Psychology 3  
SOC 011  Social Problems 3

CHOOSE 3 UNITS FROM THE FOLLOWING:
CIS 041  Introduction to Computer Information Systems 3  
MATH 063  Elementary Statistics 3

MAJOR REQUIREMENTS 27  
PHYSICAL ACTIVITY 1  
GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 39  
TOTAL 67
CHAPTER 7 — ASSOCIATE OF ARTS DEGREES AND CERTIFICATES

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)

ARABC 001A, 001B
ART 012, 013, 014, 024, 025, 026, 046A, 046B, 055A, 055B, 060, 061, 071, 072, 074, 076, 078, 079A, 079B, 084A, 084B, 091, 092, 095, 096, 098
CHIN 001A, 001B
DANCE 002, 010, 011, 014, 020, 021, 023, 024, 032, 034, 040, 050, 051, 062, 063, 064, 065, 066, 067, 098
ENGL 001B, 010, 033, 061, 063, 065, 071A, 071 B, 071C, 073, 079, 080, 082A, 083, 084A, 084B, 086A, 086B
ETH 030
FREN 001A, 001B, 002A, 002B, 003A, 003B
HUMNT 001, 002, 003
JAPAN 001A, 001B, 002A, 002B
MUSIC 014, 020, 028, 050A, 050B, 058A, 058B, 065, 083, 091, 095, 098, 099
PHIL 010, 011, 012, 051, 065, 070
PHOTO 022, 062, 070, 071, 075, 076, 077, 079, 098
SL 001A, 001B, 002A, 002B
SPAN 001A, 001B, 002A, 002B, 022A, 022B
THEAT 002, 003, 020, 030, 031, 032, 033, 040

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

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:

ASTRO 010, 010L
BIOL 001, 002, 003, 004A, 004B, 020, 021, 061, 063, 064, 066, 071, 072, 074
CHEM 001A, 001B, 012A, 012B, 015, 032A, 032B, 065
ENVIR 010
GEOL 010, 010L, 012
METEO 010
OCEAN 010
PHYS 002A, 002B, 004A, 004B, 004C, 004D
MATH 021, 022, 025, 051, 052, 061, 062, 063, 070, 071, 072, 073, 078, 079

(Science courses underlined are laboratory science courses)

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

LIBERAL ARTS EMPHASIS: SOCIAL & BEHAVIORAL SCIENCES

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

A 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, 110, 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, 006, 007
HIST 001, 002, 009, 010A, 010B, 011A, 011B, 017A, 017B, 021, 024
JOURN 021
LABOR 015
POLSC 001, 002, 004, 005
PSYCH 010, 012, 020, 022, 031, 035, 060, 092, 099, 100
SL 015
SSCI 031, 040
SOC 010, 011

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 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, 033, 061, 065, 073, 079, 080, 084A, 084B, 086A, 086B
C-1 or C-2: Any other certified course in C-1 or C-2 but different discipline.

Area D: Social and Behavioral Science 9
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: 11-17

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

Ethnic Studies Graduation Requirement: One course from 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
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: UNITS
ART 072 Computer Graphics 3
ART 079A Web Design 1 3
JOURN 021 Communications Media and Society 3
JOURN 022 News Writing and Reporting for the Media 3
PHOTO 076 Photoshop 1 3

In addition to the journalism and photo courses, students are required to take a publication laboratory class for a minimum of 3 units from one of the following:
JOURN 032A Newspaper Lab – Introduction to News Reporting OR 3
JOURN 032B Newspaper Lab - Photojournalism OR 3
JOURN 032D Newspaper Lab – Production and Design 3

TOTAL 18

DEGREE REQUIREMENTS UNITS
MAJOR REQUIREMENTS 18
PHYSICAL ACTIVITY 1
GENERAL ELECTIVES 2
GENERAL EDUCATION PATTERN / GRADUATION REQUIREMENTS 39
TOTAL 60
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
CHAPTER 8 — Transfer to Four-Year Institutions

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.
CHAPTER 8 — TRANSFER TO FOUR-YEAR INSTITUTIONS

SAN JOSE CITY COLLEGE
IGETC: INTERSEGMENTAL GENERAL EDUCATION
TRANSFER CURRICULUM
2012-2013

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, 062, 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, 040
B: Humanities: ENGL 001B, 010, 033, 061, 063, 065, 073, 081, 084A, 084B, 086A, 086B; ETH 020, 030; FREN 001B, 002A, 002B, 003A, 003B; HIST 010A, 010B; HUMNT 002, 003; JAPAN 002A, 002B; PHILOS 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, 21
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
G: Interdisciplinary, Social & Behavioral Sciences: ETH 020; GLOBL 001, 002, 004A; JOURN 021; SL 015; SSCI 040
H: Political Science, Government & Legal Institutions: POLSC 001, 002, 004
I: Psychology: PSYCH 010, 012, 035, 092, 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; GEOL 010, 010L, 011; METEO 010; OCEAN 010; PHYS 002A, 004A, 004B, 004C, 004D
B: Biological Science: BIOL 001, 020, 021, 061, 063, 064, 066, 071, 072, 074; ENVIR 010; OCEAN 010
C: Lab Sciences: ASTRO 010L; BIOL 001, 020, 021, 064, 071, 072, 074; CHEM 001A, 001B, 015, 032A, 032B; ENVIR 010; PHYS 002A, 004A, 004B, 004C, 004D
*ASTRO 010L fulfills Area 5C as long as ASTRO 010 is successfully completed prior to or concurrently with ASTRO 010L

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, SL 001A, 001B, 002A, 002B; SPAN 001A, 002A, 002B, VIET 001A, 001B
• 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.
CHAPTER 8 — Transfer To Four-Year Institutions

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:

A. Complete requirements for the Transfer Associate Degree (AS-T or AA-T)
   Or
B. Complete the following:
   1. 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 2012-2013

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**

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

<table>
<thead>
<tr>
<th>A1: Oral Communication</th>
<th>ENGL 001A</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2: Written Communication</td>
<td>ENGL 001A</td>
</tr>
<tr>
<td>A3: Critical Thinking</td>
<td>ENGL 001C; PHIL 060</td>
</tr>
</tbody>
</table>

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

At least 3 courses: One course from each area B1, B2, B3 & B4. Area B3 may be satisfied with a B1 or B2 lab course.

<table>
<thead>
<tr>
<th>B1: Physical Science</th>
<th>ASTRO 010, 010L; CHEM 001A, 001B, 015, 032A, 032B; ENVR 010; GEO 010, 010L, 011, 012; METEO 010; OCEAN 010; PHYS 002A, 004A, 004B, 004C, 004D</th>
</tr>
</thead>
<tbody>
<tr>
<td>B2: Life Forms</td>
<td>BIOL 001, 020, 021, 061, 063, 071, 072, 074, ENVIR 010</td>
</tr>
<tr>
<td>B3: Laboratory Activity</td>
<td>Students must select at least one laboratory experience course (see underlined courses in areas B1 and B2).</td>
</tr>
<tr>
<td>B4: Mathematical Concepts</td>
<td>(must pass with a grade of “C” or better) MATH 021, 022, 025, 051, 052, 061, 062, 063, 070, 071, 072, 073, 078, 079</td>
</tr>
</tbody>
</table>

**Area C: Arts, Literature, Philosophy and Foreign Languages**

At least 3 courses: One course from areas C1 and C2, and one additional course from either area C1 or C2

<table>
<thead>
<tr>
<th>C1: Arts</th>
<th>ART 091, 092, 096; DANCE 002; HUMNT 001; MUSIC 083, 091, 095, 099; THEAT 002, 020, 040</th>
</tr>
</thead>
<tbody>
<tr>
<td>C2: Humanities (Literature, Philosophy, Foreign Language)</td>
<td>ARABC 001A, 001B; CHIN 001A, 001B; ENGL 001B, 010, 033, 061, 063, 065, 073, 079, 080, 081, 084A, 084B, 086A, 086B; ETH 020, 030; FREN 001A, 001B, 002A, 002B, 003A, 003B; GLOBL 006; 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**

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.)

<table>
<thead>
<tr>
<th>D1: Anthropology and Archaeology</th>
<th>ANTH 062, 063; SSCI 040</th>
</tr>
</thead>
<tbody>
<tr>
<td>D2: Economics</td>
<td>ECON 010A, 010B</td>
</tr>
<tr>
<td>D3: Ethnic Studies</td>
<td>ENGL 080; ETH 020, 026, 027, 030; HIST 009, 021, 024; SSCI 031, 040</td>
</tr>
<tr>
<td>D4: Gender Studies</td>
<td>ENGL 033; ETH 026; HIST 009; HUMNT 003; PSYCH 035</td>
</tr>
<tr>
<td>D5: Geography</td>
<td>GEOG 010, 011</td>
</tr>
</tbody>
</table>
CHAPTER 8  —  TRANSFER TO FOUR-YEAR INSTITUTIONS

D6: History
ETH 027; HIST 001, 002, 009, 010A, 010B, 011A, 011B, 017A, 017B, 021, 024

D7: Interdisciplinary Social and Behavioral Science
CIS 041; ETH 020; GLOBL 001, 002, 004A, 007; JOURN 021; LABOR 015; SL 015

D8: Political Science, Government and Legal Institutions
POLSC 001, 002, 004, 005

D9: Psychology
FCS 070; PSYCH 010, 012, 020, 031, 035, 060, 092, 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 Lecture Courses
FCS 019, 070; GUIDE 096; HED 011; KIN 005; PSYCH 020, 035, 060, 092, 099, 100; THEAT 005

Area II Activity Courses
APE 030E, 042E, 056E; DANCE 010, 020, 021, 023, 040, 050, 051, 062, 064, 066, 067; KINPE 008, 009, 010, 012, 013, 019, 023, 024, 024A, 030, 038, 039, 040, 041, 042, 044, 048, 052, 055, 056; PED 098

Transfer Associate Degrees (AA-T and AS-T)

SB 1440 – Student Transfer Achievement Reform Act (STAR)
California Community Colleges and California State Universities have collaborated on the creation of Associate in Arts and Associate in Science degrees for transfer. These degrees allow students to satisfy lower division general education and major requirements for transfer at the same time that they complete their Associate’s degree. These degrees are designed for students who plan to complete a bachelor’s degree in a similar major at a CSU campus.

CSU Admission
A California Community College student who has earned an AA-T or AS-T will benefit from the following:

- Guaranteed admission to a campus in the CSU system with junior status but not to any particular campus or major;
- Priority admission consideration to a local CSU;
- Priority admission consideration to a “similar” major.

After Transfer
Once admitted to CSU, a California Community College student who has earned an AA-T or AS-T will benefit from the following:

- Will not be required to complete more than 60 units after transfer;
- Will be prepared to start upper division coursework at the CSU;
- Will not be required to repeat courses similar to those completed at CCC.

San José City College currently offers:
AS-T Administration of Justice
AS-T Mathematics

Current and prospective San José City College students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

AS-T Administration of Justice

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

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

There are eight essential program dimensions which are accomplished through the following program learning outcomes:

- Define and utilize key terms, concepts, and theories in the criminal justice system.
- Identify how the U.S. Constitution applies to the actions and conduct of peace officers.
- Demonstrate an understanding of the history, structure, and processes of law enforcement, judicial, correctional and the juvenile justice systems.
- Reflect critically on developments in criminal justice policy and the relationship of these policies to the wider political and social environment.
- Demonstrate an ability to effectively communicate both orally and in writing an understanding of critical criminal justice concepts.
- Develop a plan to achieve a career in his/her desired area of the criminal justice system.
- Communicate with a diverse population in a culturally sensitive manner.
- Recognize elements, classifications and definitions involving crimes against persons and crimes against property.

To earn an Associate in Science in Administration of Justice for Transfer degree, students must complete the following requirements:

- Complete 18 semester units in the Associate in Science in Administration of Justice for Transfer major, each with a grade of C or better; [Title 5, section 55063 (a)];
- Complete either the California State University General Education Breadth pattern (CSU GE), which requires 39 units, or the Intersegmental General Education Transfer Curriculum (IGETC) which requires 37 units; and
- A minimum of 60 CSU-transferable semester units with a minimum GPA of 2.0.

Please Note: No more than 60 units are required for this degree and no additional requirements will be imposed by San José City College (CEC 66746). In addition, remedial non-collegiate level courses will not be counted toward units required for the associate degree for transfer.

Students should meet with their counselors as early as possible in order to develop an effective educational plan.

**REQUIRED CORE – 2 courses (6 units):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 010 Introduction to Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>AJ 011 Criminal Law Geometry</td>
<td>3</td>
</tr>
<tr>
<td>Total Core units</td>
<td>6</td>
</tr>
</tbody>
</table>

**LIST A – 2 courses (6 units):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 013 Criminal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AJ 014 Contemporary Police Issues</td>
<td>3</td>
</tr>
<tr>
<td>AJ 015 Introduction to Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>AJ 111 Juvenile Law and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AJ 112 Introduction to Evidence</td>
<td>3</td>
</tr>
</tbody>
</table>

**LIST B – 2 courses (minimum 6 units):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 010 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 010 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MATH 063 Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL REQUIREMENTS UNITS</td>
<td>18</td>
</tr>
<tr>
<td>CSU GE-B OR IGETC UNITs</td>
<td>37 OR 39</td>
</tr>
<tr>
<td>TRANSFERABLE ELECTIVES UNITS</td>
<td>3-5</td>
</tr>
<tr>
<td>TOTAL UNITS</td>
<td>60</td>
</tr>
</tbody>
</table>

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

Alan Johnson, Faculty Liaison for Administration of Justice
408/289-2181 ext. 3863

Humanities and Social Science Division
408/288-2181 ext. 3705/3785

San Jose City College Website
www.sjcc.edu

 translation of a document about transferring from San Jose City College to a four-year institution, including a list of required courses and core requirements.

**AS-T Mathematics**

The Associate of Science degree in Mathematics for transfer (AS-T) will prepare students with the strong foundation necessary for pursuing studies at the university level in various majors such as mathematics, statistics, engineering, physics, chemistry, computer science, economics and business. A grade of "C" or better is required in all coursework completed for the major.

The AS-T in Mathematics is intended for students who plan to complete a baccalaureate degree in Mathematics or a related field of study at a California State University. Students who complete this degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that accepts the AS-T will be required to complete no more than 60 semester units after transfer to earn a baccalaureate degree.

To earn an Associate in Science degree in Mathematics for Transfer students must complete the following requirements:

- 21-23 semester units in the Associate in Science in Mathematics for Transfer major, each with a grade of C or better;
- either the California State University General Education Breadth pattern (CSU GE), which requires 39 units, or the Intersegmental General Education Transfer Curriculum (IGETC) which requires 37 units; and
- a minimum of 60 CSU-transferable semester units with a minimum GPA of 2.0.

Upon completion of the AS-T, the student should be able to:

1. Demonstrate the ability to use symbolic, graphical, numerical, and written representations of mathematical ideas.
2. Use mathematical reasoning to develop mathematical models to solve real life applications.
3. Use appropriate technology to enhance their mathematical thinking, solve mathematical problems, and judge the reasonableness of their results.

Students should meet with their counselors as early as possible in order to develop an effective educational plan.

**REQUIRED CORE COURSES (15 units):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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>
</tr>
<tr>
<td>MATH 073 Multivariable Calculus</td>
<td>5</td>
</tr>
<tr>
<td>Total Core units</td>
<td>15</td>
</tr>
</tbody>
</table>

Students also must complete one course from Group A and one from Group B but may not use the same course for both areas.

**GROUP A (3 units):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 076 Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>MATH 079 Linear Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

Prepared by the SJCC Articulation Office and subject to change without notice. This major sheet should be used for advisory purposes only. It is the student’s responsibility to ensure all requirements are met.
GROUP B (3-5 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 078 Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>MATH 079 Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 070 Discrete Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 063 Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 004A General Physics</td>
<td>5</td>
</tr>
<tr>
<td>CIS 054 C/C++ Programming or</td>
<td>3</td>
</tr>
<tr>
<td>CIS 084 Java Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

MAJOR REQUIREMENTS UNITS 21-23
CSU GE-B OR IGETC UNITS 37 OR 39
DOUBLE COUNTING IN MAJOR AND GE UNITS 10
TRANSFERABLE ELECTIVES UNITS 2-10

TOTAL UNITS 60

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 Website www.sjcc.edu

Prepared by the SJCC Articulation Office and subject to change without notice. This major sheet should be used for advisory purposes only. It is the student’s responsibility to ensure all requirements are met. 5/12
IN THIS CHAPTER:

- Scholastic Standards
- Course Repeat/Enrollment
- Academic Terminology
- Grade-Point Averages
- Description of Courses
- Advisory Levels

Scholastic Standards

HONORS LISTS
Placement on an Honors List recognizes the student’s academic achievement during the previous semester.

To be eligible for any Honors List, the student must have earned at least 6 units of grades “A”, “B”, “C”, or “D” within the semester. Optional “P” and “NP” grades will exclude a student from any of the Honors Lists. Mandatory “P” grades will not exclude a student from any of the Honors Lists, as long as, the student has earned at least 6 units of grades “A”, “B”, “C”, or “D” within the semester.*

Dean’s List
To be eligible, 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
CHAPTER 9 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

Progress Probation when the percentage of all units in which a student has enrolled and for which entries of "I", "W", and "NP" are recorded reaches or exceeds fifty percent (50%).

Continuing Probation
Students on Probation (Academic and Progress) will be placed on "Continuing Probation" for the next subsequent semester of enrollment if they have not earned the required grade point average necessary to be removed from Academic Probation, or have not received less than 50% of all accumulative grades in "I", "W", or "NP" to be removed from Progress Probation.

Academic Dismissal
A student who is on continuing Academic Probation shall be dismissed from the District when the student earns in letter grade classes (A, B, C, D, and F) an accumulative grade point average of less than 2.0 in the next two subsequent terms of enrollment. (District Policy 6050.402).

Progress Dismissal
A student who is on continuing Progress Probation shall be dismissed 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 in which they have received a "D" or "F", provided they have not exceeded the maximum allowance of three enrollments, including "Ws"—also see Course Repeat/Enrollment section below. The highest grade will be used in calculating the student's GPA.

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 students are required to take the course a third time to achieve a minimum grade of "C", the second and third grades will be averaged into the overall GPA.

If the course is initially taken at another institution, 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.

COURSE REPEAT/ENROLLMENT
The California Community Colleges Board of Governors recently passed regulations (Cal. Admin. Code tit. 5, § 58161) limiting the number of enrollments per student per course per district. Effective Spring 2012:
A. All students will be limited to three enrollments of a course—whether repeating to alleviate a substandard grade (D, F, or NP) or withdrawing (W), and whether or not they are new or continuing students.
B. Students will not be "grandfathered" when the regulations are implemented, meaning that all previous enrollments will count toward the total of three allowable enrollments per course including courses that were dropped with a "W".
C. Students may be allowed a fourth enrollment of a course if, on an appeal basis, a student needs to repeat a course due to:
1. The attendance of a student in legally mandated training
2. Each time the student repeats a credit special class as a disability-related accommodation which is justified by one of the circumstances described in Cal. Admin. Code tit. 5, § 56029
3. The attendance of a student repeating a portion of a variable unit open entry/open exit credit course may be allowable only to the extent that repetition of such courses is permitted
4. The attendance of a student repeating a cooperative work experience course may be allowable without limitation
5. The attendance of a student withdrawing as a result of extraordinary conditions pursuant to Cal. Admin. Code tit. 5, § 55024(a)(10)
6. The attendance of a student receiving a military withdrawal ("MW") pursuant to Cal. Admin. Code tit. 5, § 55024(d)(1)
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.

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, and 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 prior to the census date, will not receive a grade or any notation on their 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 courses the grade of “A” converts to “P.”

Grade B — Above Average
• The student consistently shows mastery of the course content and usually is able to apply it to new situations or to relate it to other knowledge.
• The student is consistently above average in examinations, reports, projects, and class participation.
• Work is in proper form, shows evidence of research, and is submitted punctually.
• Where achievement in the course involves development of hand or body skills, the student consistently demonstrates above average skills, ability, and performance.
• The student complies with class attendance regulations.
• In optional Pass/No Pass courses the grade of “B” converts to “P.”

Grade C — Average
• The student shows evidence of a reasonable comprehension of the subject matter of the course and has an average mastery of the content.
• The student’s competence in the content is sufficient to indicate progression to the next course in the same field.
• Assignments are completed in good form and on time.
• If the subject carries transfer credit, the student has indicated sufficient competence in the content to continue in the subject field upon transfer.
• The student consistently makes average scores on examinations, projects, and reports.
• Where achievement in the course involves development of hand or body skills, the student consistently demonstrates average skills, ability, and performance.
• In optional Pass/No Pass courses the grade of “C” converts to “P.”

Grade D — Below Average Minimum Passing
• The student falls below the average in examinations, projects and reports, and shows substandard competence in the assigned subject matters of the course, indicating probable difficulty completing the next course in the same field.
• Assignments are completed in imperfect form, late, or of inconsistent quality.
• Where achievement in the course involves development of hand or body skills, the student consistently demonstrates usable, but below-average skills, ability, and performance.
• “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 up to the census date.
• Withdrawal between the census date 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
CHAPTER 9 — ACADEMIC STANDARDS AND COURSE DESCRIPTIONS

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-pas 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.
Chapter 100 - Subsequent Term

When no space is available in the course when a challenge is filed and the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for the subsequent term.

Advisories on Recommended Preparation (Advisory Levels)

Definition: “Advisory on recommended preparation” means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with, enrollment in a course or educational program.

Advisory Levels are typically met through completion of reading, writing, or math courses listed in the schedule of classes and catalog. Although these levels are advisory rather than mandatory, students are very strongly encouraged to adhere to them and to follow the advice of their counselors related to the advisory levels.

Location: Advisory Levels are listed under each course in the schedule and catalog.

Definitions of Advisory Reading, Writing, and Math Levels

Advisory Read Level 1: Having the ability to find stated and implied main ideas in simple passages; identify important details; understand the use of new vocabulary in textbook reading passages, utilize textbook reading strategies, and understand what it means to read critically.

List of courses that will provide students this skill level: READ 301 or ESL 302: “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 Read Level 4: Having the ability 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 Read Level 5: 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.

Space Available: If space is available in a course when a student files a challenge to a prerequisite or co-requisite, the college will reserve a seat for the student and allow that student to enroll in the course if the challenge is successful.

Advisories on Recommended Preparation (Advisory Levels)

Verification of Equivalency: A student who believes that he/she has completed the prerequisite(s) or co-requisite(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 co-requisite(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 and 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.

Creating a well-organized five-paragraph essay requires the use of rhetorical modes and methods of organization. Students who are strong in writing paragraphs with unity and coherence will be able to 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 Pre-calculus)
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 receivables, 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-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-007 - 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: O
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:

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:

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:

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

Students are introduced to the history and philosophy of administration of justice including law enforcement, the courts, and corrections. Students study the responsibilities of criminal justice agents, legal frameworks, and the role of the justice system in a pluralistic society. Students will also explore the concepts of crime causation, punishments and rehabilitation, and training standards of criminal justice personnel.

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

Advisory Level:

Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D0 District GE: D0 IGETC: None

AJ-011 - Criminal Law - Units: 3

Students study concepts of criminal law including history, philosophy, and legal structure. Students will examine definitions and classifications of crime, case law analysis, the court system, and the U.S. Constitution. Students will also explore crimes against person, property crimes, and the legal system as a social and cultural ideology.

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

Advisory Level:

Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: D0 District GE: D0 IGETC: None

AJ-013 - Criminal Procedures - Units: 3

Students are introduced to the history, legal terminology, and principles of criminal procedures. Students will examine constitutional provisions, interpretation of statutory and case law, legal aspects of arrest, rules governing search and seizure, and institutional responsibilities of the criminal justice system within a multicultural society.

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

Advisory Level:

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:

Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D0 District GE: D0 IGETC: None
AJ-015  -  Introduction to Criminal Investigation  Units: 3
Students are introduced to fundamental principles and procedures of criminal investigation including crime scene management, documentation methods, rules of evidence, and interviewing and interrogation. Students will also examine modus operandi, sources of information, chain of custody, and investigative techniques related to persons and property crimes.
Lecture Hours: 3  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-098  -  Directed Study in Administration of Justice  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

AJ-103A  -  Campus Patrol Procedures  Units: 5
Students will learn procedures and techniques of campus security, parking and traffic control, crowd control, and campus patrol. Instruction will also include discussion of the legal issues in policing a campus community as well as distinctions between campus safety and law enforcement.
Lecture Hours: 3  Lab Hours: 6  Repeatable: No  Grading: L
Recommended: Completion of AJ 010 (Introduction to Administration of Justice)
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

AJ-104  -  Report Writing  Units: 3
Students will learn the importance of complete and accurate reporting of events for the judicial process. Students will cover grammar, sentence structure, organization, content, and modus operandi in law enforcement report writing. Emphasis will be placed on Penal Code Section 11107 requirements and felony and misdemeanor crimes. It is strongly recommended for Administration of Justice students who intend to enroll in Law Enforcement Academy and Reserve Officer Training courses.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

AJ-110  -  Narcotics and Drug Abuse  Units: 3
Students will explore the history and classification of legal and illegal psychoactive drugs including physiological and physical effects. Students will also examine historical and contemporary trends relating to criminalization, decriminalization, addiction, harm reduction, and the relationship between drug use and violence.
Lecture Hours: 3  Lab Hours: 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-111  -  Juvenile Law and Procedures  Units: 3
Students examine the application of specific statutes from the California Welfare and Institutions Code, and the Penal Code, to the juvenile justice system. Students focus on the role of law enforcement, probation services, schools, and parents/guardians in responding to delinquency issues. Also included are discussions relating to gangs, juvenile sex offenders, mentally ill juvenile offenders, and juvenile victimization and exploitation.
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-112  -  Introduction to Evidence  Units: 3
Students examine the history, legal standards, and social aspects of the rules of evidence including burden of proof, rules governing admissibility, hearsay, relevance, and types of evidence. Students will also explore judicial considerations, documentary evidence, and issues relating to witness examination and competency, and privileges.
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-113  -  Crime and Violence in America  Units: 3
Students are introduced to 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. Students examine the impact of violence on quality of life issues as well as explore crime prevention and intervention strategies.
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
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<th>Course Code</th>
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<td>- Introduction to Homeland Security</td>
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<td>AJ-119</td>
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<td>Read: 3 Write: 3 Math: None</td>
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<td>AJ-125</td>
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<td>AJ-126</td>
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<td>AJ-127</td>
<td>- Introduction to Government and the Judicial Branch</td>
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<td>AJ-128</td>
<td>- Public Trust and Confidence in the Judicial Branch</td>
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</tbody>
</table>
AJ-129 - Fundamentals of Court Operations

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 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. 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. 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 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

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

Conceivable: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

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

Transfer Status: CSU  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

AIRC-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

AIRC-121 - Air Conditioning Principles

Students will study concepts of electricity, control, and electrical loads found on air conditioning and refrigeration circuits. The course includes both the theory and practices of electricity applicable to the air conditioning and refrigeration industries.

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

Credit by Exam: Yes

Recommended: Completion of 3 units of MATH 310 with P grade 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

AIRC-122 - Refrigeration Principles

Students will study concepts of the vapor compression refrigeration system. The course includes both the theory and practice applicable to the mechanical function of air conditioning and refrigeration systems.

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

Credit by Exam: Yes

Recommended: 3 units of MATH 310 with P grade 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
AIRC-131 - Intermediate Air Conditioning Units: 4.5
This course specifically covers service, construction, and repair of medium to large central air conditioning systems. Students learn about comfort air conditioning systems, mechanical refrigeration systems, psychrometrics, humidification process, dehumidification process, duct systems, and Fan Laws. Students will also cover service procedures for central air conditioning systems.
Lecture Hours: 4 Lab Hours: 1.5 Repeatable: No Grading: L
Prerequisite: AIRC 121 and AIRC 122, both with C or better
Recommended: Completion of 3 units of MATH 310 with P grade 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

AIRC-132 - Refrigeration Service Units: 4.5
Students study the servicing of commercial refrigeration systems. Students learn topics including, the design and construction of walk-in coolers and freezers, cooling towers, piping and accessories, 3-phase load and control circuits, applied thermodynamics, EPA certification preparation, green and sustainable energy concepts.
Lecture Hours: 4 Lab Hours: 1.5 Repeatable: No Grading: L
Credit by Exam: Yes
Prerequisite: AIRC 121 and AIRC 122, both with C or better
Recommended: Completion of 3 units of MATH 310 with P grade 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

AIRC-138 - Work Experience Units: 1 - 8
Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.
Lecture Hours: None Lab Hours: 1.81 Repeatable: 15 Grading: O
Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

AIRC-141 - Hydronics and Air Distribution Units: 3
Students will learn the analyses, maintenance, and service of hydronic heating and cooling systems and air distribution systems for air conditioning/refrigeration. Students will analyze design calculations, heat loss/gain, friction loss, and system balancing for single and multi-zone circuitry in residential and light commercial applications. Students will also study the different types of fans/fan curves and their specific applications, a variety of pumps/pump curves and their various circuits, and new technology refrigerants and their associated systems.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Credit by Exam: Yes
Prerequisite: AIRC 131 and AIRC 132; both with C or better
Recommended: Completion of 3 units of MATH 310 with P grade 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

AIRC-142 - Air Conditioning Control Systems Units: 4
Students will study theory, application, and operation of Heating, Ventilating, and Air Conditioning (HVAC) control systems including electric, pneumatic, solid state, and digital control systems. Students will also study Energy Management Systems (EMS) and building applications, green technology, including fire/smoke, lighting, and heating and ventilation controls.
Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: L
Prerequisite: AIRC 131 and AIRC 132 both with C or better
Recommended: Completion of 3 units of MATH 310 with P grade or placement based on assessment
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

Alcohol and Drug Studies

ADS-070 - Introduction to Chemical Dependency Units: 3
This course provides students an overview of chemical dependency issues, including a historical perspective on alcohol and drug abuse and its impact on the community; the sociocultural factors that contribute to the use of drugs; issues for special populations; and the pattern and progression of chemical addiction. Students will be required to attend outside workshops or events.
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

ADS-071 - Pharmacology/Physiology of Addiction Units: 3
This course provides students with an in-depth look at the pharmacological and physiological effects of alcohol and other drugs; physical consequences of chemical dependency; and pharmacological/physiological treatment and recovery strategies.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: 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>
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<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
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<tbody>
<tr>
<td>ADS-072</td>
<td>Codependency &amp; Family Dynamics</td>
<td>3</td>
<td>This course approaches codependency from both a medical and development model approach. Students will be required to attend outside self-help workshops or events.</td>
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<td></td>
<td>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.</td>
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<tr>
<td>ADS-073</td>
<td>Case Management</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ADS-074</td>
<td>Ethics, and Personal and Professional Growth</td>
<td>3</td>
<td>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.</td>
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<tr>
<td>ADS-075</td>
<td>Individual, Family, Group Counseling</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ADS-076</td>
<td>Law and Prevention: Community Response</td>
<td>3</td>
<td>Students learn how the community responds to addiction by examining alcohol and drug laws, prevention programs, education programs, outreach programs, and referral programs.</td>
</tr>
<tr>
<td>ADS-077A</td>
<td>Supervised Practicum A</td>
<td>3</td>
<td>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 &quot;learning by doing&quot; practicum is the first half of the 255 hours required for certification and essential to adequate preparation for professional practice.</td>
</tr>
<tr>
<td>ADS-077B</td>
<td>Supervised Practicum B</td>
<td>3</td>
<td>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 &quot;learning by doing&quot; practicum fulfills the 255 hours required for certification essential to adequate preparation for professional practice.</td>
</tr>
<tr>
<td>ADS-138</td>
<td>Work Experience</td>
<td>1-8</td>
<td>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.</td>
</tr>
</tbody>
</table>

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

**Transfer Status:**
- CSU GE: None
- Degree Applicable: AA/AS
- IGETC: None

**Prerequisite:**
- ADS 070, ADS 071, ADS 073, ADS 074, and ADS 075; all with C or better

**Repeatable:**
- Yes

**Grading:**
- L
ANTH-062 - Introduction to Physical Anthropology

Students are introduced to the field of Physical Anthropology including the subtopics of biological, forensic, and medical anthropology. The course is designed to give students a general knowledge of biocultural evolution adaptation, sociobiology, applied anthropology, archaeology, comparative methodology, empiricism, and hypothesis testing. Students will also study the origins of the species, the development of culture and language, the domestication of plants and animals, and the rise of agriculture, civilization, warfare, disease, famine, and other issues of contemporary civilizations.

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D1 District GE: D1 IGETC: 4A

ANTH-063 - Introduction to Social and Cultural Anthropology

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

ARABC-001A - Elementary Arabic

Students are introduced to written and spoken Arabic as used by native speakers in the Levant. Students will develop listening, reading, writing, and speaking skills at the introductory level in Modern Standard and Levantine Arabic. Emphasis is placed on the practical and everyday use of the language and culture. The course is designed for heritage and non-native speakers of Arabic. This course corresponds to two years of high school study.

Lecture Hours: 5 Lab Hours: 0 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: None

ARABC-001B - Elementary Arabic

This course is a continuation of Arabic 001A. Students will further develop listening, reading, writing, and speaking skills at the advanced introductory level in Modern Standard and Levantine Arabic. Emphasis is placed on the practical and everyday use of the language and culture. The course is designed for heritage and non-native speakers of Arabic.

Lecture Hours: 5 Lab Hours: 0 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: None

ART-012 - Two Dimensional Design

Students are introduced to the theories and applications of two-dimensional (flat surface) form in visual art and design. Students will use a variety of media, tools, and techniques in studying line form, volume, space, value, texture, balance, proportion, movement, light and contrast. The course may include field trips.

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

Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ART-013 - Three Dimensional Design

Students are introduced to the theories and applications of design in three-dimensional form in space. Students study the elements and principles of design, using a variety of tools, techniques, and mediums which may include wire, cardboard, clay, wood, plaster, and other materials at the instructor's discretion, in a studio lab setting. Field trips may be required.

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

Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ART-014 - Color

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

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
<table>
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</table>
| ART-025 | - Expressive Drawing | 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: O Prerequisite: ART 024, with C or better equivalent
| ART-026 | - Representational Drawing and Perspective | 3 | Students will learn to draw accurate, realistic two-dimensional representations of three-dimensional objects, based on the observational skills of proportion, volume, and perspective. They will utilize media and drawing techniques which use continuous tone and/or line. Students will apply the critical thinking skills learned in prerequisite art classes to develop a creative process to express meaning and content in their art work. Students will also learn to develop and maintain a professional quality portfolio of art work. Lecture Hours: 2 Lab Hours: 4 Repeatable: 3 Grading: L Prerequisite: ART 024 with C or better |
| ART-046A | - Beginning Ceramics I | 3 | This is a course in elementary clay construction, including handbuilding 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 | 3 | 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 |
| ART-055A | - Life Drawing I | 3 | This is an advanced transfer-track course of the Visual Art program. It teaches students to draw the human figure from live models. Through practicing from “life”, and not photos, students will be able to develop and refine their observation and rendering skills. Various methods of approach and techniques will be explored. Practical emphasis on the elements and principles of design and drawing will allow students to synthesize their knowledge from previous courses and practice the basics of proportion, modeling, perspective and anatomy. This course is repeatable three times for credit. Lecture Hours: 2 Lab Hours: 4 Repeatable: 3 Grading: L Prerequisite: ART 024 with C or better |
| ART-055B | - Life Drawing II | 3 | This course is a continuation of drawing the human figure, with emphasis on continued practice of technique while developing a personal artistic direction. Topics covered will include development of full-page composition, use of multiple figures, integration of color, theme development, and refinement of personal style. Traditional and non-traditional approaches will be explored. This course is repeatable three times for credit. Lecture Hours: 2 Lab Hours: 4 Repeatable: 3 Grading: L Prerequisite: ART 055A, with C or better |
| ART-060 | - Beginning Painting I | 3 | In this studio course, students will study the fundamentals of painting technique including application of color theory, development of composition, and various practices of applying paint. Along with the development of technical skills, students will gain an understanding of how the qualities of the painting medium can be used to express personal values, observations and ideas. Traditional modes of representation as well as contemporary approaches will be explored. This course is repeatable for a total of 12 units. Lecture Hours: 2 Lab Hours: 4 Repeatable: 3 Grading: O Prerequisite: ART 014 and ART 024, both with C or better |
| ART-061 | - Beginning Painting II | 3 | Art 61 expands the students knowledge gained in Art 60, emphasizing development of personal aesthetics and composition. Conceptual issues will be introduced. Students will experiment with media, content and technique to further explore and develop their aesthetic style. This course is repeatable for a total of 12 units. Lecture Hours: 2 Lab Hours: 4 Repeatable: 3 Grading: O Prerequisite: ART 060, with C or better, or equivalent |

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<tr>
<td>ART-071</td>
<td>Introduction to Media Arts</td>
<td>3</td>
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<tr>
<td>ART-072</td>
<td>Computer Graphics</td>
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<tr>
<td>ART-074</td>
<td>Multimedia Design and</td>
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<td>ART-076</td>
<td>Portfolio Preparation and</td>
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<td>ART-078</td>
<td>Digital Video</td>
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<td>ART-079A</td>
<td>Web Design 1</td>
<td>3</td>
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<tr>
<td>ART-079B</td>
<td>Web Design 2</td>
<td>3</td>
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<td>ART-084A</td>
<td>Web Animation 1</td>
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<tr>
<td>Prerequisite</td>
<td>ART 071 or ART 072 or ART 084 or ART 084A with C or better</td>
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<td>Prerequisite</td>
<td>ART 079A with C or better</td>
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<td>Prerequisite</td>
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<tr>
<td>Prerequisite</td>
<td>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 079A or ART 079B or ART 081 or ART 083 or ART 084A or ART 084B or ART 085 or ART 089 or ART 095 or ART 100A or ART 100B; all with C or better</td>
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<td>Advisory Level</td>
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<td>District GE: None</td>
<td>IGETC: None</td>
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ART-084B - Web Animation 2  Units: 3
Students will continue to develop their skills in creating animated presentations for the web using current software and programming languages. The focus will be on developing a deeper understanding and application of scripting languages, as well as the creation of advanced projects.
Lecture Hours: 2  Lab Hours: 4  Repeatable: 3  Grading: L
Prerequisite: ART 084A with C or better
Recommended: Computer literacy and ability to work with object oriented programming
Advisory Level:
Read: 3  Write: 3  Math: 1
Transfer Status: CSU
Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-089 - Special Projects in Ceramics  Units: 3
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

ART-091 - Survey of Art History: Prehistoric Through Gothic  Units: 3
Students will study Western and Non-Western art history from the prehistoric through the Gothic periods. Course content emphasizes painting, sculpture, and architecture from the most important centers of culture, and how art reflects historical, social, political, and religious attitudes of the time. Comparative analysis of styles and artists with critical evaluation of aesthetics will be included. Topics may include prehistoric, Egyptian, Greek, Roman, Early Christian, Romanesque, Byzantine, Islamic, Medieval, and Gothic, plus units on major artistic movements that have occurred in Africa, the Americas, and Asia. A field trip may be required.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level:
Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC
Degree Applicable: AA/AS
CSU GE: C1  District GE: C1  IGETC: 3A

ART-092 - Survey of Art History: Renaissance to the Present  Units: 3
Students will study Western and Non-Western art history from the Renaissance through the present. Course content emphasizes painting, sculpture, and some architecture from the most important centers of culture, and how art reflects historical occurrences, social, political, and religious attitudes of the time. Comparative analysis of styles and artists with critical evaluation of aesthetics will be included. Topics include Early to High Renaissance, Mannerism, Baroque, Rococo, Romanticism, Impressionism, Post Impressionism, Fauvism, Cubism, Abstract Expressionism, Post Modernism. A field trip may be required.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level:
Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC
Degree Applicable: AA/AS
CSU GE: C1  District GE: C1  IGETC: 3A

ART-095 - Beginning Watercolor  Units: 3
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

ART-096 - Asian Art Appreciation  Units: 3
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

ART-098 - Directed Study in Art  Units: 0.5 - 6
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

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
Advisory Level:
Read: 3  Write: 3  Math: 2
Transfer Status: CSU/UC
Degree Applicable: AA/AS
CSU GE: B1  District GE: B1  IGETC: 5A
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 these 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
Prerequisite: ASTRO 010 with C or better
Corequisite: Or concurrent enrollment in ASTRO 010

Advisory Level: Read: 3  Write: 3  Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: B3  District GE: BL  IGETC: 5C

ATHM-094 - Individualized Skills Laboratory  
Units: 0.5 - 6

This course provides a framework for any of the disciplines listed in the catalog to offer transferable individualized Instructional courses and modules, which are designed to enrich or broaden the students' experiences beyond that which is available through the regular curriculum. Course can be taken for a maximum of 6 units.

Lecture Hours: 0  Lab Hours: 1.5 - 18  Repeatable: 11  Grading: O

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

ATHM-098 - Directed Study in Athletics-Intercollegiate Men  
Units: 0.5 - 9

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None  Lab Hours: 1.81  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

Athletics Intercollegiate Men

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 Men  
Units: 0.5 - 9

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None  Lab Hours: 1.81  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-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-004A - General Principles and Cell Biology**

Biology 004A is the first course in a two term sequence for students exploring a career in the sciences, teaching, medicine, or biochemistry. This lecture and laboratory course emphasizes scientific method, biochemistry, cell structure and function, bioenergetics, cell reproduction, genetics, laboratory techniques in molecular genetics, and microevolutionary concepts and processes. Field trips may be required.

- **Units:** 5
- **Lecture Hours:** 3
- **Lab Hours:** 6
- **Repeatable:** No
- **Grading:** L
- **Prerequisite:** MATH 013 and ENGL 092
- **Recommended:** Recently completed biology course with high B or better in high school or college (i.e. Biol 20, 21).
- **Advisory Level:** Read: None
- **Transfer Status:** CSU

**Transfer:**
- **CSU GE:** B2, B3
- **IGETC:** None

**BIOL-004B - Organismal Biology and Biodiversity**

Biology 004B is the second course in a two term sequence for students preparing for careers in the sciences, including the health sciences, biochemistry, and teaching. This lecture and laboratory course emphasizes the form and function of plants and animals, the phylogenetic relationships among the major plant and animal taxa, macroevolution and Earth history, ecology, scientific methods, and laboratory techniques. Field trips may be required.

- **Units:** 5
- **Lecture Hours:** 3
- **Lab Hours:** 6
- **Repeatable:** No
- **Grading:** L
- **Prerequisite:** BIOL 004A with C or better
- **Advisory Level:** Read: 4
- **Write:** 4
- **Math:** 3
- **Transfer Status:** CSU

**Transfer:**
- **CSU GE:** B2, B3
- **IGETC:** None

**BIOL-020 - Human Biology**

This course is intended for students in non-science majors to meet general education laboratory science requirements. The principles of human biology cover all systems of the body including structure and function, diseases, and application of biotechnology.

- **Units:** 4
- **Lecture Hours:** 3
- **Lab Hours:** 3
- **Repeatable:** No
- **Grading:** L
- **Advisory Level:** Read: 3
- **Write:** 3
- **Math:** 2
- **Transfer Status:** CSU/UC

**Transfer:**
- **CSU GE:** B2, B3
- **District GE:** B2, B3
- **IGETC:** 5B

**BIOL-021 - General Biology**

This is an introductory course for non-science majors. Students will study the general principles and basic concepts of biology. The course includes the characterization and classification of living systems, the cell, metabolism, development, health, reproduction, genetics, evolution, ecology and dissection. This course is not a course designed for biology or related pre-professional majors.

- **Units:** 4
- **Lecture Hours:** 3
- **Lab Hours:** 3
- **Repeatable:** No
- **Grading:** L
- **Recommended:** 3 units of MATH 310 with P grade or placement based on assessment
- **Advisory Level:** Read: 3
- **Write:** 3
- **Math:** 2
- **Transfer Status:** CSU/UC

**Transfer:**
- **CSU GE:** B2, B3
- **District GE:** B2, B3
- **IGETC:** 5B

**BIOL-061 - Human Heredity**

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.

- **Units:** 3
- **Lecture Hours:** 3
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** L
- **Advisory Level:** Read: 3
- **Write:** 3
- **Math:** 2
- **Transfer Status:** CSU/UC

**Transfer:**
- **CSU GE:** B2
- **District GE:** B2
- **IGETC:** 5B

**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.

- **Units:** 3
- **Lecture Hours:** 3
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** L
- **Advisory Level:** Read: 3
- **Write:** 3
- **Math:** 2
- **Transfer Status:** CSU/UC

**Transfer:**
- **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.

- **Units:** 4
- **Lecture Hours:** 3
- **Lab Hours:** 3
- **Repeatable:** No
- **Grading:** L
- **Advisory Level:** Read: 3
- **Write:** 3
- **Math:** 3
- **Transfer Status:** CSU/UC

**Transfer:**
- **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. Biology 066 is a course designed to introduce majors and non-majors to plant biology.

- **Units:** 3
- **Lecture Hours:** 3
- **Lab Hours:** 0
- **Repeatable:** No
- **Grading:** L
- **Advisory Level:** Read: 3
- **Write:** 3
- **Math:** 2
- **Transfer Status:** CSU/UC

**Transfer:**
- **CSU GE:** B2
- **District GE:** B2
- **IGETC:** 5B
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

CSI GE: B2,B3 District GE: B2, B3 IGETC: SB

BIO-072 - Human Physiology Units: 5

Students are introduced to cellular physiology and metabolism. Students study the physiological processes of the human body systems including nervous, endocrine, muscular, urinaiy, respiratory, sensory, digestive, cardiovascular and reproductive. Other topics include 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 BIOL 071) and (CHEM 001A or CHEM 015 or CHEM 030A or CHEM 032A) and MATH 013; all with C or better

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

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

CSI GE: B2,B3 District GE: B2, B3 IGETC: SB

BIO-074 - General Microbiology Units: 5

General Microbiology covers the structure and activities of microorganisms, including bacteria, viruses, protozoa, fungi, helminths and algae. Students will study the principles of microbial control, metabolism, environmental microorganism genetics, genetic engineering, disease, modes of infection, and immunity. Emphasis is on aseptic laboratory technique, and the application of microbiology to human welfare.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L

Prerequisite: CHEM 001A or CHEM 011A or CHEM 015 or CHEM 030A or CHEM 032A or CHEM 065 or CHEM 089) and (AP 003 or ANAT 001 or BIOL 001 or BIOL 071 or BIOL 072 or PHYSIO 060); all with C or better

Advisory Level: Read: 3 Write: 3 Math: 3

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

CSI GE: B2,B3 District GE: B2, B3 IGETC: SB

BIO-098 - Directed Study in Biology Units: 0.5 - 9

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O

Advisory Level: Read: 2 Write: 2 Math: None

Transfer Status: CSU Degree Applicable: AA/AS

CSI GE: None District GE: None IGETC: None

BIO-099 - Biotechnology Boot Camp Seminar Units: 1.5

Biotechnology 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

CSI GE: None District GE: None IGETC: None
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 P grade or placement based on assessment
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

BUS-007A - Business Language Skills Units: 3
Students use and apply English language skills for business letter writing. Students practice and study grammar, word and number usage, punctuation, vocabulary, spelling, and other mechanics that apply to business writing.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

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

BUS-025 - Introduction to Investments Units: 3
Students are introduced to the fundamentals of personal finance and investments and the tools used for financial planning, personal financing, and protecting their wealth. The course covers personal investments which include investing fundamentals, stocks, bonds, mutual funds, and asset allocation. The students will also be introduced to retirement planning and estate planning concepts.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

BUS-060 - Fundamentals of Business Statistics Units: 3
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 budget; marketing and promotional plans. The use of personal computers by small businesses is introduced.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU 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-082 - Introduction to Business Units: 3
Students are introduced to the business functions and practices as they have developed over time in the U.S. Students will be introduced to topics such as organizational structure and behavior, management, marketing, finance and accounting, operations and information systems, and ethical responsibilities of corporations. Special emphasis will be placed on the emergence and impact of global business, and the significance of small businesses. Underlying many of the topics will be the management aspects of planning organizing, leading and controlling of business units. Finally, the course will cover skills and attributes necessary for successful employment in the various functions of business.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 4 Write: 4 Math: 2
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
<th>Advisory Level</th>
<th>Transfer Status:</th>
<th>Degree Applicable:</th>
<th>Repeatable</th>
<th>Grading</th>
<th>IGETC</th>
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<tbody>
<tr>
<td>BUS-098</td>
<td>Directed Study in Business</td>
<td>0.5 - 9</td>
<td>Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.</td>
<td>Read: 2 Write: 2 Math: None</td>
<td>CSU GE: None District GE: None IGETC: None</td>
<td>AA/AS</td>
<td>17</td>
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<td>BUS-112</td>
<td>Advertising, Promotion, and Sales</td>
<td>3</td>
<td>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 &quot;big picture&quot; 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.</td>
<td>Read: 3 Write: 3 Math: 2</td>
<td>CSU GE: None District GE: None IGETC: None</td>
<td>AA/AS</td>
<td>No</td>
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<td>BUS-113</td>
<td>Principles of Management</td>
<td>3</td>
<td>Students study fundamental theories of management, staffing, planning, organizing, controlling and leading as well as management concepts of motivation and communications. Students will also examine the application of formal organizational structure and study the impact of individual and small group behavior on organizational processes and performance. Case studies are included.</td>
<td>Read: 3 Write: 3 Math: 1</td>
<td>CSU GE: None District GE: None IGETC: None</td>
<td>AA/AS</td>
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<td>BUS-120</td>
<td>Marketing Principles</td>
<td>3</td>
<td>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.</td>
<td>Read: 3 Write: 3 Math: 2</td>
<td>CSU GE: None District GE: None IGETC: None</td>
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<td>BUS-124</td>
<td>International Marketing</td>
<td>3</td>
<td>This course introduces students to the essentials of marketing in the global market with emphasis in a variety of areas necessary for developing and implementing a successful international marketing operation. Students will study topics which include an examination of the changing global economy; identifying and adapting to the differences in culture, legal, political, social and economic systems; product development, pricing considerations and strategies, selection of distribution channels, logistics management and promotional strategies; negotiation and personal selling.</td>
<td>Read: 3 Math: 2</td>
<td>CSU GE: None District GE: None IGETC: None</td>
<td>AA/AS</td>
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<td>BUS-126</td>
<td>Retail Management</td>
<td>3</td>
<td>Retail Management introduces students to the principles and practices of retail store operations. All major topics will be covered: consumers; site location; designing, staffing, and organizing; developing the retail offering and getting merchandise into the store; developing and controlling the merchandise plan; setting and adjusting retail prices; promotional activities; the importance of environmental influences; and financial statements and operations control.</td>
<td>Read: 3 Math: 2</td>
<td>CSU GE: None District GE: None IGETC: None</td>
<td>AA/AS</td>
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<td>BUS-135</td>
<td>Human Relations and Leadership</td>
<td>3</td>
<td>Students study basic concepts of individual, group, and organizational human behavior in relationship to interpersonal skills affecting productivity, performance, and human relations in the workplace. Students will focus on the interpersonal, informal, and formal communication processes, development of leadership, employer-employee and cross cultural relationships.</td>
<td>Read: 3 Math: 1</td>
<td>CSU GE: None District GE: None IGETC: None</td>
<td>AA/AS</td>
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<tr>
<td>BUS-138</td>
<td>Work Experience</td>
<td>1 - 8</td>
<td>Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.</td>
<td>Read: 3 Math: None</td>
<td>CSU GE: None District GE: None IGETC: None</td>
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</table>
CHEM-001A  - General Chemistry  Units: 5
This course is the first semester of the one year college level general chemistry sequence. Students will cover content of basic chemical principles: classification of matter, atomic structure and periodicity, chemical nomenclature, types of reactions, stoichiometry, thermodynamics, chemical bonds, physical states of matter and solution chemistry. This course is required for students majoring in physical and biological sciences and 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
This is the first semester of a year-long comprehensive organic chemistry course with emphasis on structure, reaction mechanisms and their kinetics. Students will study topics including 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 studies will implement methods that focus on synthesis, isolation, purification, elucidation and identification of organic structures, instrumental methods and data interpretation.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L
Prerequisite: CHEM 001B with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: 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 studies 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
This is a second-semester course in introductory chemistry covering the major classes of organic and biochemical compounds as they relate to the chemistry of life processes (i.e., metabolic pathways). Students will study hydrocarbons including aromatics, as well as alcohols, phenols, ethers, thiols, disulfides, alkyl halides, amines, aldehydes, ketones, carboxylic acids and derivatives thereof (i.e., esters, amides), carbohydrates, lipids, amino acids, vitamins, enzymes, polymers and nucleic acids. The course is designed to support students majoring in allied health-related fields and the emergency technician programs.

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

Prerequisite: CHEM 030A or CHEM 032A or CHEM 015 or CHEM 001A; all with C or better

Advisory Level: Read: 3  Write: 3  Math: 2

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

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 electronanlytical 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

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

This course provides an introduction to elementary Standard Chinese for students with no background in the Chinese language. Students will be introduced to the grammatical structure of Chinese sentences, the pronunciation and intonation of spoken Chinese, and the reading and writing of Chinese characters in simplified and/or traditional style. Students will develop listening, speaking, reading, and writing skills in elementary Chinese used in daily life and survival situations. This course corresponds to two years of high school study. Enrollment in foreign language lab CHIN 001AL is required.

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

CHIN-001A - Elementary Chinese  Units: 5

This course provides an introduction to elementary Standard Chinese for students with no background in the Chinese language. Students will be introduced to the grammatical structure of Chinese sentences, the pronunciation and intonation of spoken Chinese, and the reading and writing of Chinese characters in simplified and/or traditional style. Students will develop listening, speaking, reading, and writing skills in elementary Chinese used in daily life and survival situations. This course corresponds to two years of high school study. Enrollment in foreign language lab CHIN 001AL is required.

Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: L

Corequisite: CHIN 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

CHIN-001B - Elementary Chinese  Units: 5

This course continues CHIN 001A, an introduction to elementary Standard Chinese. Students will develop language skills using more sophisticated language structures such as additional Chinese characters, phrases with idiomatic expressions, the Pinyin Romanization, and the four-tone system in Chinese pronunciation and words. Aspects of Chinese culture such as Chinese characters and writing, shopping, taking public transportation, and celebrating Chinese New Year will be discussed. Enrollment in foreign language lab CHIN 001BL is required.

Lecture Hours: 5  Lab Hours: 0  Repeatable: No  Grading: L

Prerequisite: CHIN 001A with C or better

Corequisite: CHIN-001BL

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

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-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  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None
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
Students are taught the skills of speechmaking. Students focus on the following basic elements: rhetorical theory, researching, organizing and outlining a topic, analyzing an audience, effective use of language, ethics, effective presentation aids, critical listening, credibility, and physical delivery. Students will be required to attend speech activities outside of the classroom environment.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: A1  District GE: A1  IGETC: 1C

COMS-035 - Intercultural Communication  Units: 3
Students study communication transactions among members of differing cultures including definitions, perceptions, models, patterns, values, beliefs, customs, and attitudes that affect intercultural communication. Students will examine culture-specific modes of communication and identify factors that impede effective intercultural understanding.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: D3, E  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 study communication and decision making within the group context. Concepts such as group interaction; leadership, status and power; conflict and cohesiveness; rules and roles; verbal and nonverbal messages and problem-solving will be investigated.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: A1  District GE: A1  IGETC: None

COMS-098 - Directed Study in Communication Studies  Units: 0.5 - 9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None  Lab Hours: 1.81  Repeatable: 17  Grading: O
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

Computer Applications

CA-005 - Computer Literacy  Units: 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 use the specialist level features of Microsoft Word including: creating documents; using tables and templates; creating research papers, newsletters, and merged mailing labels. In addition, students will be using styles and creating multilevel lists, charts, and web pages. The course will prepare students for the Microsoft Word certification exam at the specialist level.

Lecture Hours: 0  Lab Hours: 3  Repeatable: No  Grading: L
Recommended: Basic touch keyboarding of 25 net words per minute

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

### CA-045D - Microsoft Word Expert Units: 1
Students learn the expert level features of Microsoft Word including: advanced table features, creating mass mailings, standardizing forms, and managing documents. Students will also be working with long documents, embedding and linking objects, and using Macros. The course will prepare students for the Microsoft Word certification exam at the expert level.

Lecture Hours: 0  Lab Hours: 3  Repeatable: No  Grading: L
Recommended: Basic touch keyboarding of 25 net words per minute

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

### CA-050D - Microsoft Excel Specialist Units: 1
Students use the specialist level features of Excel to create charts, work with built in mathematical functions, create tables, and manage large worksheets. Students will work with graphics and diagrams and save files under different file formats. Students will create excel databases and sort and filter data. The course prepares students for the Microsoft Excel certification exam at the specialist level.

Lecture Hours: 0  Lab Hours: 3  Repeatable: No  Grading: L
Recommended: Basic touch keyboarding of 25 net words per minute

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

### CA-055D - Microsoft Excel Expert Units: 1
Students use the expert level features of Excel to create charts, work with built in mathematical functions, create tables, and manage large worksheets. Students will work with graphics and diagrams and save files under different file formats. Students will create excel databases and sort and filter data. The course prepares students for the Microsoft Excel certification exam at the expert level.

Lecture Hours: 0  Lab Hours: 3  Repeatable: No  Grading: L
Recommended: Basic touch keyboarding of 25 net words per minute

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

### CA-121 - Computer Applications

#### CA-011 - Speed and Accuracy
- Units: 1
- Students will use advanced keyboarding software to improve proficiency in speed and accuracy.
- Recommended to refresh and increase keyboarding skills.
- Not repeatable.

#### CA-015A - Document Processing
- Units: 2
- Students study elements of keyboard mastery.
- Recommended: Basic touch keyboarding skill of 25 net words a minute.

#### CA-020D - Microsoft Windows
- Units: 1
- Students use Microsoft Windows to acquire fundamental computer skills.
- Recommended: Basic touch keyboarding skill of 25 net words a minute.

#### CA-030A - Internet for Beginners
- Units: 1
- Students are introduced to the internet fundamentals.
- Recommended: Basic touch keyboarding skill of 25 net words a minute.

#### CA-040D - Microsoft Word Specialist
- Units: 1
- Students use the specialist level features of Microsoft Word.
- Recommended: Basic touch keyboarding of 25 net words per minute.

#### CA-045D - Microsoft Word Expert
- Units: 1
- Students learn expert level features of Microsoft Word.
- Recommended: Basic touch keyboarding of 25 net words per minute.

#### CA-050D - Microsoft Excel Specialist
- Units: 1
- Students use the specialist level features of Excel.
- Recommended: Basic touch keyboarding of 25 net words per minute.

#### CA-055D - Microsoft Excel Expert
- Units: 1
- Students use the expert level features of Excel.
- Recommended: Basic touch keyboarding of 25 net words per minute.
**CA-060D - Microsoft Access Specialist**  
**Units: 1**

Students use the specialist level features of Microsoft Access to create database objects such as tables, queries, forms, and reports. Students will import and export data and use templates and wizards to create reports. The course will focus on concepts of good relational database design and building different types of queries. The course prepares students for the Microsoft Access certification exam at the specialist level.

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

**Recommended:** Basic touch keyboarding of 25 net words per minute

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

**Transfer Status:** None  
**Degree Applicable:** AS

**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**CA-065D - Microsoft Access Expert**  
**Units: 1**

Students use expert level features of Microsoft Access to customize forms and reports, create macros, Pivot Tables, and Pivot Charts, integrate with other applications, secure databases, and write SQL statements. Students learn to group, sort, and perform summary calculations in reports, create main forms and subforms, and add subreports to main reports. They will learn to import and export data between Access, Excel, and Word. The course prepares students for the Microsoft Access certification exam at the expert level.

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

**Recommended:** Basic touch keyboarding of 25 net words per minute and completion of CA 060D strongly recommended

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

**Transfer Status:** None  
**Degree Applicable:** AS

**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**CA-070D - Microsoft PowerPoint Specialist**  
**Units: 1**

Students use the specialist level features of Microsoft PowerPoint to develop and apply decision-making and problem solving skills in the creation, development, modification, and delivery of PowerPoint slide show presentations. Students will insert text, clip art, graphics, sounds, transitions and effects into presentations. The course prepares students for the Microsoft Access certification exam at the specialist level.

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

**Recommended:** Basic touch keyboarding of 25 net words per minute.

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

**Transfer Status:** None  
**Degree Applicable:** AS

**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**CA-075D - Microsoft PowerPoint Expert**  
**Units: 1**

Students use the expert level features of Microsoft PowerPoint to apply advanced graphics using picture correction, inserting and embedded audio and video, setting triggers for video and audio. Students will learn to modify slide transitions, apply custom animation effects to bullets, and graphs and motion paths to animation. Students will create a table from PowerPoint and Excel, create and animate a chart. The course prepares students for the Microsoft PowerPoint certification exam at the expert level.

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

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

**Transfer Status:** None  
**Degree Applicable:** AS

**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**CA-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 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-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:** 3  
- **Lab Hours:** 0  
- **Repeatable:** No  
- **Grading:** O

**Advisory Level:**  
- **Read:** 2  
- **Write:** 2  
- **Math:** None

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

**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**CA-100D - Microsoft Office**  
**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 prepares 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 groupwork 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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA-302</td>
<td>- Getting Started with Microsoft</td>
<td>0.5</td>
<td>Students will study fundamental Microsoft Windows computer skills in this open entry/open exit</td>
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<tr>
<td></td>
<td>Windows</td>
<td></td>
<td>lab. Course topics include utilizing Microsoft's Internet Explorer's (IE's) pull-down menus,</td>
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<td>searching the web, copying and saving text images (graphics), and downloading information.</td>
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<td></td>
<td>Students also study how to use an Internet mail tool (e.g., Yahoo mail) and save pages</td>
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<td></td>
<td></td>
<td>(bookmarks).</td>
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<tr>
<td>CA-303</td>
<td>- Getting Started with Microsoft</td>
<td>0.5</td>
<td>Word. Course topics include creating, saving, revising, formatting, and adding graphics to a</td>
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<tr>
<td></td>
<td>Word</td>
<td></td>
<td>document.</td>
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<tr>
<td>CA-304</td>
<td>- Getting Started with Microsoft</td>
<td>0.5</td>
<td>Excel. Course topics include how to use spreadsheets to display information, calculate formulas,</td>
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<tr>
<td></td>
<td>Excel</td>
<td></td>
<td>and replicate formulas.</td>
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<tr>
<td>CA-305</td>
<td>- Getting Started with Microsoft</td>
<td>0.5</td>
<td>PowerPoint. Students will study the fundamentals of making Microsoft PowerPoint presentations</td>
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<tr>
<td></td>
<td>PowerPoint</td>
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<td>in this open entry/open exit lab. Course topics include utilizing menus, clip art, text, images</td>
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<td></td>
<td></td>
<td></td>
<td>(graphics), panes, and templates.</td>
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<tr>
<td>CA-306</td>
<td>- Getting Started with the Internet</td>
<td>0.5</td>
<td>This is a basic computer skills course designed to teach students how to format and use</td>
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<td>graphics effectively in a variety of documents such as Word and Web pages.</td>
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<tr>
<td>CA-307</td>
<td>- Getting Started with Graphics</td>
<td>0.5</td>
<td>This is a basic computer skills course designed to teach how to install hardware devices,</td>
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<td>identify problems, and configure peripheral devices. The course includes a discussion of</td>
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<td>motherboards, I/O interfaces, processors, memory, floppy and hard disk drives, CD-ROM drives,</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>keyboards, mice, video cards, monitors, printers, and communications devices.</td>
</tr>
</tbody>
</table>

**Open Curriculum:**
- No prerequisite, corequisite, or levels

**Advisory Level:**
- Read: None
- Write: None
- Math: None

**Transfer Status:**
- None

**IGETC:**
- None

**CSU GE:**
- None

**District GE:**
- None

**Repeatable:**
- No

**Grading:**
- K

**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.
**Computer Applications**

### CA-309 - Getting Started with Writing Tools

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

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 #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

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

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

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 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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS-017E</td>
<td>Exchange Server 2003</td>
<td>3</td>
<td>This course will cover various aspects of implementing, managing and maintaining Microsoft Exchange Server 2003. It 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</td>
</tr>
<tr>
<td>CIS-018A</td>
<td>Cisco Network Essentials</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>CIS-018B</td>
<td>Cisco Router and IOS Software</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>CIS-018C</td>
<td>Cisco Local Area Network Design</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>CIS-018D</td>
<td>Cisco Wide Area Network Design</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>CIS-020A</td>
<td>Advanced XML</td>
<td>3</td>
<td>This course will build upon basic well-formed XML through the use of advanced tips and techniques to develop real world applications. Students will study XML markup language to develop advanced, real world applications. Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L Recommended: CIS 020: XML Fundamentals or equivalent strongly recommended.</td>
</tr>
<tr>
<td>CIS-021</td>
<td>Java Servlets</td>
<td>3</td>
<td>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 real world applications. Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L</td>
</tr>
<tr>
<td>CIS-020</td>
<td>XML Fundamentals</td>
<td>3</td>
<td>Students will study how to use XML to create dynamic web pages, and learn why XML is gaining popularity more rapidly than any other web technology. Students will create their own XML documents, XML document type definitions, and schemas to describe their structure and content. Students will also discover how to use cascading style sheets (CSS) to render XML documents using an ordinary web browser. Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L</td>
</tr>
<tr>
<td>CIS-020B</td>
<td>XML Fundamentals</td>
<td>3</td>
<td>Students will study how to use XML to create dynamic web pages, and learn why XML is gaining popularity more rapidly than any other web technology. Students will create their own XML documents, XML document type definitions, and schemas to describe their structure and content. Students will also discover how to use cascading style sheets (CSS) to render XML documents using an ordinary web browser. Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L</td>
</tr>
<tr>
<td>CIS-020C</td>
<td>XML Fundamentals</td>
<td>3</td>
<td>Students will study how to use XML to create dynamic web pages, and learn why XML is gaining popularity more rapidly than any other web technology. Students will create their own XML documents, XML document type definitions, and schemas to describe their structure and content. Students will also discover how to use cascading style sheets (CSS) to render XML documents using an ordinary web browser. Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L</td>
</tr>
</tbody>
</table>

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

**Transfer Status:**
- CSU: None
- District GE: None
- IGETC: None
### CIS-022 - Database Technology  Units: 3

Students will learn how to create a database, implement using SQL (Structured Query Language), and create access to the Internet. Students will study database concepts, structure, access methods, and design considerations. The class will focus on object-relational databases.

- **Lecture Hours:** 2.5
- **Lab Hours:** 1.5
- **Repeatable:** No
- **Grading:** L

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

**Transfer Status:**
- CSU
- Degree Applicable: AA/AS

**CSU GE:** None
**District GE:** None
**IGETC:** None

### CIS-024B - PHP Programming  Units: 3

PHP is the leading Web-server, Web-Site Dynamic Language used in the industry. Most Web sites use PHP than any other scripting language. Knowledge of PHP will prepare students to use this leading Web technology to develop, create, and maintain industry class Web sites.

- **Lecture Hours:** 2.5
- **Lab Hours:** 1.5
- **Repeatable:** No
- **Grading:** L

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

**Transfer Status:**
- CSU
- Degree Applicable: AA/AS

**CSU GE:** None
**District GE:** None
**IGETC:** None

### CIS-023 - JavaScript Programming  Units: 3

Students will study how to use JavaScript to create dynamic web pages, and how to add animation and interactivity to make Web pages come alive. The Document Object Model (DOM), Browser Object Model (BOM), and Dynamic HTML (DHTML) will be covered in sufficient detail to be able to develop well-formed web pages. Students will also study the characteristics of several different web browsers.

- **Lecture Hours:** 2.5
- **Lab Hours:** 1.5
- **Repeatable:** No
- **Grading:** L

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

**Transfer Status:**
- CSU
- Degree Applicable: AA/AS

**CSU GE:** None
**District GE:** None
**IGETC:** None

### CIS-023A - Advanced JavaScript - Web 2.0  Units: 3

Students will study master forms, validation and cookies, to manage hierarchical menus, XML, security, style sheets, browsers, and DOM programming. This course will provide the insights and innovative techniques to be able to develop real code for real applications.

- **Lecture Hours:** 2.5
- **Lab Hours:** 1.5
- **Repeatable:** No
- **Grading:** L

**Recommended:** CIS 023, JavaScript Programming for Web, or equivalent strongly recommended

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

**Transfer Status:**
- CSU
- Degree Applicable: AA/AS

**CSU GE:** None
**District GE:** None
**IGETC:** None

### CIS-024A - Perl Programming  Units: 3

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
- **Repeatable:** No
- **Grading:** L

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

**Transfer Status:**
- CSU
- Degree Applicable: AA/AS

**CSU GE:** None
**District GE:** None
**IGETC:** None

### CIS-024C - Python Programming  Units: 3

Python is one of the foundations of LAMP (or WAMP) application development. LAMP stands for the four pillars of the open-source community, Linux, Apache, MySQL, and Python. In addition three of the same pillars can be used for Windows development as well. Students will study how to use Python to create stand-alone applications and Web-based applications that can run all over the known computer environment.

- **Lecture Hours:** 2.5
- **Lab Hours:** 1.5
- **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-036 - Web 2.0 Programming  Units: 3

Web 2.0 Programming is about using different mature technologies in innovative ways. Students will study how to use and integrate the technologies that form the foundation of Web 2.0 (such as HTML, CSS, HTTP, JavaScript, XML, Server-Side Programming, etc.) to produce rich Web applications.

- **Lecture Hours:** 2.5
- **Lab Hours:** 1.5
- **Repeatable:** No
- **Grading:** L

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

**Transfer Status:**
- CSU
- Degree Applicable: AA/AS

**CSU GE:** None
**District GE:** None
**IGETC:** None

### CIS-037 - SQL Fundamentals  Units: 3

Students study how to use the industry standard database language - SQL (Structured Query Language), to access and manipulate relational databases. Topics include simple and multiple queries, transaction processing, database creation, dynamic and embedded SQL, and data warehousing.

- **Lecture Hours:** 2.5
- **Lab Hours:** 1.5
- **Repeatable:** No
- **Grading:** L

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

**Transfer Status:**
- CSU
- Degree Applicable: AA/AS

**CSU GE:** None
**District GE:** None
**IGETC:** None
### CIS-038 - Programming the Mobile Web

**Units:** 3  
**Description:** Students study how to create effective and rich experiences for mobile web browsers. Students also learn how to create offline applications that will be installed in the device's application menu.  
**Lecture Hours:** 2.5  
**Lab Hours:** 1.5  
**Repeatable:** No  
**Grading:** L  
**Advisory Level:** Read: 3  
**Transfer Status:** CSU  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

### CIS-041 - Introduction to Computer Information Systems

**Units:** 3  
**Description:** Students will learn basic computer concepts with an emphasis on both the personal computer and enterprise computing. Students cover topics including hardware, application and system software, the internet and World Wide Web, communications, e-commerce, societal issues, database management, systems analysis and design, programming, information systems, career opportunities, certifications in the computer field, and computer trends. Student get hands-on practice of introductory level skills in word processing, spreadsheets, database, presentation graphics, and use of the internet. Students will be exposed to a programming language.  
**Lecture Hours:** 3  
**Lab Hours:** 1  
**Repeatable:** No  
**Grading:** L  
**Advisory Level:** Read: 3  
**Transfer Status:** CSU/UC  
**CSU GE:** D7  
**District GE:** D7  
**IGETC:** None

### CIS-047 - Apache, PHP, MySQL

**Units:** 3  
**Description:** 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  
**Transfer Status:** CSU  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

### CIS-054 - C/C++ Programming

**Units:** 3  
**Description:** 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  
**Advisory Level:** CIS 041  
**Transfer Status:** CSU/UC  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

### CIS-055 - Data Structures

**Units:** 3  
**Description:** Students learn a language-independent treatment of topics including computer organization, data formats, recursion, and abstract data types. Data structures covered include abstract data types, arrays, pointers, link lists, stacks, queues, trees, heaps, hash tables, and graphs. Applications of recursion are discussed in detail. Techniques for sorting and searching, as well as measuring algorithm performance and data structure efficiency using Big-O notation, are presented.  
**Lecture Hours:** 2.5  
**Lab Hours:** 1.5  
**Repeatable:** No  
**Grading:** L  
**Prerequisite:** CIS 054 or CIS 084, both with C or better  
**Advisory Level:** Read: 3  
**Transfer Status:** CSU/UC  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

### CIS-059 - Object Oriented Design and Programming

**Units:** 3  
**Description:** Students learn the fundamentals and techniques of Object Oriented Programming (OOP). Topics covered include the elements of OOP, classes and objects, inheritance, polymorphism, overloading, overriding, member functions, member access, virtual functions, constructors, derived classes, dynamic objects, and exception handling. Modern programming and debugging techniques will be stressed throughout the course. Design Patterns and UML will also be introduced.  
**Lecture Hours:** 2.5  
**Lab Hours:** 1.5  
**Repeatable:** No  
**Grading:** L  
**Prerequisite:** CIS 054 or CIS 084, both with C or better  
**Advisory Level:** Read: 3  
**Transfer Status:** CSU/UC  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

### CIS-060 - Systems Analysis and Design

**Units:** 3  
**Description:** 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  
**Transfer Status:** CSU  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None

### CIS-062A - Introduction to PC Hardware and Diagnostics

**Units:** 2  
**Description:** Students acquire basic hands-on skills to operate and support today's personal computer (PC) hardware. Students study the hardware architecture and major components of the PC including processors, motherboards, memory, storage devices, peripherals, and video. This class prepares students to take more advanced CompTia A+ PC Technician courses.  
**Lecture Hours:** 1.5  
**Lab Hours:** 1.5  
**Repeatable:** No  
**Grading:** L  
**Advisory Level:** Read: 3  
**Transfer Status:** None  
**CSU GE:** None  
**District GE:** None  
**IGETC:** None
**CIS-062B  - A+ Core PC Hardware Technology**

Students acquire the hands-on skills needed to diagnose hardware problems, configure PC components, and replace defective computer parts. Students learn how to install boards, configure multiple hard drives, add peripheral devices, work with network adapters, solve basic printer problems, and modify CMOS setups. Other topics include diagnostic software, hardware procedures, virtualization and hard drive imaging. This class prepares students for the CompTia A+ certification exam.

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

Prerequisite: CIS 062A with C or better

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

**CIS-062C  - A+ Core PC Operating Systems Technology**

Students acquire the hands-on skills to diagnose, load and set up a wide array of operating systems. Topics include the use of the command prompt, essential utilities, boot files, file systems, OS installation procedures, Windows configuration, hard disk partitioning, backup, disaster recovery, virtualization, and hard disk imaging solutions. This class prepares students for the CompTia A+ certification exam.

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

Prerequisite: CIS 062A with C or better

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

**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.

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.

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.

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.

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 web application development architectures (J2EE and .NET). Both frameworks will be examined thoroughly for building comprehensive security into web-based applications for authentication, authorizations, role based access control, securing the wire, and signing the XML data for integrity. Students will learn to program web services with availability, access control, confidentiality, and integrity and defeat sophisticated application attacks like SQL injection, script injection from compromising web-based applications.

Lecture Hours: 2.5  Lab Hours: 1.5  Repeatable: No  Grading: L

Recommended: CIS 083 or CIS 089 or equivalent work experience is strongly recommended.

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

**CIS-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
**CIS-157 - Introduction to Unix/Linux**

Students are introduced to the Unix/Linux operating systems. Topics covered include a basic editor, shells, directory and file structure, file permissions, passwords, security, redirection, pipes, filters, regular expressions and shell programming. Additional topics include the use of I/O devices, Internet access, and an introduction to system administration.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

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

Transfer Status:
- CSU: None
- Degree Applicable: AA/AS
- IGETC: None

**CIS-158 - Linux System Administration**

Students study the concepts of Linux system administration. Topics include Linux installation, Unix/Linux file systems, managing user accounts, user shells, security, system resources, device administration, system and file backup and restore, printers and print spooling systems, TCP/IP network configuration and/or management, network access using telnet and ftp, ssh (secure shell), interface to networks using NFS 3 and SAMBA, electronic mail systems, system kernel builds, and system tuning. Students use shell scripts to demonstrate system administration.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L

Prerequisite: CIS 157 with C or better

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

Transfer Status:
- CSU: None
- Degree Applicable: AA/AS
- IGETC: None

**CNSTR-098 - Directed Study in Construction**

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: None
- Degree Applicable: AA/AS
- IGETC: None

**CNSTR-100 - Introduction to Hand and Power Tools**

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:
- CSU: None
- Degree Applicable: NAA
- IGETC: None

**CNSTR-101A - Construction Tools, Materials and Processes**

Students will learn to properly use a variety of hand and power tools that are commonly used in constructing and repairing houses. Students will also learn about materials used in the construction industry, including dimensional and engineered lumber, manufactured and green building materials, fasteners and adhesives. These tools and materials will be used to build projects in the shop.

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

Credit by Exam: Yes

Recommended: Ability to accurately measure and do calculations using feet, inches, and fractions.

Advisory Level:
- Read: 3
- Write: 3
- Math: 1

Transfer Status:
- CSU: None
- Degree Applicable: AA/AS
- IGETC: None

**CNSTR-101B - Residential Construction Framing**

Students are introduced to the requirements and techniques of properly framing residential structures per the International Building Code and local requirements. Students will lay out and frame floors, walls and ceilings, and plumb and line walls. Proper subfloor, shearwall, metal fastener installation, and light commercial application will also be covered. Students will learn to read simple floor plans and identify foundation types and parts. Green building techniques will be covered.

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

Prerequisite: CNSTR 101A with C or better, or equivalent experience

Recommended: Ability to accurately measure and do calculations using feet, inches, and fractions

Advisory Level:
- Read: 3
- Write: 3
- Math: 1

Transfer Status:
- CSU: None
- Degree Applicable: AA/AS
- IGETC: None

**CNSTR-102A - Residential Plumbing Systems**

Students will be introduced to the concepts of residential plumbing systems and green technology. The course covers the theory and practice of plumbing for residential dwellings. Students will study topics including, but not limited to, drain, waste and vent design and installation, domestic water piping systems design and installation, gas piping systems design and installation, and plumbing fixtures installation and repair.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Credit by Exam: Yes

Prerequisite: CNSTR 101A with C or better

Advisory Level:
- Read: 3
- Write: 3
- Math: 1

Transfer Status:
- CSU: None
- Degree Applicable: AA/AS
- IGETC: None

**CNSTR-102B - Residential/Commercial Wiring**

Students will study the fundamentals of residential and commercial electrical wiring including installation. Students will develop a working knowledge of circuits, GFCI (Ground Fault Circuit Interrupter), conductors, and wiring and lighting devices. Students will also study electrical codes, symbols, and safety.

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

Recommended: General math skills are needed for calculations.

Advisory Level:
- Read: 3
- Write: 3
- Math: 1

Transfer Status:
- CSU: None
- Degree Applicable: AA/AS
- IGETC: None
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 hip, jack rafters, and ridge board lengths, techniques for cutting, installing bracing and sheathing of rafters, and application of roof coverings. 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

Prerequisite: CNSTR 101A with C or better

**CNSTR-104 - Interior/Exterior Finish**  Units: 4

Students study concepts associated with the theory and practical methods for the finishing of interior and exterior surfaces related to walls, ceilings, and floors. Students will also study topics including interior and exterior wall coverings, door and window installations, and common construction defects, as well as identify green construction materials and application.

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

Credit by Exam: Yes

Prerequisite: CNSTR 101A 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

**CNSTR-105 - Concrete Construction**  Units: 4

Students will be introduced to concepts associated with concrete and many applications of concrete in residential and commercial construction. Industry standards set by the American Concrete Institute and the American Society of Testing and Materials are presented. Students are required to construct concrete forms, bend reinforcing steel, and correctly mix, place, and finish concrete. Students will also read blueprints and complete concrete materials estimates.

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

Prerequisite: CNSTR 101A 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

**CNSTR-106 - Construction Blueprint Reading, Estimating, Codes and Specifications**  Units: 3

Students will be introduced to concepts associated with blueprint reading, sketching, and interpreting light commercial and residential drawings. 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 - Principles of Contracting**  Units: 3

Students will be introduced to the principles and applications used in running a construction company including industry standards and preferred practices. Students will cover topics including, but not limited to, licensing requirements (all classifications), state and local regulations, payroll, insurance and contract obligations, business plans, marketing, accounting, computer job costs, and cost estimating.

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-109A - Basic Cabinet/Furniture Making**  Units: 3

Students are introduced to the fundamentals of tool and machine use, materials, and techniques used to build cabinetry and furniture. Students develop hands-on skills and learn safe work practices necessary to work in a shop environment. Students will learn the sequence of steps to efficiently build a project and make material cut lists. Students will learn how to improve their craftsmanship, accuracy, and ability to follow plans. Green materials will be covered.

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

Recommended: Ability to accurately measure and do calculations using feet, inches, and fractions

Advisory Level: Read: 3  Write: 3  Math: 1

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

**CNSTR-110 - Architectural Drawing and Home Planning**  Units: 3

Students will learn the fundamentals of designing a home, choosing the site area, and the most important factors involved in regional planning using a CADD (Computer Aided Design and Drafting) software. Students will prepare a set of drawings that would include plot plan, floor plan, schedules, and elevation views. They will also study codes, building methods, conventions, and drawing illustration techniques.

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

Credit by Exam: Yes

Recommended: Completion of CNSTR 106

Advisory Level: Read: 3  Write: 3  Math: 1

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

**CNSTR-115 - Blueprint Reading**  Units: 1

Students will be introduced to blueprint reading, sketching, and interpreting of light commercial and residential drawings. It includes instruction in the recognition of construction materials, procedures, including green materials, Leadership in Energy and Environmental Design (LEED), Building Information Model (BIM), and specifications from blueprints. This course also covers trade-specific symbols found on construction drawings and specifications.

Lecture Hours: 1  Lab Hours: 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 Units: 1
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 Units: 1.5
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 Units: 1
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-120 - Building Code for the Construction Industry Units: 1
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.
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 Units: 2
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.
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 Units: 3
Students are introduced to the rapidly evolving field of constructing buildings that are healthier, more durable, comfortable and sustainable, environmentally friendly, and that use less energy and water. Students study sustainable building practices, solar hot water, photovoltaic and radiant heat, improved insulation, lighting strategies, ERV (energy recovery ventilators) and HRV (heat recovery ventilators), deconstruction, optimum value engineering, SIPs (structurally insulated panel systems), ICF (insulated concrete forms), rammed earth, adobe, straw bale, green roofs, and earthcore. Field trips are required.
Lecture Hours: 3 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-128 - National Electrical Code & Calculations Units: 4
Students will be introduced to concepts associated with the electrical codes and standards, and installations in hazardous locations. Students will be able to recognize electrical code violations that are associated with residential and commercial installations. The course also prepares students for the state journeyman certification exam and other field related exams. Students will learn how to do the calculations for conduit fill, box fill, conductor sizing, load calculation transformer sizing & residential service sizing.
Lecture Hours: 4 Lab Hours: 0 Repeatable: No Grading: L
Credit by Exam: Yes
Recommended: CNSTR 102B and/or other related trade knowledge strongly recommended
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CNSTR-130 - House Building Practicum Units: 4.5
The students will join a team from the San Jose City College Construction Technology Program and build a house for low income families with a group such as Habitat for Humanity. Students will study how to use tools and construct a house. Each semester students may find us working on different stages of construction including foundations, framing floors, walls, and ceilings, stairs and roofs, heating and air conditioning, plumbing, electrical, solar, installing doors and windows, insulation, wallboard, cabinetry, siding and trim, roofing, painting, flooring, and landscaping. Projects will be located off campus and require transportation or carpooling after introductory sessions at SJCC. No experience necessary.
Lecture Hours: 3 Lab Hours: 4.5 Repeatable: No Grading: O
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
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: CSU  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None
COS-105 - Cosmetology Professional Skills Units: 11.5

This course is designed for continuing students who must meet the California State Board of Barbering and Cosmetology licensing eligibility requirement of 1600 hours. Students study health and safety standards of the profession of Cosmetology. Students apply these standards while doing practicum in 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.

Lecture Hours: 5 Lab Hours: 19.5 Repeatable: Yes Grading: L

Prerequisite: COS 010A and COS 105A both with C or better

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

Transfer Status: CSU Degree Applicable: AA/AS

COS-105A - Cosmetology Freshman Laboratory

Students will train in the technical and theoretical knowledge related to basic skills in cosmetology, current salon techniques, and trends. Emphasis is placed on application skills of hair coloring, permanent waving, chemical relaxing, hair styling, hair shaping, manicuring, facials, eyebrow arching, make-up, and scalp and hair treatments. Client safety and sanitary precautions for each practical service is emphasized.

Lecture Hours: 5 Lab Hours: 32.5 Repeatable: 1 Grading: L

Corequisite: COS 010A

Advisory Level: Read: 3 Write: 3 Math: 1

Transfer Status: CSU Degree Applicable: AA/AS

COS-105B - Cosmetology Senior Laboratory

Students are provided in-depth information 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. Students will also study the social, cultural, psychological, and business implications of a Cosmetological career.

Lecture Hours: 5 Lab Hours: 32.5 Repeatable: 1 Grading: L

Prerequisite: COS 105A with C or better

Corequisite: COS 010B

Advisory Level: Read: 3 Write: 3 Math: 1

Transfer Status: CSU Degree Applicable: AA/AS

COS-116A - Cosmetology Teacher Training I Units: 10.5

This course is for experienced, licensed Cosmetologists who want to become qualified cosmetology instructors. Students will be taught practical and theoretical principles of effective teaching methods, which includes lesson planning, oral presentations, evaluation, and test construction. Students will also study Cosmetology procedures that ensure environmental health and safety. Teacher Trainers will assist students on the clinical floor during client services under the supervision of a Cosmetology instructor.

Lecture Hours: 5 Lab Hours: 16.5 Repeatable: No Grading: L

Prerequisite: Valid California Bureau and Cosmetology license and one year, full salon industry experience.

Advisory Level: Read: 3 Write: 3 Math: 1

Transfer Status: CSU Degree Applicable: AA/AS

COS-116B - Cosmetology Teacher Training II Units: 10.5

Cosmetology Teacher Trainee II will provide students the opportunity to develop additional Cosmetology teaching skills, classroom management competencies, subject mastery skills, and expanded career options. Students will gain an additional 300 hours of lecture/demonstration and laboratory training that include technical and practical aspects of cosmetology.

Lecture Hours: 5 Lab Hours: 16.5 Repeatable: No Grading: L

Prerequisite: COS 116A with C or better

Advisory Level: Read: 3 Write: 3 Math: 1

Transfer Status: CSU Degree Applicable: AA/AS

COS-130A - Esthetics I Units: 11

Esthetics I is the first course in a sequence of two. Students will acquire the skills required to render professional services and begin to prepare students for the State Board Examination for Estheticians. The course provides students an understanding of the theory and practical operations of all pertinent subjects dealing with skin care.

Lecture Hours: 6 Lab Hours: 15 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: 1

Transfer Status: None Degree Applicable: AS

COS-130B - Esthetics II Units: 11

This advanced Esthetics course is designed for continuing students to complete State Board requirement of 600 hours. It will provide students with the skills required to render professional services. Skin care theory and practical training including the application of chemical peels, waxing, and essential oils are covered.

Lecture Hours: 6 Lab Hours: 15 Repeatable: No Grading: L

Prerequisite: COS 130A with C or better

Advisory Level: Read: 3 Write: 3 Math: 1

Transfer Status: None Degree Applicable: AS

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

Prerequisite: Valid California Bureau and Cosmetology license and one year, full salon industry experience.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANCE-010</td>
<td>Ballet, Beginning</td>
<td>1</td>
<td>In this course students will focus on the fundamentals of ballet technique while learning traditional French ballet terminology through barre and centre work. The student will be introduced to principles of alignment, port de bras, coordination, and musicality while developing strength, flexibility, control, and performance quality. The student will gain an appreciation of his/her own unique body in relation to ballet as a classical art form. Attendance at a live performance may be required. Between DANCE 010 and DANCE 011 students may take no more than 4 units.</td>
</tr>
<tr>
<td>DANCE-011</td>
<td>Ballet, Intermediate</td>
<td>1</td>
<td>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 centre 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.</td>
</tr>
<tr>
<td>DANCE-014</td>
<td>Dancers' Workshop</td>
<td>0.5</td>
<td>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.</td>
</tr>
<tr>
<td>DANCE-020</td>
<td>Jazz Dance, Beginning</td>
<td>1</td>
<td>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.</td>
</tr>
<tr>
<td>DANCE-021</td>
<td>Jazz Dance, Intermediate</td>
<td>1</td>
<td>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.</td>
</tr>
<tr>
<td>DANCE-023</td>
<td>Hip-hop Jazz, Beginning</td>
<td>1</td>
<td>This course introduces the student to the elementary skills of hip-hop dance technique. The class begins with a warm-up that addresses strength, flexibility, alignment and coordination. The student will learn basic positions, isolations, locomotor movements, and full body actions. Exploration of movement qualities will be included as well as basic rhythms and phrasing in listening and moving to music. The student will gain an understanding and appreciation of his/her own unique body in relation to hip-hop as a dynamic art form.</td>
</tr>
</tbody>
</table>
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: E2 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 furthers 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  Units: 0.5

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

### DANCE-064 - Ballroom Dance
- **Units:** 0.5
- This class introduces students to American and International style ballroom dances. Students will learn basic steps, rhythms, and partnering techniques for the Waltz, Tango, Fox trot, 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
- **Units:** 0.5
- 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, Fox trot, 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
- **Units:** 1
- 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
- **Units:** 1
- Students gain in-depth instruction in steps, rhythm 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

## Dental Assisting

### 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 1
- **Units:** 3
- Students will cover the general principles and basic concepts of anatomy and physiology of the human body with emphasis on the oral cavity, dentition, and the interrelationship of body systems, vital signs, and patient's medical and dental health. Students will cover in-depth techniques used for obtaining patient information, taking vital signs and performing an oral exam on a patient. The legal and ethical implications of promoting 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:* 3
  - *Write:* 3
  - *Math:* None
- **Transfer Status:**
  - 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 operator 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:**
  - CSU GE: None
  - District GE: None
  - IGETC: None
DENT-153  -  Beginning Dental Assisting 3  Units: 1.5

Students are introduced to policies of the Dental Assisting Program with emphasis on safe work practice and professionalism. The history of dentistry, current concepts in dental care, communication skills, and preventive dentistry are presented along with Dental Assisting functions, education, scope of practice, professional organizations, and licensure requirements for members of the dental team. This course also introduces law and ethics applicable to dentistry and library research methods. Students will practice communication concepts to demonstrate proper oral hygiene care to patients and work collaboratively to present preventive dentistry to the community.

Lecture Hours: 1  Lab Hours: 1.5  Repeatable: No  Grading: L

Corequisite: DENT 151 and DENT 152

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

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

Corequisite: DENT 155 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-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, instrument handling, 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, use and manipulation of dental materials and practicing the chairside assisting skills associated with prosthodontic procedures. Students will pour alginate impressions and construct temporary crowns and bridges and practice patient management techniques.

Lecture Hours: 1  Lab Hours: 1.5  Repeatable: No  Grading: L

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 DENT 154. Students learn about more advanced techniques including, modifications of paralleling technique, the edentulous patient, occlusal, panoramic radiography, and radiography for children. Concepts of oral pathology, pharmacology, nutrition, and in-depth coverage of medical emergencies in the dental office are presented. The student produces full mouth surveys of dental x-ray film with a minimum of errors. Successful completion of this course and DENT 154 fulfills requirements for the California Radiation Safety Certificate.

Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L

Prerequisite: DENT 154 and DENT 155 and DENT 156; all with C or better and current CPR Certification (Adult/Infant/Child)

Corequisite: DENT 162

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

Transfer Status: None  Degree Applicable: AS

CSU GE: None  District GE: None  IGETC: None

DENT-162  -  Intermediate Dental Assisting 2  Units: 2

This highly technical course builds on the fundamental skills acquired in previous courses. Students will study duties associated with operative dentistry and Registered Dental Assistant (RDA) as described in the California Dental Practice Act. Students are taught to a level of proficiency that meets the required skills for the RDA State Board examination and California Dental Law and Ethics.

Lecture Hours: 1  Lab Hours: 3  Repeatable: No  Grading: L

Prerequisite: DENT 156 with C or better, and current enrollment in the full-time Dental Assisting program

Corequisite: DENT 161

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, Periodontis, 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

DENT-164  -  Expanded Dental Assisting 2  Units: 0.5

This course is an introductory course in managing the business office of a dental practice using a computerized management system. The student will apply skills necessary to bill dental insurance, schedule appointments, maintain a recall system, develop telephone etiquette, manage filing systems, update patient accounts and treatment plans. Students will learn basic bookkeeping systems, develop financial arrangements and accounts receivable, and practice professional written and verbal communication skills. In addition, the student will learn marketing, dental law, ethics, and legal responsibilities as they pertain to the business office and HIPAA (Health Insurance Portability and Accountability Act).

Lecture Hours: 0.25  Lab Hours: 0.75  Repeatable: No  Grading: L

Prerequisite: DENT 156 with C or better

Corequisite: DENT 163

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

Transfer Status: None  Degree Applicable: AS

CSU GE: None  District GE: None  IGETC: None
DENT-165 - Advanced Dental Assisting 1 Units: 0.5
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

DENT-171 - Clinical Dental Assisting 1 Units: 2.5
Students will participate in a clinical internship in a general dental practice for approximately 100-120 hours. During clinic internship the student will practice performing chairside assisting, supportive, and laboratory functions according to the criteria described by the American Dental Association of the Commission on Dental Accreditation, the Dental Practice Act, and the Dental Board of California. This course also focuses on the ethical principles of the dental profession established in the American Dental Association (ADA), and the California Dental Association Code of Ethics. In addition, the Dental Assisting National Board's (DANB) Code of Conduct is presented as guidelines for professional conduct.
Lecture Hours: 0.5 Lab Hours: 6 Repeatable: No Grading: L
Prerequisite: DENT 154 and DENT 155 and DENT 156, all with C or better
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

DENT-172 - Clinical Dental Assisting 2 Units: 2.5
This course is a supervised clinical internship. Students will practice intermediate Registered Dental Assistant (RDA) skills in a dental office with a team of dental healthcare providers under the guidance of a supervising instructor and licensed dentist. Students will increase skills and knowledge to achieve clinical-level dental assisting and RDA skills. The course includes in-depth coverage in securing and maintaining employment, laws governing employment, and CAL-OSHA's Employee's Right to Know act.
Lecture Hours: 0.5 Lab Hours: 6 Repeatable: No Grading: L
Prerequisite: DENT 171 with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

DENT-173 - Clinical Dental Assisting 3 Units: 2.5
This course is the third supervised clinical internship in a dental office. Students will practice advanced Registered Dental Assistant (RDA) skills in a specialty dental office with a team of dental healthcare providers under the guidance of a supervising instructor and licensed dentist. Students will increase skills and knowledge to achieve clinical level dental assisting and RDA skills. The course includes coverage of the addiction process and chemical dependency, diversion programs, and recovery as they relate to dentistry. Students will learn how to recognize and report child, elder, and dependent abuse. Students will also be introduced to diversity issues and career planning.
Lecture Hours: 0.5 Lab Hours: 6 Repeatable: No Grading: L
Prerequisite: DENT 172 with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

DENT-181 - Dental Radiation Safety License Units: 2
In this dental radiation safety course students will study how to expose and develop diagnostically effective traditional dental x-rays while following all infection control, radiation asepsis, radiation safety, and radiation exposure techniques. Students will learn supplemental techniques, such as computerized digital radiography, modification of paralleling technique, the edentulous patient, occlusal, panoramic, radiography for children and special needs patients. Upon successful completion of this course, students will earn a Dental Radiation Safety Certificate (X-Ray License).
Lecture Hours: 1.5 Lab Hours: 1.5 Repeatable: No Grading: K
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

DENT-182 - Pit and Fissure Sealant Techniques Units: 0.5
This course meets the requirements of Pit and Fissure Sealant Course approved by the Dental Board of California. Students must possess a current R.D.A. license and C.P.R. card in order to enroll. Students will study dental oral anatomy and physiology, tooth morphology, oral pathology, histology, and normal/abnormal anatomical tooth descriptions. Sealant basics, materials, criteria, preparation, placement technique, and application, are taught in a laboratory and clinical setting. Students will practice infection control, moisture control and application of sealants on partners.
Lecture Hours: 0.25 Lab Hours: 0.75 Repeatable: No Grading: L
Prerequisite: 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

DISP-172 - Public Safety Dispatcher-Update Units: 1 - 5
This variable unit course is designed to provide necessary and required continuing professional training to public safety dispatchers as required by The Commission on Peace Officer Standards and Training (POST). Students will study radio procedures, radio systems, telephone procedures, legal updates and emergency dispatching techniques.
Lecture Hours: 0.91 - 4.69 Lab Hours: 1.37 - 6.7 Repeatable: Yes 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
SJCC Course Catalog

Early Childhood Education

**ECE-016 - Storytelling for Children**  
Units: 2

Students will learn to use storytelling based on developmental stages, to extend or reinforce learning in a variety of curricular areas, to integrate several curricular areas, and to engage children in active learning. This experiential course will involve students as storytellers, building their knowledge and skills in storytelling. This course is recommended to meet the area of specialization in language and literacy for the Child Development Master Teacher permit.

Lecture Hours: 2  
Lab Hours: None  
Repeatable: No  
Grading: L

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

Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**ECE-017 - Language Development and Early Literacy**  
Units: 2

Students will learn how language acquisition and emergent literacy occurs during the preschool years. Students study 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. Students perform off-campus observations/field trips.

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 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

Students will participate in supervised field teaching experience with children in this final course in the Early Childhood Education program. The theory hours are designed to help students develop teaching skills to meet individual learner needs. Additional topics include job responsibilities and interaction among parents, public, child, and the total school staff. Students plan and implement activities in the assigned lab sites or at their job sites. This course is required for both the certificate and AS degree.

Lecture Hours: 3  
Lab Hours: 9  
Repeatable: No  
Grading: L

Prerequisite: ECE 101 and ECE 104 and ECE 105 all with C or better, TB clearance, and fingerprinting clearance as required by California Department of Justice

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

Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**ECE-104 - Art, Crafts, Creative Activities**  
Units: 2

Students are introduced to the value of arts, crafts and creative activities in the classroom. Students will explore the distinction between arts and crafts and how these experiences support positive brain development in young children. Developmental levels of children will be examined in planning and selecting appropriate creative experiences for children. Students will gain experience in planning and presenting creative experiences for children. This course is required for a certificate and AS degree in Early Childhood Education.

Lecture Hours: 1  
Lab Hours: 3  
Repeatable: No  
Grading: L

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

Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None
**ECE-106 - Administration and Supervision of Early Childhood Programs I**

Students will be introduced to the principles and practices of administration and supervision of early childhood education programs. Topics include program goals and philosophies, the roles and responsibilities of program directors, licensing requirements and other regulations, program organization and planning, budgeting, staffing, working with parents and the community, and professionalism.

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

Recommended: Completion of 12 units in Early Childhood Education including core courses in Child Development, Child Family and Community and Programs/Curriculum.

**ECE-107 - Child, Family and Community**

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

**ECE-108 - Health and Safety in Child Care**

Students will study health and safety issues and procedures for child care providers. Students will learn to improve health and safety procedures at home and workplaces. The course includes topics on germs and illness, daily health inspection skills, health procedures, first aid, and emergency medical techniques. The student will earn a Medic First Aid certificate specifically designed for those working with children. This course is required for a certificate for an A.S. degree in Early Childhood Education.

Lecture Hours: 2  Lab Hours: None  Repeatable: No  Grading: L

**ECE-109 - Rhythm, Music, Movement Activities for Children**

Students are introduced to working with children in rhythm, music, and movement activities. The predominant theories of movement education, rhythm, and music will be discussed and experienced. Students will examine the developmental levels of children by selecting appropriate lessons. They will critique a wide variety of rhythm, music, and movement activities 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

**ECE-110 - Administration and Supervision of Early Childhood Programs II**

Students are provided an in-depth study in administration and supervision of early childhood education programs focusing on program quality, and working with staff, parents, and the community. Topics include decision making, management styles, team building, communication in the workplace, marketing and public relations, program evaluation, professionalism, and ethics in early childhood programs. Course meets the California State requirement for site supervisor and program director permits.

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

Recommended: Completion of 12 units in Early Childhood Education including core courses in Child Development, Child Family and Community and Programs/Curriculum.

**ECE-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.

**ECE-142 - Supervising Adults-The Mentor Teacher**

Students study the methods and principles of supervising student teachers in early childhood classrooms. Students also study the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents, and other staff. Students will be required to complete off-campus classroom observations.

Lecture Hours: 2  Lab Hours: None  Repeatable: No  Grading: L

Recommended: Completion of 12 units in Early Childhood Education including core courses in Child Development, Child Family and Community and Programs/Curriculum.
Students study the factors that promote successful inclusion of children from birth to 5 years with special needs in typical early education and care settings. Students will learn how to adapt the classroom environment and curriculum so children with special needs can successfully be included in typical early childhood settings. Students also learn what to do when concerns arise, early warning signs, how to refer children suspected of having a disability, and how to work more effectively with families. Students will explore emotional issues and feelings that surround inclusion. Legal resources available to families whose children have special needs will also be introduced.

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

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

ECE-146  -  Child Guidance and Discipline  Units: 2

Students study how to manage the behavior of children using a variety of communication, guidance, and discipline strategies. Students will learn to distinguish between typical developmentally appropriate behaviors, and atypical behaviors that jeopardize the health, safety, and welfare of self and others. Students will also learn to support children in the development of self-regulation skills.

Lecture Hours: 2  Lab Hours: None  Repeatable: No  Grading: L

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

ECE-147  -  Multicultural/Anti-bias Curriculum for Children  Units: 2

Students study principles and practices of implementing Anti-Bias Curriculum for children. Students will examine expectations for care-giving/child-rearing practices, teacher-child interaction guidelines, conflicts and issues in multicultural education, and setting culturally responsive and non-bias environments and experiences for all children.

Lecture Hours: 2  Lab Hours: None  Repeatable: No  Grading: L

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

ECE-191  -  Infant Toddler Development  Units: 3

Developmentally-appropriate programs for children from birth to age 3 require special knowledge, skill, and program design. This course provides an overview of the child’s development during the first three years and examines the components of quality care of infants and toddlers. Family/caregiver interactions, the physical environment, health and safety policies and staff concerns are addressed.

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

Prerequisite: FCS 070 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-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-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

- Emergency Medical Responder  Units: 1.5

This course is for non-ambulance professional rescuers who are first to arrive at an emergency medical scene. Topics covered are patient assessment, CPR review, splinting, emergency childbirth, and shock and wound management. Students successfully completing this course will receive First Responder Certification and will be eligible to take the National Registry of Emergency Medical Technicians First Responder test. An instructor-organized ambulance ride along is required.

Lecture Hours: 0.5  Lab Hours: 3  Repeatable: No  Grading: K

Prerequisite: Students must be 18+ years at the start of class and have American Heart Association CPR for Healthcare Providers current through the end of class.

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

EMS-010 - Emergency Medical Technician -  Units: 6

B

Students will acquire the theory, skills, and knowledge necessary to earn an EMT-B certificate of completion in compliance with Department of Transportation (DOT) standards. National Registry of Emergency Medical Technician (NREMT) skills testing is included in the course. Upon course completion the student must take a National Registry written exam through a NREMT approved testing site. This course meets state and national standards for EMT-B training and is approved by Santa Clara County Emergency Medical Services as preparation for EMT-B certification. Students must provide own transportation to a mandatory ride-along and clinical experience.

Lecture Hours: 4  Lab Hours: 6  Repeatable: 1  Grading: L

Prerequisite: American Heart Association CPR-Certification Healthcare Provider card, current throughout the length of the program, and student must be 18 years of age prior to first day of class per certification requirements

Recommended: Completion of MA 004, or equivalent knowledge in anatomy, physiology, and medical terminology

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None
**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  
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-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  
Prerequisite: ENGL 104 or ENGL 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-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  
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  
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  
Prerequisite: ENGL 104 or ENGL 092 and ENGL 102 or READ 101 (or 4 units of 101S) or ESL 091; all with C or better or placement based on assessment  
Advisory Level:  
Read: None  
Write: None  
Math: None  
Transfer Status: CSU/UC  
Degree Applicable: AA/AS  
CSU GE: C2  
District GE: 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  
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
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
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
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 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: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 3B

ENGL-079 - Memoir Writing
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
Students will study the literary contributions of both Mexican and Mexican American writers from the early 20th Century to the present. The course is designed to heighten critical awareness of the image of the Mexican American in distinct genres of literature. The focus is on the relationship of the literature to society and the various themes contained in the literature.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: (ENGL 092 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,D3 District GE: C2, D3, ES IGETC: None

ENGL-081 - Introduction to African American Literature
This course introduces students to African American literature from the late 18th century to the present. The focus of the course is on African American literature as it relates to culture, society, and ideology. Topics such as heritage, racial pride, political struggle for respect, and gender issues will be included. Students will read representative literature including poetry, essays, short stories, drama, and novels from major periods of African American writing that influenced society. The course is designed to heighten awareness of African American literature as a major contribution to American literature.
Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: (ENGL 104 or ENGL 092) and (ENGL 102 or READ 101) or ESL 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
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
Students will study representative American literature from 1865 to the present with some emphasis on social and cultural backgrounds. This course includes works of writers of the Realist, Naturalist, Modernist, and Contemporary movements.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: (ENGL 104 or ENGL 092) and (ENGL 102 or READ 101), all with C or better or placement based on assessment
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 3B
ENGL-086A - Survey of English Literature I Units: 3
This course introduces students to the first part of a two part series surveying the development of English (Anglophone) Literature from its beginnings in the 8th Century AD through the 18th Century. Students will read and discuss significant examples of epic, lyric, drama, and prose writings of the finest authors writing in English (exclusive of American English). The course will contain lectures, discussions, group work, and other student-centered learning activities. Evaluations will be based on in and out of class analytical essays, examinations, research reports, and class work.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: (ENGL 092 or ENGL 104) and (ENGL 102 or READ 101), all with C or better.
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 3B

ENGL-086B - Survey of English Literature II Units: 3
This course introduces students to the second part of a two part series surveying the development of English (Anglophone) Literature from the 18th Century to the present. Students will read and discuss significant examples of epic, lyric, drama, fiction, and prose writings of the finest authors writing in English (exclusive of American English). The course will contain lectures, discussions, group work, and other student-centered learning activities. Evaluations will be based on in and out of class analytical essays, examinations, research reports, and class work.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: (ENGL 092 or ENGL 104) and (ENGL 102 or READ 101), all with C or better.
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 3B

ENGL-092 - Essay Development Units: 4
Students will focus on the writing of short compositions in response to readings reflecting sentence variety, syntactic complexity, and paragraph efficiency using a variety of rhetorical modes. Students will also read college-level materials and write responses to the readings. Students will edit compositions for punctuation, spelling, and capitalization errors. This course prepares students for English 001A, the General Education transfer English Composition course.
Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: L
Prerequisite: ESL 092 or ENGL 322 and (ENGL 330 or ENGL 335) or READ 301 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/UC Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

ENGL-098 - Directed Study Units: 0.5 - 9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O
Prerequisite: ESL 092 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 Units: 4.5
This course is designed to develop students’ competence in basic writing skills two levels below English 1A. Students cover topics including the steps of the writing process, the development of paragraphs and short multi-paragraph compositions, the writing of summaries, and the basic rules of standard English usage. The lab component provides individualized writing help for each student.
Lecture Hours: 4 Lab Hours: 1.5 Repeatable: No Grading: K
Prerequisite: READ 350 or (ESL 312 and ESL 313), all with P grade or placement based on assessment
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

English as a Second Language

ESL-091 - College Reading and Writing 2 Units: 6
Students will study patterns of essay organization, relationships of paragraphs within essays, author's purpose, audience, tone, and mood. Student will read materials that highlight cross-cultural content and contemporary issues. Students will also acquire skills in the development and organization of ideas in coherent, well-developed paragraphs and in writing essays that require research. Concurrent enrollment in ESL 091L is required for computer-assisted and instructor-guided practice. This course is designed for non-native speakers of English one level below English 1A.
Lecture Hours: 6 Lab Hours: None Repeatable: No Grading: O
Prerequisite: ESL 302 with P grade or placement based on assessment
Corequisite: ESL 091L
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

ESL-091L - ESL Skills Development Lab Units: 0.5
The content of this lab will facilitate skills development for ESL 091. It is designed to supplement classroom instruction by providing students the opportunity to work on an individualized basis with software, web-based materials, and essays previously assigned by the ESL instructor and to receive individual critique of their written work. Students must enroll concurrently in ESL 091.
Lecture Hours: 0 Lab Hours: 1.5 Repeatable: No Grading: K
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
Non-native speakers of English will gain the academic listening and speaking skills required to be successful in the mainstream college level classroom. Students focus on note-taking, class participation, expression of personal ideas, presentation skills, and extracting information from various audio and visual media. Concurrent enrollment in .5 unit of ESL 194 for computer-assisted listening and speaking practice and instructional assistance or a Service Learning project is strongly recommended.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: K
Prerequisite: ESL 314 or 315 or (ESL 312 and 313); all with P grade or placement based on assessment.
Recommended: SJCC: Concurrent enrollment in ESL 194 is strongly recommended
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

ESL-106  -  Grammar for Writers II
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 with P grade 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
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
Students will focus on development of multi-paragraph essays that have a clearly stated thesis that controls the logical development of ideas and demonstrates a high level of fluency and accuracy in sentence grammar and word choice. Students will study readings that demonstrate the ways writers organize and express ideas in different genres and for a variety of rhetorical purposes. Reading materials will include articles, essays, and short literary works highlighting current issues and topics of interest across cultures. Concurrent enrollment in ESL 302L is required for computer-assisted and instructor-guided practice. This course is designed for non-native speakers of English two levels below English 1A.
Lecture Hours: 6  Lab Hours: 0  Repeatable: No  Grading: K
Prerequisite: ESL 313 and ESL 312, both with P grade 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
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
Students read and write compositions of multiple 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. ESL 312 is a high-intermediate writing course for non-native speakers of English three levels below English 1A.
Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: K
Prerequisite: ESL 322 and ESL 323 and ESL 324, all with P grade or placement based on assessment.
Corequisite: ESL 312L
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

ESL-312L  -  ESL Skills Development Lab
The content of this lab will facilitate skills development for the ESL 312 course. It is designed to supplement classroom instruction by providing students the opportunity to work on an individualized basis with software and web-based materials previously assigned by the ESL instructor, to attend workshops on grammar and composition, and to receive individual critique by an ESL instructor on assignments written for ESL 312.
Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K
Corequisite: ESL 312
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

ESL-313  -  Introduction to College Reading
Non-native speakers at a high-intermediate level of English proficiency read and respond to college-level texts, demonstrating literal and critical comprehension, and expand vocabulary for academic purposes. Concurrent enrollment in (ESL 312 or ESL 314 or ESL 317) and ESL 194 is strongly recommended.
Lecture Hours: 3  Lab Hours: 0  Repeatable: No  Grading: K
Prerequisite: (ESL 322 and ESL 323 and ESL 324) or (ENGL 321S or 3 units of ENGL 321S or 6 units of ENGL 340S) or placement based on assessment
Recommended: Concurrent enrollment in (ESL 312 or ESL 314 or ESL 317) and ESL 194 is strongly recommended.
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None
### ESL-314 - Advanced Listening and Speaking Skills

Students refine listening comprehension and speaking skills in academic, vocational, and social contexts at the high intermediate level. Concurrent enrollment in (ESL 312 or ESL 313 or ESL 316 or ESL 317) and ESL 194 is strongly recommended.

- **Lecture Hours:** 3
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** K
- **Prerequisite:** ESL 324 with P grade or placement based on assessment
- **Recommended:** Concurrent enrollment in (ESL 312 or ESL 313 or ESL 316 or ESL 317) and ESL 194 is strongly recommended.

#### Advisory Level
- **Read:** None
- **Write:** None
- **Math:** None

#### Transfer Status
- **IGETC:** None
- **CSU GE:** None
- **District GE:** None
- **Degree Applicable:** NAA

### ESL-316 - Grammar for Writers 1

ESL 316 is an intensive grammar course for ESL writers at a high-intermediate level of language proficiency. Students focus on a wide range of grammatical and syntactical structures in meaningful contexts and builds accuracy and fluency in oral and written discourse. Concurrent enrollment in (ESL 312 or ESL 313 or ESL 314 or ESL 317) and ESL 194 is strongly recommended.

- **Lecture Hours:** 3
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** K
- **Prerequisite:** ESL 322 with P grade or placement by based on assessment
- **Recommended:** Concurrent enrollment in (ESL 312 or ESL 313 or ESL 314 or ESL 317) and ESL 194 is strongly recommended.

#### Advisory Level
- **Read:** None
- **Write:** None
- **Math:** None

#### Transfer Status
- **IGETC:** None
- **CSU GE:** None
- **District GE:** None
- **Degree Applicable:** NAA

### ESL-317 - English Pronunciation 3

This course is designed to enable adult learners of English to acquire more native-like speech. Emphasis is placed on global aspects of speech such as stress, intonation and pitch, rhythm, linking, blending, and assimilation of sounds in connected discourse as well as proper articulation of vowels, consonants, and consonant blends and pronunciation of grammatical word endings. Multimedia and online resources supplement the course. Concurrent enrollment in ESL 194 is strongly recommended for computer-assisted grammar and writing practice and instructional assistance.

- **Lecture Hours:** 3
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** K
- **Prerequisite:** ESL 324 with P grade or placement by based on assessment
- **Recommended:** Concurrent enrollment in (ESL 312 or ESL 313 or ESL 314) and ESL 194 is strongly recommended.

#### Advisory Level
- **Read:** None
- **Write:** None
- **Math:** None

#### Transfer Status
- **IGETC:** None
- **CSU GE:** None
- **District GE:** None
- **Degree Applicable:** NAA

### ESL-322 - Paragraph Development

ESL 322 is an intermediate writing course for non-native speakers of English. Students write paragraphs and journals on various topics to acquire grammar, writing, and lexical skills. Concurrent enrollment in ESL 194 is strongly recommended for computer-assisted grammar and writing practice and instructional assistance.

- **Lecture Hours:** 5
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** K
- **Prerequisite:** ESL 332 with P grade or placement based on assessment
- **Recommended:** Concurrent enrollment in (323 or 324 or 327) and ESL 194 is strongly recommended.

#### Advisory Level
- **Read:** None
- **Write:** None
- **Math:** None

#### Transfer Status
- **IGETC:** None
- **CSU GE:** None
- **District GE:** None
- **Degree Applicable:** NAA

### ESL-323 - Reading and Vocabulary Development

Non-native speakers at an intermediate level of proficiency in English focus mainly on reading comprehension and vocabulary development and engage in discussion and writing activities. Concurrent enrollment in (ESL 322 or ESL 324 or ESL 327) and ESL 194 is strongly recommended.

- **Lecture Hours:** 3
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** K
- **Prerequisite:** ESL 333 with P grade or placement based on assessment
- **Recommended:** Concurrent enrollment in (322 or 324 or 327) and ESL 194 is strongly recommended.

#### Advisory Level
- **Read:** None
- **Write:** None
- **Math:** None

#### Transfer Status
- **IGETC:** None
- **CSU GE:** None
- **District GE:** None
- **Degree Applicable:** NAA

### ESL-324 - Listening and Speaking Skills

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.

- **Lecture Hours:** 4
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** K
- **Prerequisite:** ESL 334 with P grade or placement based on assessment
- **Recommended:** Concurrent enrollment in (ESL 322 or ESL 323 or ESL 327) and ESL 194 is strongly recommended.

#### Advisory Level
- **Read:** None
- **Write:** None
- **Math:** None

#### Transfer Status
- **IGETC:** None
- **CSU GE:** None
- **District GE:** None
- **Degree Applicable:** NAA

### ESL-327 - English Pronunciation 2

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 P grade 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
- **IGETC:** None
- **CSU GE:** None
- **District GE:** None
- **Degree Applicable:** NAA

### ESL-332 - Basic Writing Skills 2

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 instructional assistance.

- **Lecture Hours:** 4
- **Lab Hours:** None
- **Repeatable:** No
- **Grading:** K
- **Prerequisite:** ESL 342 with P grade or placement based on assessment
- **Recommended:** Concurrent enrollment in ESL 194 is strongly recommended.

#### Advisory Level
- **Read:** None
- **Write:** None
- **Math:** None

#### Transfer Status
- **IGETC:** None
- **CSU GE:** None
- **District GE:** None
- **Degree Applicable:** NAA
ESL-333  -  Basic Reading Skills 2  Units: 3
Non-native speakers who are at a low-intermediate level of proficiency in English need to 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 P grade 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 P grade 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 need to develop reading and vocabulary skills by focusing on strategies for literal and critical comprehension of a variety of reading materials. Students also practice speaking, writing, pronunciation, and spelling. Concurrent enrollment in (ESL 342 or ESL 344) and ESL 194 is strongly recommended.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: K
Recommended: Concurrent enrollment in (ESL 342 or ESL 344) and ESL 194 is strongly recommended.
Open Curriculum: An assessment test is required prior to first day of class
Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

ESL-344  -  Basic Listening and Speaking 1  Units: 5
Students learn basic listening comprehension and speaking skills and gain understanding of American culture at a high beginning level. Class activities and assignments focus on aural comprehension, discussion, and pronunciation within general academic and social contexts. Concurrent enrollment in ESL 344L is required for technology-based listening and speaking practice with lab assistance.
Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: K
Corequisite: ESL 344L
Open Curriculum: An assessment test is required prior to first day of class
Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

ESL-344L  -  ESL Skills Development Lab  Units: 0.5
The content of this lab facilitates acquisition of listening and speaking skills for successful completion of ESL 344. It is designed to supplement classroom instruction by providing listening materials, interactive software, conversation and pronunciation workshops.
Lecture Hours: 0  Lab Hours: 1.5  Repeatable: No  Grading: K
Corequisite: ESL 344
Recommended: Some basic knowledge of or exposure to English.
Advisory Level:  Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
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<tbody>
<tr>
<td>ESL-351</td>
<td>Intensive English 1</td>
<td>8</td>
<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>
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<td>Lecture Hours: 6 Lab Hours: 6 Repeatable: No Grading: K</td>
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<td>CSU GE: None District GE: None IGETC: None</td>
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<tr>
<td>ESL-352</td>
<td>Intensive English 2</td>
<td>8</td>
<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>
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<td>Lecture Hours: 6 Lab Hours: 6 Repeatable: No Grading: K</td>
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<td>Prerequisite: ESL 322 and ESL 323 and 324; all with P grade or placement based on assessment</td>
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<td>Transfer Status: None Degree Applicable: NAA</td>
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<td>CSU GE: None District GE: None IGETC: None</td>
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<td>ESL-353</td>
<td>Intensive English 3</td>
<td>8</td>
<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>
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<td>Lecture Hours: 6 Lab Hours: 6 Repeatable: No Grading: K</td>
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<td>Prerequisite: ESL 312 and ESL 313 with P grade or placement based on assessment</td>
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<td>ENVIR-010</td>
<td>Environmental Science</td>
<td>4</td>
<td>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.</td>
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<td>Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L</td>
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<td>CSU GE: B1,B2,B3 District GE: B1, B2, B3 IGETC: 5A,5B</td>
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<tr>
<td>ETH-020</td>
<td>African American Culture</td>
<td>3</td>
<td>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.</td>
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<td>Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L</td>
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<td>Advisory Level: Read: 3 Write: 3 Math: None</td>
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<tr>
<td>ETH-026</td>
<td>Vietnamese Women in the U.S.</td>
<td>3</td>
<td>Students study the phenomena of gender, race and ethnicity in the history of the United States, focusing upon the Vietnamese American experience. Historical origins of Vietnamese identity, as well as those social, political, and economic systems, and processes, and key events, which have yielded important consequences for gender stratification among Vietnamese American women will be covered.</td>
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<td>Lecture Hours: 3 Lab Hours: None 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/UC Degree Applicable: AA/AS</td>
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<td>CSU GE: D3, D4 District GE: D3, D4, D7, ES IGETC: 4C, 4D</td>
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<tr>
<td>ETH-027</td>
<td>Introduction to Race &amp; Ethnicity</td>
<td>3</td>
<td>in American History Students will critically explore the phenomena of race and ethnicity in the history of the United States. Examining the socio-political realities of power, students analyze the processes by which racial stratification occurs. Particular emphasis is placed on the socio-historical experiences of major, subordinate ethnic groups in America -- African Americans, Mexican Americans, Asian Americans, and Native Americans. Students critically analyze major theoretical approaches to understanding the circumstances that have shaped present race relations in America and various Ethnic Studies paradigms.</td>
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<td>Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L</td>
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<td>CSU GE: D3, D6 District GE: D3, D6, ES IGETC: 4C, 4F</td>
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<tr>
<td>ETH-030</td>
<td>Chicana/o Culture</td>
<td>3</td>
<td>Students study the development of Mexican and Chicana/o culture in Mexico and the U.S. Southwest including theory, an analysis of the concept of culture and its application to the Mexican and Chicano community. Emphasis will be placed on the cultural history as well as the socio-psychological realities in the study of people of Mexican origin. Other areas of interest include the Pre-Columbian period, the religions and philosophies, art, language, music, folklore, and lifestyles of the Chican/o.</td>
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<td>Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L</td>
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<td>Advisory Level: Read: 3 Write: 3 Math: None</td>
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<td>CSU GE: C2, D3 District GE: C2, D3, D7, ES IGETC: 3B, 4C</td>
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</tbody>
</table>
Facilities Maintenance Technology

FMT-100 - Introduction to Facilities Maintenance
Units: 3.5

This course introduces students to industrial maintenance and operations, and OSHA-approved industrial safety procedures and practices. Students acquire knowledge in and apply the use of basic tools and specialized equipment for use in lubrication, maintenance, electrical operation, and repair for industrial facilities equipment.
Lecture Hours: 3 Lab Hours: 1.5 Repeatable: No Grading: L
Credit by Exam: Yes
Recommended: Mechanical aptitude, and good command of communication skills.
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

FMT-104 - Electrical Concepts for Facilities Maintenance Technicians
Units: 2.5

Students are introduced to the concepts of electricity and its safe use as commonly used in large facilities: single phase and three phase generation, electrical distribution, single phase motors, electrical efficiency, and power factor correction.
Lecture Hours: 2 Lab Hours: 1.5 Repeatable: No Grading: L
Credit by Exam: Yes
Prerequisite: FMT 100 with C or better
Recommended: Prior completion of AIRC 121 and AIRC 122 is strongly recommended
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

FMT-105 - Introduction to Industrial Electronics and Controls
Units: 2.5

Students of Facilities Maintenance Technology will develop a working knowledge of the common electronic control devices used in industry. Students will learn the use of sophisticated electronic test equipment.
Lecture Hours: 2 Lab Hours: 1.5 Repeatable: No Grading: L
Credit by Exam: Yes
Prerequisite: FMT 100 with C or better
Recommended: Completion of AIRC 121 and AIRC 122 is strongly recommended
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

FMT-122 - Introduction to Programmable Logic Controllers
Units: 4

Students will study principles of programmable logic controllers (PLCs) operation. Students learn control applications using PLCs in a systematic approach involving problem analysis, ladder diagrams, selection of PLC input and output modules, programming logic functions, and testing. Students will focus on implementation of simple applications in the laboratory.
Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Credit by Exam: Yes
Prerequisite: FMT 100 with C or better
Recommended: It is helpful to have experience using a PC and completed CIS 041
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

FMT-123 - Intermediate Programmable Logic Controllers
Units: 4

Students will learn advanced topics of programmable logic controllers (PLCs) programming. Students study how control applications will be applied to control systems for factory automation and robotic applications. Students will focus on implementation of intermediate applications in the laboratory.
Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: FMT 122 with C or better
Recommended: Students should be comfortable working with office applications on the Windows desktop. Familiarity with the Rockwell Automation RSLogix 5000 integrated development environment is a plus.
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

Family and Consumer Studies

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 fallacies.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

FCS-070 - Child Development
Units: 3

Students will study the child from the prenatal period through adolescence. The physical, social-emotional and cognitive aspects of development are explored. This course is required for ECE majors and recommended for nursing and psychology majors, and anyone wanting to understand the development of children. Transferable: Equivalent to C.D. 60 at SJSU.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D9, E District GE: D9, E IGETC: None
FREN-001A - Elementary French  
Units: 5

Students develop elementary skills in listening, reading, speaking and writing. Students acquire vocabulary and grammatical structures and patterns necessary for comprehension of native spoken and written French at the novice level. This course includes discussion of French culture and daily life. Concurrent enrollment in French 001AL is required. This course corresponds to two years of high school study.

Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: L
Corequisite: FREN 001AL
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSUUC  Degree Applicable: AA/AS
CSU GE: C2  District GE: C2  IGETC: 6A

FREN-001AL - Foreign Language Lab - French  
Units: 0.5

The Foreign Language Laboratory supplements classroom instruction for French 001A. The students will use audio and video media as well as computer programs and the Internet to improve fluency, comprehension and written expression in the target language as well as exploration of cultural components related to the target language. This course is a corequisite for FREN 001A.

Lecture Hours: 0  Lab Hours: 1.5  Repeatable: No  Grading: K
Corequisite: FREN 001A
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSUUC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

FREN-002A - Intermediate French  
Units: 5

Students develop intermediate skills in listening, reading, speaking and writing. Students acquire vocabulary and grammatical patterns and structures necessary for comprehension of standard spoken and written French at the intermediate level. This course includes an expanded discussion of French culture and daily life.

Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: FREN 001B with C or better
Corequisite: FREN 002AL
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSUUC  Degree Applicable: AA/AS
CSU GE: C2  District GE: C2  IGETC: 6A, 3B

FREN-002AL - Foreign Language Lab - French  
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: CSUUC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

FREN-002B - Intermediate French  
Units: 5

Students continue to develop intermediate skills in listening, reading, speaking and writing. Students acquire vocabulary and grammatical patterns and structures necessary for comprehension of standard spoken and written French at the intermediate level. An emphasis on the reading of novels, short stories, poems and plays in French as a means of enhancing basic French language skills. This course includes an expanded discussion of French culture and daily life.

Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: FREN 001A or FREN 016, both with C or better
Corequisite: FREN 002BL
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSUUC  Degree Applicable: AA/AS
CSU GE: C2  District GE: C2  IGETC: 6A, 3B
FREN-002BL - Foreign Language Lab - French 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 GE: None Degree Applicable: AA/AS 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 Degree Applicable: AA/AS

CSU GE: C2 District GE: C2 IGETC: 3B

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

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

GEOG-011 - Introduction to Cultural Geography Units: 3

Students will explore the human elements of geography, including population distribution, land use patterns, religion, language, trade, economics, migration, development, and political landscapes. Students will study the correlation of these human elements with physical elements using maps, globes, mapping exercises, and possibly a field trip.

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

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

Transfer Status: CSU UC Degree Applicable: AA/AS

CSU GE: 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 principles and processes. It is the physical geology lab for the lecture course GEOL 010. Together the two courses meet the lab GE requirement.

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

Corequisite: GEOL 010

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

**Transfer Status:**
- CSU/UC: Degree Applicable: AA/AS
- CSU GE: B1,B3
- District GE: B3
- IGETC: 5A

**GEOL-012  - Natural Disasters  Units: 3**

Students study the effects of natural Earth processes on humans. Major topics include earthquakes, volcanoes, landslides, tsunami, floods, hurricanes, meteorite impacts, and climate change. The causes, risks and associated issues for the natural disasters are analyzed within the framework of earth sciences.

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

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

**Transfer Status:**
- CSU: Degree Applicable: AA/AS
- CSU GE: B1
- District GE: B1
- IGETC: None

**Global Studies**

**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: 4G

**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

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

**Transfer Status:**
- CSU: Degree Applicable: AA/AS
- CSU GE: D7
- District GE: D7
- IGETC: 4G

**GLOBL-006  - America in Global Perspective  Units: 3**

Students will be introduced to multidisciplinary and international perspectives regarding cultural attitudes, values, and practices. In addition, the course will offer a systematic analysis of American cultural practices and America's impact on foreign cultures and countries.

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

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

**Transfer Status:**
- CSU: Degree Applicable: AA/AS
- CSU GE: C2
- District GE: D7
- IGETC: None

**GLOBL-007  - Global Citizenship/ Civics  Units: 3**

Students will acquire knowledge and skills to gain a better understanding of multicultural perspectives on national and transnational political issues, the global economy, and worldwide social development. A major focus of this course is on what it means to be a responsible citizen of the world. Students will be encouraged to envision and effect positive change in their communities and develop an understanding of how local, national, and global challenges affect them, and how their actions affect others in the world.

Lecture Hours: 3  Lab Hours: 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: None
- IGETC: None

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GUIDE-085 - 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-087 - College Study Techniques  Units: 3
Students learn study skill techniques and strategies to build confidence as a college student including identifying individual learning styles, effective study habits, and reducing test anxiety. Students identify personal and educational values and create a plan for college success. Students learn problem solving and creative thinking skills, and will be introduced to the library and resources. Emphasis is on acquisition of skills for the attainment of life-long success in academic and personal development.
Lecture Hours: 3  Lab Hours: 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: E  IGETC: None

GUIDE-096 - Career and Life Planning  Units: 3
Students examine and investigate choices for an occupation, as well as attainment of life-long success in academic, professional, and personal development. Students will complete, interpret, and analyze self-assessments to set realistic personal and career goals. Skills required for employment will be introduced and practiced.
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-097 - Orientation to College  Units: 1
Students develop skills necessary to access information for college success, including goal setting, the identification of college facilities and resources, the understanding of policies, programs, course offerings, and services. Students will also learn about certificate programs, general education requirements for transfer and graduation, as well as the registration process and basic educational planning.
Lecture Hours: 1  Lab Hours: None  Repeatable: No  Grading: 0
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

GUIDE-098 - Directed Study in Guidance  Units: 0.5 - 9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None  Lab Hours: 1.81  Repeatable: 17  Grading: O
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

GUIDE-100 - Diagnostic Learning  Units: 0.5
This course is designed for the student whose learning style has impeded academic performance in traditional classroom settings. The primary objectives of the course are to inform students of services and accommodations provided through the Disabled Students Program for those who have a specific learning disability.
Lecture Hours: 0.5  Lab Hours: None  Repeatable: Yes  Grading: K
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

GUIDE-102 - Diagnostic Learning - Reading Strategies
An intensive individualized course for students who have difficulty reading due to a weakness in one or more of the learning modalities involved in the reading process. Individual objectives as determined in Diagnostic Learning will involve skill areas such as left-to-right visual tracking, decoding, sight vocabulary, reading rate, and comprehension skills. Curriculum materials appropriate to the student's needs will be used in achieving course objectives. Class size is limited and enrollment restricted to those students who qualify under Title V.
Lecture Hours: 0.5  Lab Hours: 1.5  Repeatable: Yes  Grading: K
Prerequisite: GUIDE 100
Corequisite: Or concurrent enrollment in GUIDE 100
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

GUIDE-104 - Diagnostic Learning - Writing Strategies
This is an individualized course designed for students who can work independently with specific learning disabilities and whose learning problems have impeded the mastery of writing skills such as organization, structure, fluidity, punctuation and grammar. Class size is limited.
Lecture Hours: None  Lab Hours: 3  Repeatable: 2  Grading: K
Open Curriculum: No prerequisite, corequisite or levels
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None
### SJCC Course Catalog

#### Guidance

**GUIDE-108 - Diagnostic Learning - Mathematical Strategies**

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**: 0.5  
- **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  
- **Math**: None  
- **CSU GE**: None  
- **District GE**: None  
- **IGETC**: None

**GUIDE-115 - Computer Assisted Instruction**

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-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**: 0  
- **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-130 - College Success**

Students learn to be successful college students and develop skills for transitioning through college. Students also learn to navigate college systems and processes, develop effective study strategies, do career/major exploration, identify personal learning style, and complete an educational plan. Self-assessment, major/career research skills, and time management will be covered.

- **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**: E  
- **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  
- **Transfer Status**: None  
- **Degree Applicable**: NAA  
- **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**: 0  
- **Repeatable**: No  
- **Grading**: L  
- **Advisory Level**: Read: 3 Write: 3 Math: None  
- **Transfer Status**: CSU/UIC  
- **Degree Applicable**: AA/AS  
- **CSU GE**: E  
- **District GE**: E  
- **IGETC**: None

### Health Science

**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.

- **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-012 - EMT Refresher**

EMT-1 recertification course approved by Santa Clara County Emergency Medical Services. A current California EMT-1 certification with a lapse of less than 24 months is required. Additional Continuing Education Units (CEUs) may be required to meet certification requirements when the EMT-1 is lapsed more than 6 months.

- **Lecture Hours**: 0  
- **Lab Hours**: 1.5  
- **Repeatable**: 3  
- **Grading**: K  
- **Prerequisite**: Current EMT-1 California certification with a lapse of no more than 24 months and Current American Heart Association Healthcare provider CPR card.

- **Advisory Level**: Read: 3 Write: 3 Math: 1  
- **Transfer Status**: None  
- **Degree Applicable**: NAA  
- **CSU GE**: None  
- **District GE**: None  
- **IGETC**: None

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**Notes:**

- **IGETC**: None  
- **CSU GE**: None  
- **District GE**: None  
- **Transfer Status**: CSU  
- **Read**: 3  
- **Write**: 3  
- **Math**: None

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**SJCC Course Catalog**

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**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  
- **IGETC:** 4C, 4D, 4F

**HI-ST-010A**  -  **Development of Western Culture**  Units: 3

Students study the political, cultural, and philosophical development of Western culture and society through the study of the institutions, thought and the literary and artistic expression of the ancient world and medieval society of Europe to the Reformation. Emphasis is placed on understanding the facets of modern civilization by tracing the social, cultural, and political thought of the past. Students are also introduced to the ideas/accomplishments of significant men and women in each period.

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

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

- **Transfer Status:** CSU/UC  
- **Degree Applicable:** AA/AS  
- **CSU GE:** D6  
- **District GE:** D6  
- **IGETC:** 3B

**HI-ST-010B**  -  **Development of Western Culture**  Units: 3

Students study the development of Western culture and society through the study of the institutions, thought and the literary and artistic expression from the Renaissance to modern times. Emphasis is placed on understanding the facets of modern civilization by tracing the social, cultural, and political thought of the past. Students are also introduced to the ideas/accomplishments of significant men and women in each period.

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

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

- **Transfer Status:** CSU/UC  
- **Degree Applicable:** AA/AS  
- **CSU GE:** D6  
- **District GE:** D6  
- **IGETC:** 3B

**HI-ST-011A**  -  **World History to 1500**  Units: 3

Students are introduced to the world's regions and civilizations as interconnected entities from antiquity to 1500. Students will examine the fundamental economic, social, political, and ideological elements of human culture in historical context. Students are also introduced to the ideas and accomplishments of significant men and women in each period and region.

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

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

- **Transfer Status:** CSU  
- **Degree Applicable:** AA/AS  
- **CSU GE:** D6  
- **District GE:** D6  
- **IGETC:** None
**HI ST-011B - World History From 1500** Units: 3

Students are introduced to the world's regions and civilizations as interconnected entities from 1500 to the present. Students will examine the fundamental economic, social, political, and ideological elements of human culture in historical context. Students are also introduced to the ideas and accomplishments of significant men and women in each period and region.

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

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: D6 District GE: D6 IGETC: None

**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 survey course examines 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: 4C, 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

Credit by Exam: Yes

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
Japanese

JAPAN-001A - Elementary Japanese  
Units: 5

Students are introduced to reading, writing, and speaking skills in novice-level Japanese. Students will learn the sound, grammar, and writing systems of Japanese. Students will also study the language in the context of Japanese culture and history. This course corresponds to two years of high school study and is not recommended for native speakers of Japanese.

Lecture Hours: 5  
Lab Hours: None  
Repeatable: No  
Grading: L

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

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

CSU GE: C2, D4  
District GE: C2, D4, ES  
IGETC: 3B, 4D

JAPAN-001B - Elementary Japanese  
Units: 5

This course is a continuation of Elementary Japanese 001A. Students are provided continuing practice in the basic communication skills of speaking, reading, and writing of Japanese. Sixty five (65) new Chinese characters will be taught. Customs and cultural aspects will be discussed.

Lecture Hours: 5  
Lab Hours: None  
Repeatable: No  
Grading: L

Prerequisite: JAPAN 001A with C or better

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

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

CSU GE: C2  
District GE: C2  
IGETC: 6A

JAPAN-002A - Intermediate Japanese  
Units: 5

This course is a continuation of Intermediate Japanese 001B. Students review and expand knowledge of the structure of the Japanese language. Students practice speaking, reading, and writing at intermediate-level of Japanese language competency. Students also continue to learn social and cultural aspects of Japan including different levels of speech to reflect different strata of Japanese society.

Lecture Hours: 5  
Lab Hours: None  
Repeatable: No  
Grading: L

Prerequisite: JAPAN 002A with C or better

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

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

CSU GE: C2  
District GE: C2  
IGETC: 3B, 4D

JAPAN-002B - Intermediate Japanese  
Units: 5

This course is a continuation of Japanese 002A. Students review and expand their knowledge of the structure of the Japanese language. Students practice speaking, reading, and writing at the high-intermediate level of Japanese language competency. Students also continue to learn social and cultural aspects of Japan including different levels of speech to reflect different strata of Japanese society.

Lecture Hours: 5  
Lab Hours: None  
Repeatable: No  
Grading: L

Prerequisite: JAPAN 002A with C or better

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

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

CSU GE: C2  
District GE: C2  
IGETC: 3B, 6A

Journalism

JOURN-021 - 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: CSU/UC  
Degree Applicable: AA/AS

CSU GE: D7  
District GE: D7  
IGETC: 4G

JOURN-022 - News Writing and Reporting for the Media  
Units: 3

Students are introduced to the fundamentals of gathering and organizing information, and writing selected news and feature stories for print, electronic, and social media. Students explore the development of multiple reliable sources while covering stories of campus news. Students are introduced to interview techniques, ethical and legal issues in reporting, preparation of content for various media outlets, and Associated Press style.

Lecture Hours: 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

JOURN-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
JOURN-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 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

JOURN-032C - Newspaper Lab - Beginning  Units: 3
Editorial Management and Advertising
This course provides instruction in management of the newspaper, including editing, leadership, and organization. Students will also develop and manage advertising for the newspaper.
Lecture Hours: 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-032D - Newspaper Lab-Production and  Units: 3
Design
Students will illustrate and design newspaper pages. Students use state of the art publications laboratory with the latest industry software to produce the college's print and online newspaper.
Lecture Hours: 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-035A - Introduction to Editorial  Units: 1
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.
Lecture Hours: 0.5  Lab Hours: 1.5  Repeatable: No  Grading: L
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  Units: 1
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 create 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.
Lecture Hours: 0.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: JOURN 035A with C or better
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

JOURN-035C - Intermediate Editorial  Units: 1
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.
Lecture Hours: 0.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: JOURN 035B with C or better
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

JOURN-035D - Advanced Editorial Management  Units: 1
Students will acquire advanced level skills of managing the production and 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 manage workflow, resolve conflicts, develop strategic plans, solve problems, work under pressure, meet deadlines, coach staff, and assume leadership skills. This course is designed for editors of the college print and online newspaper.
Lecture Hours: 0.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: JOURN 035C with C or better
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

JOURN-098 - Directed Study  Units: 0.5 - 9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None  Lab Hours: 1.81  Repeatable: 17  Grading: O
Advisory Level:  Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
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.

Recommended: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

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

KINAM-010 - Intercollegiate Baseball Units: 3
Student athletes practice and participate in men's intercollegiate baseball. Students will develop skills in leadership, team play, sportsmanship, and in balancing academics and athletics. Students may also participate in college and community activities.

Lecture Hours: 0 Lab Hours: 10 Repeatable: 3 Grading: L

Prerequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws.

Recommended: Previous participation in high school varsity, or equivalent, is highly recommended

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

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.

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 Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

KINAM-018 - Intercollegiate Cross-Country - Men Units: 3
Student athletes will practice in men's intercollegiate cross-country competition. Students will improve skills in leadership, team play, sportsmanship, and in balancing academics, and athletics. Students may also participate in college and community activities.

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 Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

KINAM-020 - Intercollegiate Football Units: 3
Student athletes practice and participate in men's intercollegiate football. Students will develop skills in leadership, team play, sportsmanship, and in balancing academics and athletics. Students may also participate in college and community activities.

Lecture Hours: 0 Lab Hours: 10 Repeatable: 3 Grading: L

Prerequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws.

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

KINAM-024 - Intercollegiate Golf Units: 3
Student athletes will practice and participate in men's intercollegiate golf competition. Students will develop skills in leadership, team play, sportsmanship, and in balancing academics and athletics. Students may also participate in college and community activities.

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 Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

KINAM-048 - Intercollegiate Track and Field - Men Units: 3
Student athletes will practice for intercollegiate competition in men's track and field. They will improve skills in leadership, team play, sportsmanship, and in balancing academics and athletics. Students may also participate in college and community activities.

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 Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
KINAW-012  - Intercollegiate Basketball -  Women  
Units: 3
Student athletes will practice and participate in women'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.
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  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

KINAW-018  - Intercollegiate Cross-Country -  Women  
Units: 3
Student athletes will practice for women's intercollegiate cross-country competition. Students will improve skills in leadership, team play, sportsmanship, and in balancing academics, and athletics. Students may also participate in college and community activities.
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  Degree Applicable: AA/AS
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.
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  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

KINAW-048  - Intercollegiate Track and Field -  Women  
Units: 3
Student athletes will practice for intercollegiate competition in women's track and field. They will improve skills in leadership, team play, sportsmanship, and in balancing academics and athletics. Students may also participate in college and community activities.
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  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

KINAW-052  - Intercollegiate Volleyball  
Units: 3
This is a physical education volleyball activity course with an emphasis on intercollegiate competition in team sports. Students will be involved in physical conditioning, skill development, team work development, development of competition strategies, and intercollegiate league play. Students may also participate in college and community activities.
Lecture Hours: 0  Lab Hours: 10  Repeatable: 3  Grading: L
Corequisite: Medical examination clearance and athletic eligibility. Commission on Athletics Constitution and By-Laws.
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

KINPE-008  - Archery  
Units: 1
Students develop the fundamental skills of archery as a target shooting sport. Students acquire knowledge in the safe use and proper care of tackle, along with range safety.
Lecture Hours: 0  Lab Hours: 3  Repeatable: 3  Grading: L

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

KINPE-009  - Badminton  
Units: 1
Students will learn the basic skills, rules, and strategies of badminton for singles, doubles, and mixed doubles play. The class is for all skill levels.
Lecture Hours: 0  Lab Hours: 3  Repeatable: 3  Grading: L

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

KINPE-010  - Baseball Hitting  
Units: 1
Students develop the physical and mental skills involved in hitting a baseball. Addressed are the fundamentals involved in stroke, hitting strategy, and role of hitting in offensive schemes.
Lecture Hours: 3  Lab Hours: 0  Repeatable: 3  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: E  IGETC: None
KINPE-011 - Baseball Fundamentals
Units: 1
Baseball Fundamentals emphasizes team defensive concepts. Students will develop skills in outfield play, infield play, catching, and pitching.
Lecture Hours: 0  Lab Hours: 3  Repeatable: 3  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: E  IGETC: None

KINPE-012 - Basketball
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.
Lecture Hours: 0  Lab Hours: 3  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

KINPE-013 - Advanced Football
Units: 1
Students study the advanced plays, and scoring of offensive and defensive strategies of football. Students will also review the rules and etiquette of playing in a football game.
Lecture Hours: 0  Lab Hours: 3  Repeatable: 3  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: E  IGETC: None

KINPE-019 - Tae Kwon Do
Units: 1
Students learn the forms, techniques, practice, and etiquette of Tae Kwon Do. Students acquire techniques of Tae Kwon Do including basic forms, basic kicking, and combination of kicking and punching, and self-defense.
Lecture Hours: 0  Lab Hours: 3  Repeatable: 3  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: E  IGETC: None

KINPE-023 - Cardio Kickboxing
Units: 1
Cardio kickboxing is an aerobic conditioning activity combining punches, kicks, and other kickboxing moves. Students acquire kickboxing skills designed to enhance cardiovascular endurance, muscular strength, and balance and coordination.
Lecture Hours: 0  Lab Hours: 3  Repeatable: 3  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: E  IGETC: None

KINPE-024 - Beginning Golf
Units: 1
Students develop the fundamentals of a golf swing using irons, fairway woods, and driver. Students will acquire putting, chipping, and pitching skills, information on rules, scoring, etiquette, and course play. Students will be required to pay for range balls and green fees.
Lecture Hours: 0  Lab Hours: 3  Repeatable: 3  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: NAPPR  District GE: E  IGETC: None

KINPE-024A - Intermediate Golf
Units: 1
Students develop intermediate golf skills through instruction, practice, and golf play on local golf courses. Students will acquire 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: 0  Lab Hours: 3  Repeatable: 3  Grading: L
Recommended: Beginning golf class
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: E  IGETC: None

KINPE-030 - Fit for Life
Units: 1
This is a physical activity course designed to develop student fitness. The focus will be on cardiorespiratory endurance, muscle endurance, strength, and flexibility through a variety of exercises. Students will learn about the effects of nutrition and diet on body composition and weight control.
Lecture Hours: 0  Lab Hours: 3  Repeatable: 3  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: E  IGETC: None
KINPE-038 - Soccer - Recreational  Units: 1
Students increase their knowledge and physical skills required for playing soccer successfully. This course is open to all skill levels.
Lecture Hours: 0  Lab Hours: 3  Repeatable: 3  Grading: L

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

KINPE-039 - Hatha Yoga  Units: 1
Students will learn to control body, breath and mind through exercises, asanas (poses), breathing (pranayamas) and meditation techniques. Students will study techniques to increase flexibility, endurance, balance, and ways to enhance the ability to concentrate. The practice of yoga also encourages stress release.
Lecture Hours: 0  Lab Hours: 3  Repeatable: 3  Grading: L

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

KINPE-040 - Softball  Units: 1
This physical activity course is designed to teach students softball skills. Students will learn the skills of pitching, hitting, fielding, catching, base running, throwing, sliding, and team offense and defense.
Lecture Hours: 0  Lab Hours: 3  Repeatable: 3  Grading: L

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

KINPE-041 - Pilates Mat Workout  Units: 1
Students apply the principles of "Pilates" to resistance exercises on the mat to improve muscle strength, joint stability, flexibility, and postural alignment. Emphasis is placed on active movement integrating alignment, breath, control, flow, and precision. Students must provide their own exercise mat.
Lecture Hours: 0  Lab Hours: 3  Repeatable: 3  Grading: L

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

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.
Lecture Hours: 0  Lab Hours: 3  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

KINPE-044 - Core, Alignment, and Resistance  Units: 1
Exercise on the Ball
This exercise course focuses on the "core" muscles, bones, and joints of the abdomen and back of the human body. Students will utilize the stability ball and resistance apparatus to improve and encourage postural alignment, muscle strength, joint stability, mobility, and flexibility. Modifications of the exercises will be included to make this non-to-low impact class suitable for all fitness levels.
Lecture Hours: 0  Lab Hours: 3  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

KINPE-048 - Track and Field  Units: 1
Students will acquire and develop the track and field skills of sprinting, endurance running, throwing of track and field implements, and jumping in track and field activities.
Lecture Hours: 0  Lab Hours: 3  Repeatable: 3  Grading: L

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

KINPE-052 - Volleyball  Units: 1
Students participate in a volleyball activity class and learn skills of passing, setting, spiking, serving, blocking, and team offense and defense. The class is for all skill levels.
Lecture Hours: 0  Lab Hours: 3  Repeatable: 3  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: E  IGETC: None
### KINPE-055 - Aerobics with Music  
**Units: 1**

Students will learn how to improve or maintain cardio-vascular fitness using music for motivation. Safety, strength, flexibility, and nutrition components will be included. Modifications for various fitness levels will be taught.

Lecture Hours: 0  
Lab Hours: 3  
Repeatable: 3  
Grading: L

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

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: E  
IGETC: None

### KINPE-056 - Weight Training  
**Units: 1**

This physical activity course is designed for the purpose of establishing muscular strength and fitness. Students will learn various weight lifting techniques with progressive weight resistance exercises. In addition, students may also perform cardio and core workouts.

Lecture Hours: 0  
Lab Hours: 3  
Repeatable: 3  
Grading: L

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

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: E  
IGETC: None

### 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.

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: D7  
District GE: D7  
IGETC: None

### LABOR-020 - Workers' Rights  
**Units: 1**

The basic rights of employees under the state and federal labor laws form the content of this class. The scope of this class includes the legal rights and obligations of employees, unions and employers. Emphasis is placed on employee’s rights to organize, picket and strike in the context of the laws covering collective bargaining in both private and public collective sectors. The structure and procedures of governmental regulatory agencies charged with the enforcement of employment law are examined.

Lecture Hours: 1  
Lab Hours: None  
Repeatable: No  
Grading: O

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

### LABOR-022 - Labor Negotiations and Dispute Resolution  
**Units: 1**

The aim of this class is to provide an overview of the collective bargaining process in modern labor relations. Emphasis will be on ways labor and management both compete and collaborate in the process of determining wages and conditions of employment. Alternative dispute resolution systems will be examined and evaluated as possible tools for solving workplace problems. Examples of actual disputes will be analyzed utilizing both the role play and the case study approaches.

Lecture Hours: 1  
Lab Hours: None  
Repeatable: No  
Grading: O

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

### LABOR-023 - Labor in American Society  
**Units: 1**

The aim of this class is to provide an understanding of the principles and beliefs that have served as the foundation of American trade unionism. The history of American unionism will be examined with emphasis on understanding the varieties of ways unions have advanced the interests of their members and workers in general. Current examples of union innovation based on the traditions of labor will be explored.

Lecture Hours: 1  
Lab Hours: None  
Repeatable: No  
Grading: O

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

### LABOR-024 - Leadership and Communication  
**Units: 1**

This course introduces interpersonal leadership skills in the context of union and community organizations. Primary attention is given to active listening, confrontation and problem solving techniques in work and community settings. Volunteer motivation and accountability methods and coalition building strategies are developed. The effective management of small group meetings is also emphasized.

Lecture Hours: 1  
Lab Hours: None  
Repeatable: No  
Grading: O

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

### LABOR-025 - Labor Organizing and Political Action  
**Units: 1**

This course introduces the techniques utilized in the formation of labor unions in the public and private sectors. It further studies the ways modern unions function in the political arena.

Lecture Hours: 1  
Lab Hours: None  
Repeatable: No  
Grading: O

Advisory Level:  
Read: 2  
Write: 2  
Math: None

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None
LABOR-031 - Survey of Contemporary Labor/ Social Issues for Activists
Units: 1
This course will provide students knowledge about key contemporary issues and enhance their analytical and problem-solving skills needed to manage the complex processes of negotiation, bargaining, compromise, and political action. The course will focus on how to use the political process, organize and educate on issues such as education, a living wage, crime and substance abuse and health care for workers and their families. The course is intended for all students who wish to increase their leadership skills and engage in more effective social action.
Lecture Hours: 1 Lab Hours: 0 Repeatable: No Grading: O
Recommended: This is an introductory course. Students should have had coursework relating to any discipline in the social sciences, either in high school, junior college, or from work experience.
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

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: 0 Repeatable: No Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

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-038 - 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-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 Technology

LASER-100 - Introduction to Photonics
Units: 4
Laser 100 is the introductory course which will lead to an AS Degree in Laser Technology. Students study the principles, techniques and skills tasks typically performed by an entry-level laser/electro-optics technician. Topics covered include laser and optics principles, laser performance analysis, and good laser lab and manufacturing practices.
Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Credit by Exam: Yes
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LASER-101 - Laser Optics
Units: 4
Laser Optics is the second course in the series leading to an AS degree in Laser Technology. Students study laser matrix optics, electro-optic modulators, and the troubleshooting of common beam problems. Laser resonators, beam propagations and aberrations are emphasized.
Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: LASER 100 with C or better
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
**LASER-102  - Intermediate Laser Technology  Units: 4**

Intermediate Laser Technology is the third course in a series leading to an AS degree in Laser Technology. Students study in-depth theory and treatment of pulsed and solid state lasers.

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<th>Course Details</th>
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<td>Lecture Hours: 3</td>
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Prerequisite: LASER 102 with C or better

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**LE-158  - PC 832 - Firearms  Units: 0.5**

This course is designed for public safety personnel requiring annual updates, recertification, or remediation mandated by the California Peace Officer Standards and Training. The course covers the legal requirements for carrying and using a firearm within the scope of their job duties. Participants are instructed in the safe handling of firearms and techniques of shooting.

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<th>Course Details</th>
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<tr>
<td>Lecture Hours: 0.46</td>
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</table>

Prerequisite: Criminal history clearance by the Dept. of Justice as stated by the California Penal Code.

**LE-160  - Basic Police Academy, Modular, Level III  Units: 4**

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.

<table>
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<tr>
<th>Course Details</th>
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<tbody>
<tr>
<td>Lecture Hours: 5.37</td>
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</table>

Prerequisite: Completion of POST Level II course Entry Requirements

Valid California Driver’s License

Medical exam clearance by licensed physician

Department of Justice clearance per Penal Code section 13511.5

**LE-154  - Basic Police Academy  Units: 22 - 27**

This variable hour 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.

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<th>Course Details</th>
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<tr>
<td>Lecture Hours: 34.2 - 42</td>
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</table>

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

**Law Enforcement**

**LE-116  - PC 832, Laws of Arrest  Units: 1**

This course is certified by the Commission on Peace Officer Standards and Training (POST) and meets the content and hour requirements established by POST. Students will study professional orientation, laws of arrest, search, seizure, evidence, preliminary investigations, communications and arrest techniques. This course satisfies PC 832 requirements for entry level but does not include the firearms portion. This course may be offered as a component for Correctional Officer Core Course or the Reserve Police Officer Modules.

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<th>Course Details</th>
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<td>Lecture Hours: 1.71</td>
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</table>

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**LE-156  - Police Supervisor  Units: 2**

This course emphasizes the basic elements of supervision and how they may be applied to police work. Essentials of good leadership and understanding of the basic needs of human beings as well as ways to stimulate subordinates to better performance are the contents of the course.

<table>
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<tr>
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<tbody>
<tr>
<td>Lecture Hours: 7.6</td>
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**LASER-103  - Advanced Laser Technology  Units: 4**

Advanced Laser Technology is an advanced course in the series leading to an AS degree in Laser Technology. Students study professional orientation, laws of arrest, search, seizure, 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.

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<tr>
<td>Lecture Hours: 3</td>
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</table>

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

**LASER-138  - Work Experience  Units: 1 - 8**

Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

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<tbody>
<tr>
<td>Lecture Hours: None</td>
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</table>

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
Law Enforcement

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  Repeatable: 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  Repeatable: 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 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-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  Repeatable: 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  Repeatable: 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  Repeatable: 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-176 - Background Investigation
Units: 1

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.

Lecture Hours: 2.06  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

LE-178 - Field Training Officer
Units: 1

This course is designed for police officers that have been or will be accepted into field training officer programs in their respective law enforcement agencies. This course has certification from the California Commission on Peace Officer Standards and Training and follows the guidelines and standards under 832.3 of the Penal Code. It covers methods of teaching, training, and evaluation of Police Officers.

Lecture Hours: 1.6  Lab Hours: 0.69  Repeatable: No  Grading: L

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

**LS-090 - Directed Tutoring Experience**  
*Units: 1*

This course will help students gain knowledge about tutoring in order to provide effective academic assistance to others. Students assess, compare, and contrast tutoring techniques which will enable them to address different learning styles, study skills and discipline-specific needs. This course is highly recommended during the first semester as a tutor in the SJCC Reading and Writing Center’s Peer Tutoring Program.

- **Lecture Hours:** 1  
- **Lab Hours:** None  
- **Repeatable:** No  
- **Grading:** L

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

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

**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**LS-210 - Supervised Tutoring**  
*Units: None*

Students referred by counselor/instructor will receive basic skills tutoring assistance in areas of identified academic need. With the assistance of appropriate faculty, tutors will be assigned who have demonstrated competency in a particular subject, skill and or discipline.

- **Lecture Hours:** None  
- **Lab Hours:** 3  
- **Repeatable:** 19  
- **Grading:** N

**Open Curriculum:** An assessment test is required prior to first day of class

**Advisory Level:**  
- **Read:** None  
- **Write:** None  
- **Math:** None

**Transfer Status:** None  
**Degree Applicable:** NONC

**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**Library Studies**

**LIB-015 - Electronic Research and the Internet**  
*Units: 3*

Students will acquire skills and competencies to use electronic information sources for course-related or personal research. Students will learn and apply the principles of information competency: define information searches, select the sources appropriate to their needs, use criteria for evaluating information sources, and document sources using accepted formats.

- **Lecture Hours:** 2  
- **Lab Hours:** 3  
- **Repeatable:** No  
- **Grading:** L

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

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

**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**Machine Technology**

**MACH-098 - Directed Study in Machine Technology**  
*Units: 0.5 - 9*

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

- **Lecture Hours:** None  
- **Lab Hours:** 1.81  
- **Repeatable:** 17  
- **Grading:** O

**Advisory Level:**  
- **Read:** 2  
- **Write:** 2  
- **Math:** None

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

**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**MACH-100 - Shop Math and Drawing**  
*Units: 4*

Students study shop mathematics and drawings for the machine trades.

- **Lecture Hours:** 4  
- **Lab Hours:** None  
- **Repeatable:** No  
- **Grading:** L

**Credit by Exam:** Yes

- **Recommended:** 3 units of MATH 310 with P grade or placement based on assessment

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

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

**CSU GE:** None  
**District GE:** None  
**IGETC:** None

**MACH-101 - Introduction to Machine Technology**  
*Units: 3*

Students will be introduced to machining, including the safe and correct use of mills, lathes, band saws, grinders, and drill presses. Students will interpret engineering drawings and solid models as well as appreciate the significance of measurement in both inch and metric systems. Student will also learn to identify metals and their significant properties. Geometry will be reviewed.

- **Lecture Hours:** 2  
- **Lab Hours:** 3  
- **Repeatable:** No  
- **Grading:** L

**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

**MACH-109 - Introduction to Coordinate Measurement Machine**  
*Units: 2*

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

**MACH-110 - Geometric Dimensioning & Tolerancing (GD&T) Measurement**  
*Units: 4*

Students learn Geometric Dimensioning and Tolerancing (GD&T) symbols and interpretation, and their related application and inspection. Students will also learn practical precision measurement and instrument selection. This course helps students prepare for the GD&T Technologist certification exam.

- **Lecture Hours:** 3  
- **Lab Hours:** 3  
- **Repeatable:** No  
- **Grading:** L

**Credit by Exam:** Yes

- **Prerequisite:** MACH 100 or MACH 120 both with C or better

**Advisory Level:**  
- **Read:** 3  
- **Write:** 3  
- **Math:** 1

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

**CSU GE:** None  
**District GE:** None  
**IGETC:** None
### MACH-120 - Basic CNC Machining Center
**Units:** 4.5

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

### MACH-123 - CNC Turning Center
**Units:** 4.5

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 actual 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

### MACH-126 - Advanced CNC Machining Center
**Units:** 4.5

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

### 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 and operations in both CNC Mills and CNC Lathes. Students study how to increase speeds and feeds. 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 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 learn advanced and safe operation of the lathe, including work holding devices, single point threading, taper turning, knurling, and radius cutting. Students also learn to use calculation and measurement tools.

**Lecture Hours:** 3  
**Lab Hours:** 3  
**Repeatable:** No  
**Grading:** L  
**Prerequisite:** MACH 101 with C or better

**Advisory Level:**  
**Read:** 3  
**Write:** 3  
**Math:** 1

**Transfer Status:** CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

### MACH-151B - Advanced Milling Machine Practices
**Units:** 4

Students learn the theory and application of advanced machine tool processes, with focus on all milling machine operations. Students are instructed in the proper and safe operation of equipment and tools, advanced machine set-ups, indexing heads, rotary tables, and vertical shaping attachments. Special emphasis is placed on use of charts and reference data for calculations.

**Lecture Hours:** 3  
**Lab Hours:** 3  
**Repeatable:** No  
**Grading:** L  
**Prerequisite:** MACH 101 with C or better

**Advisory Level:**  
**Read:** 3  
**Write:** 3  
**Math:** 1

**Transfer Status:** CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

### MACH-153A - Operator/Programmer I
**Units:** 5

Students are introduced to Computerized Numerical Control (CNC) milling machines. Students are instructed in machining techniques with emphasis on terminology, pre-planning skills, and basic program writing for Manual Data Input (MDI) applications. Laboratory exercises will focus on CNC controls.

**Lecture Hours:** 3  
**Lab Hours:** 6  
**Repeatable:** No  
**Grading:** L  
**Credit by Exam:** Yes

**Prerequisite:** MACH 101 or MACH 120 or MACH 123 or MACH 126 or MACH 129; all with C or better

**Advisory Level:**  
**Read:** 3  
**Write:** 3  
**Math:** 1

**Transfer Status:** CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None
This course is designed to develop the skills required of a Computer Numerical Control (CNC) Programmer/Operator. Students learn pre-planning, program generation, machine set-up, machine operation, and editing requirements with emphasis placed on CNC milling. The laboratory applications primarily focus on the use of Electronic International Agency (EIA) controls.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L
Credit by Exam: Yes
Prerequisite: MACH 153A with C or better

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

MACH-154 - Introductory CAD/CAM Operations for Machinists and Operators

Students utilize latest versions of MasterCAM, using computers with various operating systems, to prepare CNC Computerized Numerical Control (CNC) Milling program files from supplied drawings and models. There will be an emphasis on terminology, planning techniques, and job documentation.

Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: MACH 129 with C or better

Recommended: Completion of CA 020D, or fundamental computer skills and knowledge of Microsoft Office applications are recommended

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

MACH-158 - Advanced CAD/CAM Operations for Machinists and Operators

Students prepare CNC (Computerized Numerical Control) Turning/Milling programs of moderately complex parts using latest versions of MasterCAM software. There will be an emphasis on speed, accuracy, planning, and job documentation.

Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: MACH 154 with C or better

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

MACH-159 - Introduction to CNC Programming Macros

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

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

Students will develop skills of mill setups for a position as 'set up machinist'. Students study the types/classes of jigs and fixtures and their application to 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

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 P grade, or placement based on math assessment

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None 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, 011R, 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 P grade, or placement based on math assessment

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Advisory Level</th>
<th>Transfer Status</th>
<th>CSU GE</th>
<th>District GE</th>
<th>IGETC</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH-013</td>
<td>Intermediate Algebra</td>
<td>5</td>
<td>This course continues the Algebra sequence and is a prerequisite to 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.</td>
<td>MATH 011A or MATH 011R or MATH 011S or MATH 111; all with C or better, or placement based on assessment.</td>
<td>Read: 3</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>MATH-013S</td>
<td>Variable Unit Intermediate Algebra</td>
<td>1-5</td>
<td>This is a variable unit Intermediate Algebra course that may be completed over one or more semesters. This class is a prerequisite to transfer level math courses. Students must complete 5 units of MATH 013S to qualify to take transfer level math courses. Students will review the first course in Algebra and will study the real number system, properties of algebraic systems, absolute value in equations and inequalities, complex numbers, properties of rational exponents and logarithms, roots and radicals, functions, and inverse functions. Content may include determinants, matrixes, simultaneous solutions of sets of equations, sequences.</td>
<td>MATH 013 and MATH 014, both with C or better, or equivalent</td>
<td>Read: 1</td>
<td>None</td>
<td>Degree Applicable: AS</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>MATH-014</td>
<td>Geometry</td>
<td>3</td>
<td>The course involves the study of plane geometric figures and relationships. 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.</td>
<td>MATH 011A or MATH 011R or MATH 011S or MATH 111; all with C or better or placement based on math assessment</td>
<td>Read: 3</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>MATH-021</td>
<td>Precalculus Algebra</td>
<td>3</td>
<td>This course is designed to prepare students for the level of algebra required in calculus. Students will study topics which include basic algebraic concepts, complex numbers, equations and inequalities, graphs of functions, system of equations and inequalities, linear and quadratic functions, polynomial functions of higher degree, rational exponential, and logarithmic functions, matrices and determinants, analytic geometry, and mathematical induction. Students may not receive credit for both MATH 020 and MATH 025.</td>
<td>MATH 013 and MATH 014, both with C or better, or equivalent</td>
<td>Read: 3</td>
<td>None</td>
<td>Degree Applicable: AAAS</td>
<td>B4</td>
<td>B4</td>
</tr>
<tr>
<td>MATH-022</td>
<td>Trigonometry</td>
<td>3</td>
<td>This course in numerical and analytical trigonometry is designed to prepare students for the level of trigonometry and advanced algebraic concepts necessary for calculus. Students will study topics, which include trigonometric functions and equations, basic identities, graphing, inverse trigonometric functions, vectors, polar coordinates, and conic sections. Students may not receive credit for both MATH 022 and MATH 025.</td>
<td>MATH 013 and MATH 014, both with C or better, or equivalent</td>
<td>Read: 3</td>
<td>None</td>
<td>Degree Applicable: AAAS</td>
<td>B4</td>
<td>B4</td>
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<tr>
<td>MATH-025</td>
<td>Precalculus Algebra and Trigonometry</td>
<td>5</td>
<td>This course is an intensive combined course in college algebra and trigonometry designed primarily as preparation for calculus. Students will study basic algebraic concepts, complex numbers, equations and inequalities, graphs of functions, system of equations and inequalities, linear and quadratic functions, polynomial functions of higher degree, rational, exponential, logarithmic, and trigonometric functions, inverse functions, basic identities, vectors, polar coordinates, analytic geometry, and mathematical induction. Students may not receive credit for both MATH 021 and MATH 025; or both MATH 022 and MATH 025.</td>
<td>MATH 013 and MATH 014, both with C or better, or equivalent</td>
<td>Read: 3</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>MATH-051</td>
<td>Mathematics for General Education</td>
<td>3</td>
<td>This course is intended for non-science majors. Students will fulfill the general education requirements in Mathematics in the CSU system. Current topics in math will be discussed including number theory, consumer math, geometry concepts such as symmetry, patterns and the golden rectangle, voting theory, graph theory, and basic probability and statistics.</td>
<td>MATH 013 with C or better</td>
<td>Read: 3</td>
<td>None</td>
<td>Degree Applicable: AAS</td>
<td>B4</td>
<td>B4</td>
</tr>
<tr>
<td>MATH-052</td>
<td>Math for Elementary Education</td>
<td>3</td>
<td>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.</td>
<td>MATH 013 and MATH 014, both with C or better</td>
<td>Read: 3</td>
<td>None</td>
<td>None</td>
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<td>None</td>
</tr>
</tbody>
</table>

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**Note:** Additional courses and details are available in the full catalog. For a comprehensive understanding, please refer to the SJCC Course Catalog.
MATH-061 - Finite Mathematics  
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

MATH-062 - Calculus for Business and Social Science  
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

MATH-063 - Elementary Statistics  
This course is an introduction to the study of statistics. Students will learn methods of displaying data, descriptive statistics, basic concepts of probability theory, random variables, common statistical distributions, estimates and sample size, hypothesis testing, goodness-of-fit test, contingency table analysis, tests of two independent population parameters, and regression and correlation. Students will apply basic statistical concepts to data from education, business, social sciences, and natural sciences. To aid in the analysis of data, the use of technology will be required. 
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L 
Credit by Exam: Yes 
Prerequisite: MATH 013 with C or better

MATH-070 - Discrete Mathematics  
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

MATH-071 - Calculus I with Analytic Geometry  
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

MATH-072 - Calculus II with Analytic Geometry  
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

MATH-073 - Multivariable Calculus  
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

MATH-078 - Differential Equations  
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 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
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 a P grade, or placement based on math assessment
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None 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 as well as classification, identification, handling, and curing of meats.
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 as well as classification, identification, handling, and curing of meats.
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

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

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

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

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

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 - Electronic Health Records and Medical Billing

Students will gain the knowledge and skills necessary to develop and maintain electronic health records using a variety of computerized software systems. Students will also acquire the knowledge and ability to prepare and submit medical billing for a variety of private and government-sponsored health insurance plans.

Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L

Recommended: Students should have basic computer/software utilization abilities

Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

MA-011 - Medical Coding

Students will acquire basic knowledge of the functions of coding used in the medical field. Students will learn to interpret and locate codes in the CPT (Current Procedural Terminology) manual.

Lecture Hours: 1 Lab Hours: 3 Repeatable: No Grading: L

Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

MA-012 - Medical Assisting Administrative Practicum Experience

Students will acquire medical front-office administrative skills and experience in the work setting under the supervision of a licensed healthcare professional in a board-certified medical office setting or out-patient facility. Students will also gain competencies in professional communication, patient instruction, and identify legal concepts related to practicing as a Medical Assistant in the State of California.

Lecture Hours: 0.5 Lab Hours: 10.5 Repeatable: No Grading: L

Prerequisite: HSCI 008 and MA 006 and MA 009, all with C or better

Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None
MA-020 - Physical Examination Procedures Units: 3
This course prepares a student to perform a variety of clinical tasks in the medical assisting field. Skill competencies include preparing the exam room, obtaining patient medical histories, taking vital signs, assisting with physical examinations, introductory oral medication administration, nutritional education planning, orthopedic bracing/casting, performing CPR and electrocardiograms, and handling medical emergencies.
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
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MA-021 - Medical Office Laboratory Procedures Units: 3
Students learn to execute and evaluate typical laboratory tests performed in a medical office or general lab setting. Specimen collection and handling, analysis techniques, and the interpretation of normal and abnormal lab values are emphasized. Students will also acquire phlebotomy skills.
Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: MA 006 and (BIOL 071 or BIOL 020 or MA 004) all 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

MA-022 - Medical Asepsis and Surgical Procedures Units: 3
Medical assisting students study the theory and practice involved in assisting with minor office surgeries and wound care. This course also includes instrument sterilization procedures, sterile technique, and sterile field protocols.
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
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MA-023 - Medication Administration for Medical Assistants Units: 3
Students study the theory and practice of oral, topical, and parenteral medication administration. Students will learn injection safety, techniques, and site selection. Medication dosage calculations are emphasized as well as the handling of possible medication side effects and emergencies pertaining to medication administration.
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
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MA-024 - Medical Assisting Clinical Experience Units: 4
Students acquire hands-on experience in carrying out the duties of a Clinical Medical Assistant. Students will train under the supervision of a licensed healthcare professional in the setting of a hospital, clinic, or physician's office.
Lecture Hours: 1 Lab Hours: 9 Repeatable: No Grading: L
Prerequisite: MA 020 and MA 021 and MA 022 and MA 023; all with C or better
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

METEO-010 - Weather and Climate Units: 3
Meteorology 010 explores natural processes related to the science of the atmosphere. Students will study physical and chemical principles involved in the atmosphere's structure and composition, the causes of weather, radiation and energy in the atmosphere, energy and heat processes, condensation and precipitation, formation of clouds, the origins and development of storms, urban weather, acid rain and photochemical smog, ozone depletion, the Greenhouse Effect, elements of forecasting, global and local climates, and climatic change.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSUUC Degree Applicable: AA/AS
CSU GE: B1 District GE: B1 IGETC: 5A

MUSIC-014 - Musicians' Workshop Units: 0.5 - 2
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.
Lecture Hours: None Lab Hours: 1.5 - 6 Repeatable: 15 Grading: L
Recommended: Completion of a course in beginning piano (MUSIC 050A), beginning guitar (MUSIC 058A), or introductory music (MUSIC 099) is recommended
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MUSIC-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: CSUUC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
<table>
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<tr>
<th>Course Code</th>
<th>Course Name</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>
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<tr>
<td>MUSIC-028</td>
<td>Class Guitar</td>
<td>1</td>
<td>This course is designed for intermediate guitar students. Students study progressive scales, arpeggios, and tremolo exercises. Students will develop performance competency of the guitar repertoire of the Renaissance, Baroque, Classical, Romantic, and Contemporary periods. The emphasis is on left and right hand positions, sitting postures, and tone production. Lecture Hours: None</td>
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<tr>
<td>MUSIC-050A</td>
<td>Beginning Piano</td>
<td>1</td>
<td>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</td>
<td>Lab Hours: 3</td>
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<tr>
<td>MUSIC-050B</td>
<td>Beginning Guitar</td>
<td>1</td>
<td>This is the second semester introductory course in piano. The course is designed for students wanting to learn music using the piano as a vehicle for learning. The 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 MUSIC 050A. Students will harmonize simple melodies, transpose and improvise simple pieces and patterns. Lecture Hours: None</td>
<td>Lab Hours: 3</td>
<td>Repeatable: 3</td>
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<td>MUSIC-058A</td>
<td>Beginning Guitar</td>
<td>1</td>
<td>This is a beginning course in classical, folk and pop guitar. Students are introduced to technique and musicianship through a series of exercises, songs, and rhythmic studies, as well as fundamental tone production. Students will also study hand and arm positions, and playing postures. Lecture Hours: None</td>
<td>Lab Hours: 3</td>
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<tr>
<td>MUSIC-058B</td>
<td>Beginning Guitar</td>
<td>1</td>
<td>This is the second semester, beginning course in classical folk and pop guitar. Students will further develop their music-reading ability and basic guitar technique through the study of exercises, scales, and simple music pieces for solo and duet guitar. Students also will learn how to tune the guitar. Lecture Hours: None</td>
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<td>MUSIC-065</td>
<td>Intro to Chinese Instruments</td>
<td>1</td>
<td>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</td>
<td>Lab Hours: 3</td>
<td>Repeatable: 3</td>
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<td>MUSIC-083</td>
<td>Exploring The World of Music</td>
<td>3</td>
<td>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</td>
<td>Lab Hours: 0</td>
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<td>MUSIC-091</td>
<td>Music Appreciation: Western Civilization</td>
<td>3</td>
<td>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</td>
<td>Lab Hours: None</td>
<td>Repeatable: No</td>
<td>Grading: L</td>
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MUSIC-095 - Music Appreciation: Jazz  Units: 3
The student who has little or no previous experience in musical performance or listening to the traditions of jazz music will study the musical elements of jazz and appraise the development of the jazz art form as a product of culture. They will also study how to aurally distinguish the elements of jazz music, and trace the evolution of styles and structures of jazz from its inception to the present time.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1  District GE: C1  IGETC: 3A

OCEAN-010 - Descriptive Oceanography  Units: 3
Students will study the ocean environment covering the geological, physical, chemical and biological aspects of the sea. It includes the origin and extent of the oceans, nature of the ocean basins, causes and effects of currents, waves, 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

MUSIC-098 - Directed Study in Music  Units: 0.5 - 9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None  Lab Hours: 1.81  Repeatable: 17  Grading: O
Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

MUSIC-099 - Introductory Music  Units: 3
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

PHILO-010 - Introduction to Philosophy: Metaphysics and Epistemology  Units: 3
Students are introduced to the philosophical history and disciplines of metaphysics and epistemology from Socrates to Wittgenstein. This course will cover a long progression of ideas about being, knowledge, justice, goodness, existence and language. The history of philosophy through the ideas proposed by the most important philosophers will be presented in a thematic development so that students can learn, not only the basic concepts and ideas, but the causes of the development of this philosophical history.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2  District GE: C2  IGETC: 3B

PHILO-011 - Introduction to Political and Aesthetic Philosophies  Units: 3
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

PHILO-012 - Introduction to Existentialism: The Meaning of Life  Units: 3
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

PHILO-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

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 dithronic enlargers. Coursework requires a 35mm camera.

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

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

Recommended: PHOTO 022 and PHOTO 070 and knowledge of Windows or Mac operating systems

Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
### PHOTO-076 - Photoshop 1
**Units:** 3

This course introduces the technology of digital electronic photography with instruction in beginning digital image processing for fine arts and commercial applications using Photoshop software.

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<th>Lecture Hours: 2</th>
<th>Lab Hours: 4</th>
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**Advisory Level:**
- Read: 3
- Write: 3
- Math: None

**Transfer Status:**
- 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.

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<tr>
<th>Lecture Hours: 2</th>
<th>Lab Hours: 4</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
</tr>
</thead>
</table>

**Prerequisite:** PHOTO 076 with C or better

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

**Transfer Status:**
- CSU GE: None
- District GE: None
- IGETC: None

### PHOTO-079 - Beginning Digital Photography
**Units:** 3

This is a beginner's course in Digital Photography. Students will learn to use DSLR (digital single lens reflex) cameras professionally using both manual and advanced program modes, such as light, lens, shutter, exposure, depth, motion, and color balance. Students will study post-production principles such as tonal range, color correction, dodging and burning, layer masking, print, and multi-device output. Software used are Photoshop, Lightroom, Aperture, and iPhoto. Class activities require weekly shooting assignments, thorough organization, advanced image editing, and on-going print preparation (including wide format).

<table>
<thead>
<tr>
<th>Lecture Hours: 2</th>
<th>Lab Hours: 4</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
</tr>
</thead>
</table>

**Recommended:** PHOTO 076

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

**Transfer Status:**
- CSU GE: None
- District GE: None
- IGETC: None

### PED-004 - Theory and Technique of Offensive Football
**Units:** 3

This class is designed to teach students various approaches to intercollegiate offensive football. Several aspects of offensive football such as punt, punt after touchdowns, and field goal kicking will be included. Repeatable to a maximum of 9 units.

<table>
<thead>
<tr>
<th>Lecture Hours: 3</th>
<th>Lab Hours: None</th>
<th>Repeatable: 1</th>
<th>Grading: O</th>
</tr>
</thead>
</table>

**Open Curriculum:** No prerequisite, corequisite or levels

**Advisory Level:**
- Read: None
- Write: None
- Math: None

**Transfer Status:**
- CSU GE: None
- District GE: None
- IGETC: None

### PED-019 - Tae Kwon Do
**Units:** 1

Students study the basics of Tae Kwon Do as a method of physical conditioning, balance, flexibility, and to aid in the development of self-confidence. The course is designed for all levels of physical ability. The student should develop general physical conditioning and body control to perform movements and techniques of Tae Kwon Do. In addition, students learn basic skills of self-defense in regard to prevention and protection. Tae Kwon Do is a lifetime choice for genuine martial arts skills, fitness, confidence, and accomplishment.

<table>
<thead>
<tr>
<th>Lecture Hours: 0</th>
<th>Lab Hours: 3</th>
<th>Repeatable: 3</th>
<th>Grading: O</th>
</tr>
</thead>
</table>

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

**Transfer Status:**
- CSU UC: None
- Degree Applicable: AA/AS

**CSU GE:**
- None
**District GE:**
- E

**IGETC:**
- None

### PED-023 - Cardio Kickboxing
**Units:** 1

An aerobic exercise program utilizing non-contact kickboxing. The class formal 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 cooldown will conclude the exercise session.

<table>
<thead>
<tr>
<th>Lecture Hours: 0</th>
<th>Lab Hours: 3</th>
<th>Repeatable: 3</th>
<th>Grading: O</th>
</tr>
</thead>
</table>

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

**Transfer Status:**
- CSU UC: None
- 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.

<table>
<thead>
<tr>
<th>Lecture Hours: None</th>
<th>Lab Hours: 2 - 3</th>
<th>Repeatable: 7</th>
<th>Grading: O</th>
</tr>
</thead>
</table>

**Open Curriculum:** No prerequisite, corequisite or levels

**Advisory Level:**
- Read: None
- Write: None
- Math: None

**Transfer Status:**
- CSU UC: None
- Degree Applicable: AA/AS

**CSU GE:**
- E

**District GE:**
- E

**IGETC:**
- None
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.

**PHYS-002A - General Physics**

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.

**PHYS-002B - General Physics**

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 electromagnetics, optics, and modern physics.

**PHYS-004A - General Physics**

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.

**PHYS-004B - General Physics**

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.

**PHYS-004C - General Physics**

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, mathematic Students will learn general principles of optics and thermodynamics are introduced at a calculus-based level. Several technological applications of these principles are discussed. Topics include waves, geometric optics, wave optics (including interference, diffraction, and polarization), heat, thermal properties of matter, thermodynamics and its laws. Optional topics include special relativity and modern physics. A problem solving approach is used, emphasizing both conceptual understanding and basic mathematical modeling.

**PHYS-004D - General Physics**

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.
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

SJC Course Catalog

POLSC-001 - Politics and Government in America

This course examines national, state, and local governments and politics with an emphasis on the U.S. Constitution and the national government. This course along with History 1 meets the State requirement in the study of U.S. Constitution, state, and local governments. Meets California Teachers Credentials requirement.

lecture hours: 3 lab hours: none repeatable: no grading: l

advisory level: read: 3 write: 3 math: none

transfer status: csu/uc degree applicable: aa/as

CSU GE: None District GE: None IGETC: None

POLSC-002 - Comparative Politics

Students are introduced to the comparative study of politics by examining the government, politics, and public policies of nations. Similarities and differences are explored and evaluated. Emphasis will be placed on contemporary political problems and how various nations confront and attempt to solve them. Attendance at an off-campus event will be required.

lecture hours: 3 lab hours: none repeatable: no grading: l

advisory level: read: 3 write: 3 math: none

transfer status: csu/uc degree applicable: aa/as


POLSC-004 - International Relations

The student is introduced to the study of world politics. Students will be provided with a framework for analyzing world events and the broader dynamics of the relations among nations. Emphasis will be on theories of international relations, the causes and prevention of war, international law and organizations, international political economy, and the foreign policy process both in the United States and abroad. Attendance at an off-campus event will be required.

lecture hours: 3 lab hours: none repeatable: no grading: l

advisory level: read: 3 write: 3 math: none

transfer status: csu/uc degree applicable: aa/as

CSU GE: D8 District GE: D8 IGETC: 4H

PSYCH-010 - General Psychology

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: 4I

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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH-020</td>
<td>The Psychology of Stress Reduction</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>PSYCH-022</td>
<td>Research Methods in Psychology</td>
<td>3</td>
<td>Students survey research methods with an emphasis on research design, experimental procedures, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology will be illustrated through a selected review of research in neurophysiology, sensation, perception, learning and/or memory. Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L</td>
</tr>
<tr>
<td>PSYCH-031</td>
<td>Biological Psychology</td>
<td>3</td>
<td>Students are introduced to the scientific study of the biological bases of behavior and its fundamental role in the neurosciences. Physiological, hormonal, and neurochemical mechanisms, and brain-behavior relationships underlying the psychological phenomena of sensation, perception, regulatory processes, emotion, learning, memory, and psychological disorders will be addressed. Ethical standards for human and animal research are discussed. The history of the scientific study of brain-behavior relationships and mental processes will also be addressed. Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L</td>
</tr>
<tr>
<td>PSYCH-035</td>
<td>Introduction to the Psychology of Women</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>PSYCH-060</td>
<td>Personal Growth and Adjustment</td>
<td>3</td>
<td>This course is a study of psychological processes through which people manage to cope with the demands and challenges of everyday life. Students examine a broad variety of topics including personality patterns, values, social and intimate relationships, adjustments to development through the life span and psychological/physical wellness as they influence and are affected by adjustment. Students analyze effective and ineffective personal growth and adjustment in the context of contemporary and complex society. Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L</td>
</tr>
<tr>
<td>PSYCH-092</td>
<td>Developmental Psychology</td>
<td>3</td>
<td>Students are introduced to developmental psychology. Human development is traced from conception through death. Students will study the biological, cognitive, emotional, and social factors affecting development and the interaction of these factors throughout the lifespan. Social contexts that influence the course of development such as culture, socioeconomic status, and historical time and place will be examined. Developmental tasks and potential developmental crises are identified for each of the age groups. Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L Recommended: PSYCH 001 or PSYCH 010 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</td>
</tr>
<tr>
<td>PSYCH-098</td>
<td>Directed Study in Psychology</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. Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 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</td>
</tr>
<tr>
<td>PSYCH-099</td>
<td>Abnormal Psychology</td>
<td>3</td>
<td>Students study the application of psychological principles to the diagnosis, understanding, and treatment of abnormal patterns of behavior. Students also study the synthesis of both the practical and theoretic aspects of pathologic behavior, diagnostic techniques, and systems of remediation. Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: O Recommended: Completion of 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: None</td>
</tr>
</tbody>
</table>
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

Reading

READ-101  -  Analytical Reading  
Units: 4  
In Reading 101 students will read, discuss, and write about a variety of academic topics, contemporary themes, and social problems, using articles, text chapters, and fiction commonly assigned in college-level courses. At the end of the course, students will have become proficient in critical analysis, and research as well as vocabulary development, comprehension, and study skills through practice and the completion of independent project(s). Students will take a board-graded common final which will count as 40% of their final grades.

Lecture Hours: 4  
Lab Hours: 0  
Repeatable: No  
Grading: L

Prerequisite: (4 units of READ 301 or ENGL 322) and (ENGL 330 or ENGL 335); all with P grade or placement based on assessment.

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

Transfer Status: None  
Degree Applicable: AS  
CSU GE: None  
District GE: None  
IGETC: None

READ-301  -  Essentials of Reading  
Units: 4  
In Reading 301 students will read, discuss, and write about a variety of academic topics, contemporary themes, and social problems, using articles, text chapters, and fiction typical of those found in college courses. Students will become competent in reading comprehension and vocabulary development skills and be introduced to critical reading and research. Students will take a board-graded common final which will count as 40% of their final grades.

Lecture Hours: 4  
Lab Hours: None  
Repeatable: No  
Grading: K

Prerequisite: 3 units of (ENGL 321 or ENGL 341) or 6 units of READ 350 or (ESL 312 and ESL 313); all with P grade or placement based on assessment.

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

Transfer Status: None  
Degree Applicable: NAA  
CSU GE: None  
District GE: None  
IGETC: None

READ-350  -  Practical Reading  
Units: 6  
In this course, students will develop practical reading, writing, and study skills typical of those needed for success in college. A broad range of materials, including text articles, online materials, and fiction will be included. Students will take a board-graded common final which will count as 40% of their final grades.

Lecture Hours: 6  
Lab Hours: 0  
Repeatable: No  
Grading: K

Open Curriculum: An assessment test is required prior to first day of class.

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

Transfer Status: None  
Degree Applicable: NAA  
CSU GE: None  
District GE: None  
IGETC: None

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 transfer, review of forms, terminology, and processes involved. It also provides an awareness of land use history, with attention to the economic, legal, social and political issues related to real property. The course is recommended for home buyers, home sellers, property managers and those involved in the variety of housing related industries. Course is an approved elective for the Real Estate Broker examination, is required for the Real Estate Salesperson license, and is a prerequisite for many other real estate courses.

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

Advisory Level:  
Read: 3  
Write: 3  
Math: 2

Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

REST-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

Prerequisite: REST 122 with C or better

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

Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

REST-125  -  Real Estate Practice  
Units: 3  
Students will be provided with an overview of the operational methods of a real estate business. Emphasis is placed on the marketing activities of broker and salespeople. Agent/client and buyer/seller transactions are used to detail all aspects of the merchandising of real property. This course is required for both the Broker applicant and the Salesperson's license.

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

Prerequisite: REST 122 with C or better

Advisory Level:  
Read: 3  
Write: 3  
Math: 2

Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None
### Real Estate

**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.

<table>
<thead>
<tr>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Repeatable</th>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>None</td>
<td>No</td>
<td>L</td>
</tr>
</tbody>
</table>

**Advisory Level:** 
- Read: 3  
- Write: 3  
- Math: 2

**Transfer Status:**
- CSU GE: None  
- District GE: None  
- IGETC: None

### Real Estate Property Management

**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.

<table>
<thead>
<tr>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Repeatable</th>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>None</td>
<td>No</td>
<td>L</td>
</tr>
</tbody>
</table>

**Advisory Level:** 
- Read: 3  
- Write: 3  
- Math: 2

**Transfer Status:**
- CSU GE: None  
- District GE: None  
- IGETC: None

### Real Estate Economics

**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.

<table>
<thead>
<tr>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Repeatable</th>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>None</td>
<td>No</td>
<td>L</td>
</tr>
</tbody>
</table>

**Prerequisite:** REST 122 with C or better

**Advisory Level:** 
- Read: 3  
- Write: 3  
- Math: 2

**Transfer Status:**
- CSU GE: None  
- District GE: None  
- IGETC: None

### Work Experience

**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.

<table>
<thead>
<tr>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Repeatable</th>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1.81</td>
<td>15</td>
<td>O</td>
</tr>
</tbody>
</table>

**Corequisite:** Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.

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

**Transfer Status:**
- CSU GE: None  
- District GE: None  
- IGETC: None

### Sign Language

**SL-001A - Introduction to American Sign Language**  
**Units:** 3  
Students will study beginning American Sign Language in both expressive and receptive signing. The student will learn vocabulary, grammar, cultural behaviors, Deaf culture, the American manual alphabet, and the manual number system. Emphasis will be on a visual learning through practice dialogues and classroom activities. This course satisfies both foreign language requirements, GE requirements, and can lead to bi-lingual employment certification. This course corresponds to two years of high school study.

<table>
<thead>
<tr>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Repeatable</th>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>None</td>
<td>No</td>
<td>L</td>
</tr>
</tbody>
</table>

**Credit by Exam:** Yes

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

**Transfer Status:**
- CSU GE: C2  
- District GE: C2  
- IGETC: 6A

### Sign Language Lab - Sign Language 1A

**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.

<table>
<thead>
<tr>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Repeatable</th>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1.5</td>
<td>No</td>
<td>K</td>
</tr>
</tbody>
</table>

**Corequisite:** SL 001A

### Intermediate American Sign Language

**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 more complex conversations, and self-generated stories, which will help develop intermediate conversational skills.

<table>
<thead>
<tr>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Repeatable</th>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>None</td>
<td>No</td>
<td>L</td>
</tr>
</tbody>
</table>

**Credit by Exam:** Yes

**Prerequisite:** SL 001A, with C or better, or two years of High School ASL, or the equivalent

**Corequisite:** SL 001BL

**Recommended:** Review of SL 001A material

<table>
<thead>
<tr>
<th>Advisory Level</th>
<th>Read: 3</th>
<th>Write: 3</th>
<th>Math: None</th>
</tr>
</thead>
<tbody>
<tr>
<td>SL-001BL</td>
<td>3</td>
<td>6</td>
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</tr>
</tbody>
</table>

**Transfer Status:**
- CSU GE: C2  
- District GE: C2  
- IGETC: 3B, 6A

### Sign Language Lab - Sign Language 1B

**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.

<table>
<thead>
<tr>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Repeatable</th>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1.5</td>
<td>No</td>
<td>K</td>
</tr>
</tbody>
</table>

**Corequisite:** SL 001B

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

**Transfer Status:**
- CSU GE: None  
- District GE: None  
- IGETC: None
### SL-002A - Advanced American Sign Language

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

**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

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/UC  
**Degree Applicable:** AA/AS

**CSU GE:** None  
**District GE:** None  
**IGETC:** None

### SL-002B - Advanced American Sign Language

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

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-015 - Deaf Culture

Students study the American Deaf community and the relationship of its language, American Sign Language, to its culture. The material will be presented through a psychosocial approach emphasizing past, recent, and evolving dynamics of deaf peoples’ language, arts, folklore, heritage, education, family and community structure, employment and values in home and society. Students also study the deaf culture in relation to other cultures in America. Attendance at a Deaf event will be required.

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

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

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

**CSU GE:** D7  
**District GE:** D7, ES  
**IGETC:** 4G, 4J

### SL-098 - Directed Study in Sign Language

Individuals 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/UC  
**Degree Applicable:** AA/AS

**CSU GE:** None  
**District GE:** None  
**IGETC:** None

### SSCI-031 - Contemporary Issues in the Mexican American Community

This course is intended for students interested in investigating current political, economic and social issues facing Mexican American Communities in the United States. Using a problem-solving and “student-centered” approach students will select a specific issue to focus on (i.e. education, health care, gangs, immigration, domestic violence, 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-040 - Vietnamese American Culture

Students will examine the historical context as well as the background of the Vietnamese American migration. Students also analyze the transition of the Vietnamese American community in the context of history, culture, family, religion, education, career, community leadership, and internal politics.

**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, D3  
**District GE:** D1, D3, ES  
**IGETC:** 4G
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-011 - Social Problems Units: 3

Students analyze selected contemporary American social problems along with descriptions of efforts undertaken to solve these problems. The relationship between social problems and social change is emphasized. Topics may include the study of the family, education, crime, class, poverty, race, population, work, income distribution, gender inequality, health care, aging, as well as social and personal pathology.

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

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

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

CSU GE: D0 District GE: D0 IGETC: 4J

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

SPAN-001A - Elementary Spanish Units: 5

This is the first of two courses designed to develop basic ability to understand, speak, read, and write the Spanish language. Students will acquire vocabulary and grammar knowledge to achieve novice-level proficiency in Spanish language skills. Students also will study cultural aspects of Latin America and Spain. This course corresponds to two years of high school study and is not recommended for native speakers of Spanish.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L

Credit by Exam: Yes 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

SPAN-001AL - Foreign Language Lab - Spanish 1A Units: 0.5

The Foreign Language Laboratory supplements classroom instruction in Spanish 001A. The students will use audio and video media as well as computer programs and the Internet to improve fluency, comprehension and written expression in the target language, as well as the exploration of cultural components related to the target language. This course is a corequisite 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
SPAN-001B - Elementary Spanish Units: 5
This is the second of two courses designed to develop basic ability to understand, speak, read, and write the Spanish language. Students will acquire vocabulary and grammar knowledge to achieve mid to advanced-novice-level proficiency in Spanish language skills. Students also will study cultural aspects of Latin America and Spain.
Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L
Prerequisite: SPAN 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

SPAN-001BL Foreign Language Lab - Spanish Units: 0.5
The Foreign Language Laboratory supplements classroom instruction in Spanish 001B. The students will use audio and video media as well as computer programs and the Internet to improve fluency, comprehension and written expression in the target language, as well as the exploration of cultural components related to the target language. This course is a co-requisite for SPAN 001B.
Lecture Hours: 0 Lab Hours: 1.5 Repeatable: No Grading: K
Corequisite: SPAN 001B
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

SPAN-002A - Intermediate Spanish Units: 5
This is a course designed to further develop the ability to understand, speak, read, and write the Spanish language. Students will acquire vocabulary and grammar knowledge to achieve mid-intermediate level proficiency in Spanish language skills. Students also will study cultural aspects of Latin America and Spain.
Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L
Prerequisite: SPAN 001B with C or better
Corequisite: SPAN 002A
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 6A, 3B

SPAN-002AL Foreign Language Lab - Spanish Units: 0.5
The Foreign Language Laboratory supplements classroom instruction in Spanish 002A. The students will use audio and video media as well as computer programs and the Internet to improve fluency, comprehension and written expression in the target language, as well as the exploration of cultural components related to the target language. This course is a co-requisite for SPAN 002A.
Lecture Hours: 0 Lab Hours: 1.5 Repeatable: No Grading: K
Corequisite: SPAN 002A
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

SPAN-002B - Intensive Intermediate Spanish Units: 5
This is a course designed to further develop the ability to understand, speak, read, and write the Spanish language. Students will acquire vocabulary and grammar knowledge to achieve intermediate-level proficiency in Spanish language skills. Students also will study cultural aspects of Latin America and Spain.
Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L
Prerequisite: SPAN 002A with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 3B, 6A

SPAN-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-002A - Spanish for Spanish Speakers Units: 5
This is the first in a two-course sequence designed to serve the needs of students whose first or home language is Spanish. This course will focus on the development of: 1) reading skills through Spanish and Latin American essays, short stories, journalistic writings; 2) writing skills, awareness of English interference, and understanding of dialectal differences; 3) oral expression and critical thinking through commentary and cultural/historical presentations. This course corresponds to two years of high school study.
Lecture Hours: 5 Lab Hours: 0 Repeatable: No Grading: L
Recommended: Demonstrate basic conversational skills in Spanish as first or home language.
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: None

SPAN-002B - 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 dialectal 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 002A 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

THEAT-002 - Beginning Acting  | Units: 3
This is a basic acting class. Students will develop mental and physical resources for performance and public presentations: self-confidence, movement, improvisation, techniques for rehearsal and performance, and analysis of text and character. Between THEAT 002 and THEAT 003 students may take no more than 12 units.
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: E  District GE: E  IGETC: None

THEAT-005 - Voice Skills  | Units: 3
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.
Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Advisory Level:
Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  District GE: E  IGETC: None

THEAT-020 - Introduction to Theatre Arts  | Units: 3
Students study the history and art of the theatre. Activities include reading plays and watching performances from a variety of periods and world cultures, as well as completing projects in stagecraft, play writing, theatrical design, and performance.
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

THEAT-030 - Studio Production Workshop  | Units: 0.5 - 2
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.
Lecture Hours: 0  Lab Hours: 1.5 - 6  Repeatable: 15  Grading: L
Prerequisite: Audition
Advisory Level:
Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
THEAT-031 - Theatre Workshop - Major Production
Units: 0.5 - 2
Students participate in rehearsals and public performances as an actor in a large-scale theatre production featuring complex staging, distant audience, and large house visual and acoustical circumstances. Between THEAT 031 and THEAT 030 students may take no more than 4 experiences.
Lecture Hours: 0 Lab Hours: 1.5 - 6 Repeatable: 15 Grading: L
Prerequisite: Audition
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

THEAT-032 - Film Production Workshop
Units: 0.5 - 2
Students participate as directors, actors, managers, and technicians in the writing, production, and post-production of a film.
Lecture Hours: 0 Lab Hours: 1.5 - 6 Repeatable: 15 Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

THEAT-033 - Technical Theatre Workshop
Units: 0.5 - 2
Students learn practical applications of technical theater techniques by serving as apprentices during the design, construction, and running of live theatre performances.
Lecture Hours: 0 Lab Hours: 1.5 - 6 Repeatable: 15 Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

THEAT-040 - Introduction to Film
Units: 3
Students view films, learn about their historical and cultural contexts, and study the work of the artists who create them.
Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C1 IGETC: 3A

TRANS-010 - Introduction to Transit Industry Careers
Units: 0.5
Students are introduced to the wide variety of professions available in the public transit industry, and are guided to determine whether this is a career path they want to pursue. Students gain a basic understanding of the various departments and career skills necessary to work in the public transit industry.
Lecture Hours: 0.5 Lab Hours: 0 Repeatable: No Grading: O
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

TRANS-011 - Commercial Drivers License Permit Preparation
Units: 0.5
Students will study the requirements and knowledge necessary to obtain a California Commercial Driver permit. Students will also learn about career options available to commercial drivers.
Lecture Hours: 0.5 Lab Hours: 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
Units: 0.5
Students study the basic mechanical and electrical aptitudes used in transportation fleet maintenance. Upon successful completion, students will gain knowledge of essential movement, electrical, tool, measurement, and testing concepts and terminology needed for a career in public transportation fleet maintenance.
Lecture Hours: 0.5 Lab Hours: 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
Units: 0.5
Students study the fundamental principles of industrial health and safety in the transportation fleet maintenance workplace. The student will gain essential knowledge of safe work principles and practices needed to begin a career in transportation maintenance.
Lecture Hours: 0.5 Lab Hours: 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
**TRANSPORTATION**

**TRAN-101 - Foundation of Public Service for Transit Workers**  
Units: 2

This course introduces the student to the role of public transit agencies and the basic personal and interpersonal skills needed in serving the public. Upon successful completion the student will have the fundamental knowledge of personal and interpersonal skills needed for an entry level position in transportation operations. The lab will provide hands-on opportunities for the students to apply learned skills in a range of operational duties.

Lecture Hours: 1  
Lab Hours: 3  
Repeatable: No  
Grading: L

Credit by Exam: Yes

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

**Transfer Status:**  
CSU GE: None  
District GE: None  
IGETC: None

**TRANS-110 - Public Service and Stress Management for Public Transit Employees**  
Units: 1

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.

Lecture Hours: 1  
Lab Hours: 0  
Repeatable: No  
Grading: L

**Advisory Level:**  
Read: 2  
Write: 2  
Math: None

**Transfer Status:**  
CSU GE: None  
District GE: None  
IGETC: None

**TRANS-120A - Peer Mentoring for Public Transit Workers: One-on-One**  
Units: 1

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 the personal and interpersonal skills needed to be an effective peer mentor in entry level transit operations.

Lecture Hours: 1  
Lab Hours: 0  
Repeatable: No  
Grading: L

**Advisory Level:**  
Read: 2  
Write: 2  
Math: None

**Transfer Status:**  
CSU GE: None  
District GE: None  
IGETC: None

**TRANS-130 - Interpersonal Communication for Transit Workers**  
Units: 1

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.

Lecture Hours: 1  
Lab Hours: 0  
Repeatable: No  
Grading: L

**Advisory Level:**  
Read: 2  
Write: 2  
Math: None

**Transfer Status:**  
CSU GE: None  
District GE: None  
IGETC: None

**TRANS-131 - Labor/Management Problem Solving in Public Transit**  
Units: 1

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 workplace 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.

Lecture Hours: 1  
Lab Hours: 0  
Repeatable: No  
Grading: L

**Advisory Level:**  
Read: 2  
Write: 2  
Math: None

**Transfer Status:**  
CSU GE: None  
District GE: None  
IGETC: None

**VIET-001A - Elementary Vietnamese**  
Units: 5

Students develop skills for oral and written communication in the Vietnamese language. Students study essential components of the language including pronunciation, vocabulary, grammar and syntax, and introduction to Vietnamese literature and culture. Not recommended for native speakers of Vietnamese. This course corresponds to two years of high school study.

Lecture Hours: 5  
Lab Hours: 0  
Repeatable: No  
Grading: L

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

**Transfer Status:**  
CSU GE: C2  
District GE: C2  
IGETC: 6A

**VIET-001AL - Foreign Language Lab - Vietnamese 1A**  
Units: 0.5

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 GE: None  
District GE: None  
IGETC: None
### VIET-001B - Elementary Vietnamese

Units: 5

Students further develop skills in oral and written communication in the Vietnamese language. Students will cover essential language components including spelling, pronunciation, intonation, vocabulary, grammar, syntax structure, as well as continue examination of Vietnamese literature and culture.

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

Units: 0.5

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-090A - Conversational Vietnamese

Units: 3

This course is designed for students desiring a basic, practical conversational approach to the Vietnamese language. It emphasizes oral communication skills (listening and speaking) practice by providing students with simple vocabulary, sentence patterns dealing with everyday life from both learning materials and real situations.

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

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

Transfer Status:
- CSU: Degree Applicable: AA/AS
- CSU GE: None
- District GE: None
- IGETC: None

### VIET-090B - Conversational Vietnamese

Units: 3

This course is a continuation of VIET 090A, designed for students desiring a broader, deeper, conversational approach to the Vietnamese language. It is focused on more intensive oral and written communication skills practice, leading to the development of an ability to use as much as possible the target language in everyday conversation.

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

Prerequisite: VIET 090A with C or better

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

Transfer Status:
- CSU: Degree Applicable: AA/AS
- CSU GE: None
- District GE: None
- IGETC: None

### VIET-098 - Directed Study

Units: 0.5 - 9

Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: 0  Lab Hours: 1.81  Repeatable: 17  Grading: O

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

Transfer Status:
- CSU: Degree Applicable: AA/AS
- CSU GE: None
- District GE: None
- IGETC: None

### WE-088A - General Work Experience

Units: 1 - 6

General Work Experience Education is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience need not be related to the students' educational goals, and can be paid or unpaid. Each unit of credit awarded requires 75 hours of paid employment, or 60 hours of unpaid employment. A maximum of 6 units of General Work Experience credit may be earned. Internship/job placement is not guaranteed.

Lecture Hours: 1 - 6  Lab Hours: None  Repeatable: 5  Grading: O

Corequisite:
1. Need not be enrolled in any other class during the semester besides Work Experience.
2. Must be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status. Each unit requires 75 paid or 60 unpaid hours of work.

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

Transfer Status:
- CSU: Degree Applicable: AA/AS
- CSU GE: None
- District GE: None
- IGETC: None
CHAPTER 10 — FACULTY AND ADMINISTRATORS

(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-Elaine (2005) — Vice President of Student Affairs
B.A., San Francisco State University;
M.S., Ed.D., Pepperdine University;

Cabrera, Jose (2007) — Chemistry
B.A., California State University - Los Angeles
M.S., University of California, Irvine
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, Aurello (Javier) (2000) — English
B.A., University of California, Berkeley;
M.A., Holy Names College

Chiem, Lisa (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

Conroy, Mary (1985) — Psychology
B.A., City College of New York;
M.A., University of Minnesota;
Ph.D., Stanford University

Covarrubias, Jesus (1997) — Social Sciences
B.A., University of California, Berkeley;
M.A., Stanford University

Crawford, Marylin (2001) — Counselor/Coordinator,WIN
B.A., San Jose State University;
M.A., University of California, Santa Cruz

Cruz-Johnson, Celia (2001) — Reading
B.A., M.A., InterAmerican University of Puerto Rico
Ph.D., Capella University

Datta, Sanhita (2008) — Biology
B.S., M.A., University of Calcutta
M.A., Eastern Illinois University
Ph.D., Drexel University

D'Eliscu, Peter (1996) — Biology
B.S., University of California, Irvine;
M.A., San Jose State University;
Ph.D., University of Arizona

Del Buono, Mai Le (2001) — Ethnic Studies
B.A., University of California, Davis;
M.S.W., University of California, Berkeley

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

Frodyma, 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

Gilkerson, Tammeil (2008) — Interim Vice President of Academic Affairs
B.A. University of California Berkeley
M.S. California State University Hayward

Gonzalez, Fabio (2007) — Counseling
B.A., M.A., San Jose State University

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CHAPTER 10 — FACULTY AND ADMINISTRATORS

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., Azusa Pacific University

Inguito, 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., Chico State University M.P.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

Kimura, Keiko (2011) Dean, Language Arts
M.A., Teachers College, Columbia University B.Sc., McGill University
Ed.D., Northern Illinois 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, Iyn (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

Lipiñina, Yelena (2005) – Esthetics
B.A., University St. Peters burg, 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., Jawaharal Nehru University (India); Ph.D., Miami University – Ohio

Mansfield, Stephen (2003) – Air Conditioning and Refrigeration Certificate, San José City College

Martin, Leandra (1997) – Dean, Mathematics and Science
B.S., Arizona State University; M.S., Iowa State University Ed.D., University of San Francisco

Martinez, Maricela (1998) – Counseling/Puente Program
B.A., Northridge State University; M.A., San Jose State University

Mathias, Eve B. Page (1992) – Art/Humanities
B.A., Boston University; M.A., M.F.A., San Jose State University

McCall, Amber – Dance
M.F.A., University of California, Irvine B.A., Butler University (Indiana)

McCallum, Leslyn (2005) – Communication Studies
B.A., Humboldt State University; M.A., University of Nevada, Reno

McCandless, Kevin (2006) – Mathematics
B.S. California Polytechnic State University M.S. California Polytechnic State University

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 (1980) – Reading/Writing
B.A., University of California, Santa Barbara; M.A., University of California, Los Angeles

Nassab, Renza (2008) – Cosmetology
B.S., Alameda 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

Pio, Wendy (2005) – Dental Assisting  
A.A., San José City College

B.A., M.A., Southern Illinois 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

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

Smy, 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 (2006) – 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

Sweeney, Jennifer (2006) – Counseling  
B.A., University of California, Davis;  
M.A., San Jose State University

Sweeney, Jennifer (2007) – Counseling  
B.A., University of California, Davis;  
M.A., San Jose State University

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, Isaí (2007) – Machine Technology  
B.S./B.A., M.B.A., University of Phoenix

Vasquez, Lisa (2009) – Reading  
B.S., M.A., Santa Clara University

Vujić, Kishan (1990) – Dean, Business & Service Careers  
M.S., Northern Carolina Agricultural and Technical State University;  
M.S., Jackson State University

Cosmetology Certificate and License

White, Khalid (2008) – Afro-American Studies  
B.A., Morehouse College  
M.A., Harvard University

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

Armstead, Loretta……………………………………Financial Aid Specialist II
Financial Aid

Beronilla, Maria……………………………………Admissions & Records Coordinator I
Admissions & Records

Borella, Diane……………………………………Instructional Support Assistant, Lab Lead
Language Arts

Brillon, Lisa……………………………………….Admissions & Records Assistant
Admissions & Records

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

Carpenter, Meredith………………………………Program Assistant
Special Programs

Garcia, Laura……………………………………Articulation 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……………………………………Outreach Specialist
Special Programs

Francisco, Judith………………………………….Library Assistant
Library

Franklin, Debra ………………………………………Senior Library Technician
Library

Fukuman, Joyce ……………………………………Instructional Lab Technician II
Construction

Gasparian, Margarita………………….Instructional Laboratory Technician III
Mathematics and Science

Geer, Bruce …………………………………………Network Technician
Technology Services

Gheibi, Peiman……………………………………Instructional Support Coordinator
Mathematics and Science

Gonzales, Virginia ……………………………….Evaluations Specialist
Admissions and Records

Gonzalez, Sandra ……………………………….Administrative Secretary
Office of Vice President of Academic Affairs

Green, Jennifer …………………………………….Schedules and Catalog Technician II
Office of Academic Support

Guzman, Debra …………………………………….Admissions & Records Technician
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
Mathematics and Science

Little, Lisa …………………………………………Health Services Clerk
Health Services

Lopez, Janeth (Andrea)…………………..Senior Division Administrative Assistant
Special Programs

Macias, Isabel …………………………………….Executive Secretary
President’s Office

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
Mathematics and Science

Nakaso, Joanne ………………………………Adaptive Media Technology Specialist I
Special Programs

Nguyen, Diep Ngoc ……………………………Admissions and Records Assistant
Admissions and Records

Nguyen, Tuyet …………………………………Laboratory Technician IV
Mathematics and 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
CHAPTER 11 — CLASSIFIED STAFF

Rojas, Evelyn..................Instructional Support Assistant, Lab Lead Language Arts
Rose, Bunnie..................Campus Personnel Service Coordinator Office of Academic Support
Salazar, Corinne..............Administrative Secretary Office of Vice President for Administrative Services
Salazar, Arnold..................Athletic Trainer Athletics and Physical Education
Spokoyny, Anna...............Biology Laboratory Coordinator Mathematics and Science
Tan, Hoay-Fen..................Instructional Laboratory Technician II Mathematics and Science
Thompson, Roil 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
Wright, Mary...................Staff Assistant I Counseling and Student Services
Zagar, Susan...................Instructional Support Assistant II Cosmetology

SUPERVISORY PERSONNEL

Vigliececa, Joe..................Bookstore Supervisor
Fuqua, Michele...............Interim Business Services Supervisor

MANAGEMENT PERSONNEL

Andrade, Joe....................Facilities Manager
Brodie, Marilyn................Director of WIN/CalWORKs
Burns, Marie-Elaine.........Vice President of Student Affairs
Gilkerson, Tammeil............Interim Vice President of Academic Affairs
Gutierrez, Robert............Metas Program Director
Kavalier, Barbara..............President
Kimura, Keiko..................Dean of Languages Arts
Kimura, Keiko...............Acting Dean of Humanities and Social Science
Kubo, Takeo...................Dean of Enrollment Services
Martin, Leandra..............Dean of Mathematics and Science
Nelson, Greg...................Vice President, Administrative Services
Romero, Jalomo...............Dean of Retention, and Support Programs
Sweeney, Jennifer...........Director of Campus Life
Vujjeni, Kishan...............Dean of Business and Technology

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
Fasbinder, Jeffrey...........District Graphics Designer, Reprographics
Guevara, Daniel...............Custodian I
Hattman, Colleen.............Merchandising Specialist, Bookstore
Juntado, Arnold...............Electrician
Killi, 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
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

CHRIST AND FAMILY STUDIES

Yolanda Garcia  
WestEd- Institute for Early Childhood Professional Development

Veronica Goel  
Estrella Family Services

Ernestine Howard  
Center for Employment Training

Audrey Munoz  
Children's Discovery Museum

Dawn Perry  
City of San Jose

Lydia Robinson  
PTRAC - Child Development Incorporated

Anna Trujillo  
Santa Clara County Head Start  
Santa Clara County Office of Education

AIR CONDITIONING/ REFRIGERATION AND MAINTENANCE TECHNOLOGY

Ray Barnes  
Senior Service Technician  
Service, Co.

Joe Cota  
Service, Co.

Evan Grund  
Enable Technologies, LLC

John Hawk  
San José State University

Hoc N. Hua  
General Manager  
H-Square Mechanical, Inc.

Chris Jones  
Digital Solutions

Ed Kelley  
Facilities Manager  
Intel

William Kohl  
Cushman & Wakefield @ Novell

Joseph Moraida  
Assistant Chief Engineer  
Work Place Resource Group

Mike Nausin  
Airport Facilities Engineering  
City of San Jose

Chris Nordby  
Site Powerplant Manager  
San Jose State University

Kent Penning  
President  
Cold Craft, Inc.

Dan Perret  
Vice President  
H-Square Mechanical, Inc.

Douglas Seagrove  
Chief Engineer Local 39

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

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  

<table>
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<tr>
<th>Construction Technology</th>
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<tbody>
<tr>
<td>Muhammed Chaudhry</td>
<td>Treasurer, S4CS Board</td>
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<tr>
<td>Brenda Childress</td>
<td>Executive Direction, S4CS Board</td>
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<tr>
<td>Joe Cota</td>
<td>Independent Construction Service Co.</td>
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<tr>
<td>Steve Demkowski</td>
<td>S.J. Demkowski Construction</td>
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<td>David Gill</td>
<td>Roth Wood Products</td>
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<tr>
<td>Ken Maggi</td>
<td>Maggi Construction Co.</td>
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<tr>
<td>Tony Mirenda</td>
<td>Co-Chairperson, S4CS Board</td>
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<tr>
<td>Ansehl Pike</td>
<td>Amity Furniture Service</td>
</tr>
<tr>
<td>Tom Sanders</td>
<td>C.B. Tools &amp; Supply, Inc.</td>
</tr>
<tr>
<td>David S. Thomas</td>
<td>Woodwork Institute of California</td>
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</table>
| Henry Tooryani | Instructor, Construction Technology  
San José City College |

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<tr>
<th>Cosmetology</th>
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<tbody>
<tr>
<td>Joe Estudillo</td>
<td>JoJo Hair Studio</td>
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<tr>
<td>William Soriano</td>
<td>W’s Salon</td>
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<tr>
<td>Jaime Tay</td>
<td>Edge Salon</td>
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</tbody>
</table>

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  
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. McCravy  
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  

Dental Assisting

Luis Aguilar, Office Manager  

Judy Bocks, R.D.A.
**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

Ameé Orozco-Guiriba  
New Wave Research

Richard Press  
LPL Systems

John Rydstrom  
Newport, Inc.

**Machine Technology**

Rodney Broome  
Shop Supervisor  
Google, Inc.  
Instructor, Machine Technology  
San José City College

Richard Press  
LPL Systems

Isai Ulate  
Instructor, Machine Technology  
San José City College

**Real Estate**

Carey Atwood  
Loan Officer  
GMAC

Ted Faravelli  
Owner  
Residential Analysis

Phuong La  
Commercial Property Manager  
Attorney

Brian O’Neill  
Senior Appraiser  
Santa Clara County Appraisers Office

Doug Tobin  
Financial Officer  
Intero Real Estate Services

Jesse Votaw  
Owner  
Foundation Trust Mortgage