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Congratulations on choosing San José City College, where our number one priority is your success. Whether you are a new or returning student, you’ll find that our outstanding education and training programs will help you fulfill your goals and aspirations. At San José City College we are committed to excellence and strive to create a learning environment that is both challenging and rewarding. We focus on student success by removing barriers, celebrating diversity, and inspiring students to perform at their highest level inside and outside of the classroom.

Our expert and experienced faculty present a rigorous and stimulating academic curriculum while our student services provide the necessary support to assist you in reaching your academic goals. There are also plenty of activities and leadership opportunities available on campus. We offer a variety of degree and certificate programs to meet your education and job training needs. Our career/technical education programs combine classroom experience with on-the-job training to teach our students the practical skills they need to succeed in the job market.

Quick facts:
- The California Community College System serves more than 2.5 million students annually and is the largest workforce training provider in the U.S.;
- A student who graduates with an associate degree earns an average of $1.6 million in her/his lifetime;
- Almost two-thirds of graduates of the California State University system and one-third of the University of California system transferred from a California Community College.

To find out more about our academic programs, counseling services, and student activities, please visit our website at www.sjcc.edu. Our aim is to help you achieve your dreams. We are looking forward to having you join us on campus as a member of our San José City College family.

Welcome to San José City College, and – Go Jaguars!
Byron

Byron D. Clift Breland, Ph.D.
President
San José City College
District’s Mission Statement

As a leading educational institution, the mission of SJECCD is to meet the diverse educational workforce needs of our community by empowering our students to become agents of social change.

Welcome to San José City College and to the San José-Evergreen Community District. Advancing your education is the single greatest investment you will ever make in your future, the future of your family and the future of our community at large. An “educated person” is the basic cornerstone of every community and, ultimately, the nation. The 2014-2015 San José City College Catalog represents many things; a blue print for your future, a tool to plan your educational career, and a legal contract between you and the college. The words contract and “catalog rights” are found in the administrative guidelines that govern all institutions of higher education, and the reason is that what is printed in the catalog is the college’s commitment to the courses, requirements, pre-requisites and policies that will govern your life as a student. In other words, two years from now if the requirements for a particular degree or certificate changes, you can point to “your catalog rights” and note that you are following the guidelines established in the 2014-2015 catalog; and, therefore, the changes do not apply to you.

On another note, as chancellor, I would like to point out that you are entering a human laboratory of sorts. You will be exposed to peers, faculty and staff all of whom have one thing in common; the pursuit of education. In addition, you will be privileged to attend a community college that is one of the most diverse in the Silicon Valley, an experience that will prove invaluable in the world of the 21st Century and one that will provide you with the intercultural and workforce skills that are critical to the global economy and workforce that is so much a part of our region.

This catalog contains most, if not all, of the answers to your questions. In addition, remember that we are here to support your academic goals; and when in doubt, just ask. Enjoy your academic career at San José City College and take advantage of the learning experiences and opportunities in and outside the classroom.

One final note, our District is committed to fostering a great environment for teaching and learning. To that end, we have adopted a formal statement on civility; and we urge every individual to adopt the following maxim as their own;

“Civility begins with me;
Everyone has worth and dignity.”

Rita M. Cepeda, Ed.D.
Chancellor, San José/Evergreen Community College District
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, whenever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College(s) and who meets such prerequisites as may be established pursuant to Title V of the CA Administrative Code, commencing with Section 58100.

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Chapter 1 — General Information

About the College

Celebrating an existence which spans 91 years, San José City College continues to provide San José and Milpitas residents a community college education of unmatched quality. From its modest beginnings in 1921, San José City College has delivered its educational mission with integrity, sustained vitality, and a continuing awareness as to the need for change and innovation in the context of its dynamic communities.

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

Today, the San José/Evergreen Community College District (formed in 1963) serves more than seven hundred thousand residents within its 303 square mile boundaries, including the San José and Milpitas Unified School Districts and East Side Union High School District. As a result of a 1965 Citizen’s Advisory Committee Study, a long-range plan resulted in the acquisition of two campus sites on the district’s east side. Evergreen Valley College opened its doors to students in 1975 at its 155-acre campus in southeast San José.

Currently, San José City College enrolls more than 16,000 students annually, compared to its initial enrollment of 86 in 1921. The College offers curriculum for students seeking career preparation, transfer to a four-year college or university, or personal enrichment. A strong core of general education and major courses required for transfer are offered in addition to quality programs in basic skills preparation. The College offers a variety of Associate Degrees and one-to-two year career technical courses of study leading directly to workplace readiness and gainful employment. During the 2012-2013 academic year, 632 students earned degrees and/or certificates. The diverse student body reflects the changing demographics of California’s various racial/ethnic groups: 24% Asian, 9% African American, 18% Caucasian, 36% Hispanic, 1% Native American, 1% Pacific Islander, 11% other or non-responsive. Comprehensive programs and services support the diversity of the community of which San José City College is so rightfully proud.

Institutional Planning

In order to address student and community needs, the College developed a comprehensive Educational Master Plan to guide its growth through the year 2025. Included in the planning process is a Facilities Master Plan. The expansion of the campus included state-of-the-art facilities including the César Chávez Library, Student Center, Science Complex, Parking Garage, Construction Technology Building, Technology Center, Multi-Disciplinary building, Carmen Castellano Fine Arts Center, and the major renovations of the Gymnasium, Business, Cosmetology, and Reprographics buildings. The development of two new buildings...
is currently underway for Kinesiology & Athletics and Media Arts, along with renovations to upgrade space for career technical programs. All these projects are slated to be completed within the next two-three years.

**MISSION STATEMENT**

The mission of San José City College is to affect 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

**VISION STATEMENT**

Inspiring Success … One Student at a Time.

**VALUES**

Student-Centered
Priority Driven
Collaborative

**COLLEGE STRATEGIC GOALS**

1. Promote Student Success
2. Expand Partnerships with Our External Communities
3. Enhance Employee Development
4. Foster Cultural Competence
5. Increase Campus Safety
6. Expand Resource Development

**COLLEGE PHILOSOPHY**

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

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

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

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

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

**GENERAL EDUCATION PHILOSOPHY**

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

- Fosters personal growth and lifelong learning
- Presents and interrelates with a broad range of human knowledge and thought
- Expands the range of scientific, intellectual, and aesthetic experiences, interests, and abilities
- Develops effective personal, interpersonal, and social skills
- Assists in the process of clarifying and applying values in daily life
- Fosters a sense of civic responsibility
- Expands understanding of national and global affairs
- Fosters the sense of individuality in the context of the larger world

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

- Aesthetic Sensitivity
- Civic Responsibility and Involvement
- Civility
- Computer Competency
- Critical Analysis/Logical Thinking
- Individual, Cultural and International Diversity
- Ethical Principles
• Historical Sensitivity
• Information Competency
• Personal Integration
• Interpersonal Skills
• Oral Communication
• Political Awareness
• Scientific and Quantitative Reasoning
• Social Responsibility
• Working in Groups
• Critical Reading Skills
• Written Communication
• Oral Communication

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

Accreditation

San José City College is a public, two-year community college accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (10 Commercial Boulevard, Suite 204, Novato, CA 94949, 415.506.0234), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. The College also operates by authority of the Board of Governors of the California Community Colleges and the Board of Trustees of the San José-Evergreen Community College District. Accreditation information can be found on the San José City College website at: http://www.sjcc.edu/discover-sjcc/accreditation.

Statement of Compliance

San José City College maintains an atmosphere that is welcoming to all students and conducive to their academic and personal success. The College provides an environment free from all forms of harassment, in which students and employees are treated with respect and dignity.

San José City College does not discriminate on the basis of race, religion, color, ethnic group identification, gender, national origin, age, marital status, sexual orientation, organizational affiliation, political beliefs, veteran status, language accent, immigration status, ancestry, transgender, and physical or mental disability. Limited English skills are not a barrier to programs and services at the College. San José City College is in full compliance with:
• Title VI of the Civil Rights Act (1964)-pertaining to race, color and national origin;
• Title VII of the Civil Rights Act (1964)-pertaining to religion and gender;
• Title IX of the Educational Amendments (1972)-pertaining to gender;
• Sections 503 and 504 of the Rehabilitation Act (1972)-pertaining to disability;
• Age Discrimination in Employment Act (1974)-pertaining to age; and
• Americans with Disabilities Act (1990)-pertaining to disability.

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

Campus Diversity
Dr. Marie-Elaine Burns
Vice President of Student Services
408-288-3146 or elaine.burns@sjcc.edu

Americans with Disabilities Act Coordinator:
Roland Montemayor
Dean of Counseling
408-288-3772 or roland.montemayor@sjcc.edu

Title IX and Gender Equity Coordinator
Dr. Marie-Elaine Burns
Vice President of Student Services
408-288-3146 or elaine.burns@sjcc.edu

Disabilities Support Program and Services
Roland Montemayor
Coordinator, Disabilities Support Programs and Services
408-288-3772 or roland.montemayor@sjcc.edu

Inquiries may also be address to the:
United States Department of Education
Office of Civil Rights
San Francisco Office, Old Federal Building
50 United Nations Plaza, Room 239
San Francisco, CA 94102-4912
Call 415.556.4275 or fax 415.437.7783

We support the following principles:
• To work in a professional manner with a mutual respect for individual differences.
• To maintain an open dialogue on issues while respecting differing opinions of colleagues and students alike.
• To be open and honest in dealing with students and colleagues and understand the value of having positive collegial relationships.
• That our collective responsibility is to create a positive environment that fosters respect for others and their cultural contributions, and to respect the academic curiosity of our students, colleagues and staff at San José City College.

This document, nor the beliefs herein represented, in no way limit the rights or duties of the employees of SJCC as provided for by Code, Law, Board Policy, Procedure or by the contract.


CIVILITY STATEMENT

We the students, employees, and trustees at SJECCD are committed to a conscious demonstration of mutual respect - for people, for their roles, for their knowledge and expertise.

While no civility statement can guarantee considerate and principled conduct, the values set forth below represent institutional ideals and should serve as guide posts.

Respect, civility, integrity and honesty are not just words; they are intentions that must be present in our interactions with one another.

Civility requires cooperation, tolerance, forgiveness, acceptance, inclusiveness, kindness, compassion, courtesy, perception, and patience. It is expressed not only in the words we choose, but also in our tone, demeanor, and actions.

We honor the right of expression as a hallmark of learning, and we treasure intellectual freedom, tempered with respect for the rights of others, even when individual or group points of view are controversial or out of favor with prevailing perspectives. Individuals should not feel intimidated or be subject to reprisal for voicing their concerns, or for participating in governance or policy making.

An individual’s perception of what is or is not civil conduct can be influenced by their culture and life experiences. We can all use assistance from time to time in understanding or seeing behaviors through the eyes of another person. We need to acknowledge these differences and be open to receiving feedback from someone who may perceive something we have done, without intent, as being uncivil. We also need to evaluate our own expectations of civility to ensure that we are not setting an unrealistically high bar.
In the face of incivility, silence can indicate consent; we each have responsibility to speak out to counteract incivility.

**Guide Posts:**
- Civility begins with me.
- Each person is responsible for creating and maintaining a positive place to learn and to work, where everyone can flourish.
- Take responsibility for one’s own choices. Accept your responsibility to engage courteously in all forms of communication (oral, written, and electronic).
- Listening, not just hearing, but listening with respect, is the proper response to others.
- Regardless of status, everyone has worth and dignity which should be valued.
- Recognize contributions of others and value their opinions.
- All members of the community are responsible for and expected to exemplify and promote civility, integrity, and concern for the common good.
- Demonstrate and promote fair and just treatment; practice forgiveness and compassion.

Approved by College Planning Council on May 20, 2012. Approved by SJECCD Board of Trustees on October 8, 2013.

**CHANGES IN RULES AND POLICIES**

Although every effort has been made to assure the accuracy of the information in this Catalog, students and others who use this Catalog should note that laws, rules, and policies change from time to time and these changes may alter the information contained in this publication. Changes may come in the form of statutes enacted by the Legislature, rules and policies adopted by the Board of Trustees of the San José-Evergreen Community College District, or by the Chancellor or designee of the institution.
Chapter 2 — Admissions and Registration Procedures

Application for Admission

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

The first step for all persons desiring to enroll in classes at SJCC is to complete an application for admission. This application is available 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 2013-2014 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
Chapter 2 — Admissions and Registration Procedures

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.
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 July 1 for the fall semester and by November 15 for the spring semester.

International students are required to pay the non-resident tuition, enrollment fees, capital outlay fee, and health fees at time of registration. Students should purchase health insurance to cover their medical needs immediately after registration. Information about various health insurance plans can be obtained through the International Student Program. Within the first month of the semester, students are required to submit proof of tuberculosis clearance and MMR immunization. All international students must follow United States Citizenship and Immigration Services (USCIS) guidelines as well as SJCC’s International Student Program policies.

Prospective students interested in attending SJCC should request an International Student Application form from the International Student Program office located in the Student Center Rm. 216L. For more information, call (408) 288-3751 or (408) 288-3702 or visit the website: http://www.sjcc.edu/current-students/on-campus-resources/international-students.

**CREDIT**

Students can earn additional credit using any of the following:

**Transcripts from Other Colleges**

Students can receive transfer credit for work done at other accredited post-secondary education institutions. San Jose City College accepts transfer credit from colleges or universities accredited by one of the six (6) regional accrediting bodies only. Credit is granted in accordance with the recommendations in "Transfer Credit Practices" published by the American Association of Collegiate Registrars and Admission Officers.

To receive credit, students must submit official transcripts from all colleges and universities attended to the Admission and Record office [a minimum of eight weeks prior to graduation and must be on file six weeks prior to registration]. Transcripts must be sent directly from the former institutions to A&R and cannot be accepted directly from the student.

Transcripts will be evaluated and acceptable credit included in the student’s permanent record. Students whose transfer Grade Point Average is less than 2.0 on a 4.0 point scale will be admitted on probation. At the time of graduation, the grade point average of all work attempted at all other accredited institutions of higher education is calculated into the grade point average at SJCC to determine eligibility for graduation. All transcripts become the permanent property of San José City College.

**Credit from Foreign Colleges and Universities**

Students who have earned credit at colleges and universities outside the United States may receive up to 30 units worth of credit. Foreign transcripts must be first evaluated by a San Jose City College approved agency. A list of approved agencies as well as the policy and procedures for receiving credit for foreign educational work may be picked up in the counseling office.

**Credit and Military Service**

Upon submission of a copy of the DD-214 (Discharge) Persons who have completed a minimum of 185 days of active duty in the United States Armed Forces may receive 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.

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

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.

Non-Collegiate Courses

Upon presentation of certificates from non-collegiate agencies, credit may be granted. Credit will be granted according to the recommendation approved or listed in the instructional guide for non-credit courses published by the American council on education. The total number of units that can be earned through credit for military service, credit by examination, CEEB, CLEP, and non-collegiate courses shall not exceed 30 units.

Limits on Pre-Collegiate Basic Skills Units

Per title 5, section 55035, "...no student shall receive more than 30 semester units (or 45 quarter units) of credit for remedial coursework. Students having exhausted the unit limitation shall be referred to appropriate adult noncredit education services provided by college, adult school, community-based organization, or other appropriate local provider with which the district has an established referral agreement. The following students are exempted from the limitation on remedial coursework described in subsection of the section:

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

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

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

Admission Guide

New, First-Time College Student (reached 18 years of age or high school graduate):

1. Submit an application via CCC apply https://secure.cccapply.org/Applications/CCCApply/apply/San_Jose_City_College.html
2. Complete and submit a FAFSA to the Financial Aid office.
3. Schedule and take the assessment.
4. Schedule and attend an orientation.
5. Meet with a counselor to develop an Education Goal and Plan
6. Register for class(s) by, visiting myweb.sjeccd.org, by calling (408) 223-0300, or in person at A&R
7. Obtain a free student ID card from the information desk in the student center. Be sure to have your current class schedule and another picture ID.

Returning Student – Not on Probation or Dismissal:

1. Submit an application via CCC apply https://secure.cccapply.org/Applications/CCCApply/apply/San_Jose_City_College.html
2. Complete and submit a FAFSA to the financial aid office.
3. Meet with a counselor to develop an Education Goal and Plan
4. Clear any holds you may have before registering.
5. Register for class(s) by, visiting myweb.sjeccd.org, by calling (408) 223-0300, or in person at A&R
6. Obtain a free student ID card from the information desk in the student center. Be sure to have your current class schedule and another picture ID.
Returning Student – On academic probation and/or academic dismissal Status:

1. Submit an application via CCC apply https://secure.cccapply.org/Applications/CCCApply/apply/San_Jose_City_College.html.
2. Complete and submit a FAFSA to the financial aid office.
3. Meet with a counselor to develop an Education Goal and Plan.
4. Obtain a registration date.
5. Clear any holds you may have before registering.
6. Register for class(s) by, visiting myweb.sjeccd.org, by calling (408) 223-0300, or in person at A&R.
7. Obtain a free student ID card from the information desk in the student center. Be sure to have your current class schedule and another picture ID.

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

1. Submit an application via CCC apply https://secure.cccapply.org/Applications/CCCApply/apply/San_Jose_City_College.html.
2. Submit official transcripts to A&R.
3. Obtain a registration date.
4. Register for class(s) by, visiting myweb.sjeccd.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 meet with a counselor. It is important to bring unofficial transcripts to the counseling appointment. The counselor will determine if the required course prerequisites have been met and enter them in the computer system.

For high school students planning to enroll at SJCC:

1. Effective Summer 2011:
   • New and returning high school 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 2015 must have taken and completed class(s) in Fall 2014 and Spring 2015.
2. Submit an application via CCC apply https://secure.cccapply.org/Applications/CCCApply/apply/San_Jose_City_College.html.
3. Complete and submit an attendance approval for special part-time high school students form (R-40). The form is available online at: http://www.sjcc.edu/current-students/on-campus-resources/admissions-and-records-office/forms.
4. Schedule and take the assessment.
5. Schedule an appointment with a counselor to discuss class selection based on assessment results by visiting the counseling center or by calling 408-288-3750.
6. Register in person at A&R for the class listed on the mandatory high school student R-40 form signed by the high school principal, counselor, and parent or guardian. High school students are only eligible to enroll in classes for vocational purposes or as substitutes for courses not available through their high schools and may not enroll in P.E. or basic skills courses.
7. Obtain a free student ID card from the information desk in the student center. Be sure to have your current class schedule and another picture ID.
8. Complete and submit a new admissions application for each term/semester of enrollment and a new attendance approval for special part-time high school students form (R-40). This information applies to new, returning, and continuing students.

Students who are either: under 18; not attending high school; have not passed the California high school proficiency exam or GED; or are home-schooled and want to enroll at SJCC must do the following:

1. Submit an application via CCC apply https://secure.cccapply.org/Applications/CCCApply/apply/San_Jose_City_College.html.
2. Complete and submit the special part-time student admission (R-42) form. This form requires a letter of recommendation from the principal of the school of record and indicating the student’s level of maturity and ability to benefit from advanced scholastic or vocational work.
3. Schedule and take the assessment.
4. Schedule an appointment with a counselor to discuss class selection based on assessment results by visiting the counseling center or by calling 408-288-3750.
5. Schedule an interview the dean of enrollment services by calling 408-288-3733 to approve special admissions to the college. At this time, submit all paper-work which includes the R-42 form, principal’s letter, hold harmless agreement (all found in the original packet received from A&R), the school district affidavit for home-schooled students, and college assessment results to the dean of enrollment services during the interview. If approved, a registration date and time will be assigned.
6. Register for class(s) in-person at A&R.
7. Obtain a free student ID card from the information desk in the student center. Be sure to have your current class schedule and another picture ID.

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. Are allowed to enroll in one course per term;

4. May not enroll in P.E. 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 not 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. Submit an application via CCC apply https://secure.cccapply.org/Applications/CCCApply/apply/San_Jose_City_College.html.

2. Obtain a registration date.

3. Clear any holds you may have before registering.

4. Register for class(s) by, visiting myweb.sjeccd.org, by calling (408) 223-0300, or in person at A&R.

5. Obtain a free student ID card from the information desk in the student center. Be sure to have your current class schedule and another picture ID.

For assistance call college information at (408) 288-3708.

**ENROLLMENT PRIORITIES**

Under the new priority enrollment regulations, “priority registration dates” will be assigned to active duty military and recently discharged veterans, current and former foster youth, students in Disability Support Program and Services, Extended Opportunity Programs & Services, and CalWORKs. These student groups are permitted to enroll before the rest of the student population. Accordingly, under the new mandates, students must maintain satisfactory academic progress in order to maintain priority registration eligibility.

Students (continuing, new and returning) will be granted an early enrollment priority upon completion of the following activities: assessment, orientation, and educational plan. These students must also be in good academic standing and have not completed more than 100 degree applicable units.

Students who are on academic or progress probation for two consecutive terms will lose ability to register early over those students who are in good standing. Students who can demonstrate that the unsatisfactory academic standing is based on extenuating circumstances may appeal.

Effective Fall 2014 students who have completed 100 degree applicable units (not including units in basic skills English, Math or English as a Second Language) or more will lose their registration priority.

**Student Success & Support Program**

**Steps to successful registration and enrollment**

To register and enroll in courses at San Jose City College, follow these steps. Not only are the steps required, but they are designed to support students in having a successful academic experience.

1. Application: All students new to San Jose City College, as well as those who have missed two or more consecutive semesters, must submit a completed application online. Applications for the Summer and Fall semesters are accepted beginning February 15 and for the Spring semester beginning October 15.

2. Assessment: All new students are required to take the college assessment tests which will determine the appropriate English and math courses in which they may enroll. Students are also allowed to submit scores from assessment tests taken at another college within the last two years in lieu of taking the assessments at SJCC, if the assessment instrument is state-approved and correlation with SJCC courses can be established. Additionally, under certain circumstances, students may use previous transcripts (high school or college) as well as AP test scores and EAP scores for placement. Students submitting transcripts or AP/EAP must submit these to Admissions & Records Office.

3. Orientation (New Student Orientation Workshops): All new students are required to complete an orientation to SJCC. This is completed by attending a New Student Orientation Workshop or by enrolling in the Guidance 97 Orientation class. At the workshops, students will be able to clarify their educational goals, learn about student services and programs, as well as develop their initial educational plan.

4. Educational Plan: All new students are expected to complete an initial individual educational plan with the assistance of a counselor prior to registering for classes. This is completed in the “New Student Orientation Workshops.” As part of the educational planning process, all students must state a specific educational goal no later than upon completion of 15 units of course work.

5. Registration: Registration is set up on a priority system (see Enrollment Priority) and may be completed online or in the Admissions & Records Office. Students who enroll in courses must pay appropriate fees (see FEES section). Students are considered officially enrolled when all fees have been paid in full. Those students receiving a Board of Governors Fee Waiver (BOGFW) must also pay the $19 Student Health fee and $5 Student Activity fee ($24 total) by the end of the second week of each semester. If fees are not paid, there will be a HOLD placed on student records and students will not be able to enroll in classes for the following term (fall or spring semester or summer session).

*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.*
6. **Counseling:** All students are expected to schedule an appointment with a counselor at least once each semester or as needed, to review, update and expand their initial educational plan.

7. **Attendance & Successful completion of classes:** All students are expected to attend their classes regularly, complete assigned coursework on time, and complete their courses each semester. Students are also expected to maintain regular progress towards their educational goal.

Failure of a student to fulfill the responsibilities listed above may result in loss of priority registration and the suspension or termination of college services.

**Student Success & Support Program Exemption Requirements**

The San Jose Evergreen Community College District requires all students to fully participate in each college's Student Success & Support Program services. A student may be exempt from the Orientation, Assessment, and/or Counseling/Advisement component of the Student Success & Support Program if one or more of the following exemption criteria are met.

New students may be exempted from the Orientation, and/or the Counseling components if they:
- Are enrolling in apprenticeship or short-term courses.
- Have previously earned a college degree.

New students may be exempted from the Assessment component if they:
- Enroll in open curriculum classes only.
- Enroll in non-AA applicable courses other than pre-collegiate basic skills.
- Enroll in apprenticeship courses only.
- Possess an Associate, Baccalaureate, or other college degrees.
- Previously completed reading, writing, and/or math coursework successfully (with a C grade or better).

This may be used for placement purposes in lieu of the corresponding assessment test(s).

Exemptions must be approved by the dean of Student Success and Dean of Enrollment Services after student meets with a counselor and provides official transcripts. For more information please contact the SJCC Counseling Center at (408) 288-3750.

**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:**

<table>
<thead>
<tr>
<th>Student Type</th>
<th>Minimum Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time student</td>
<td>registered for 12 or more units.</td>
</tr>
<tr>
<td>Part-time student</td>
<td>registered for fewer than 12 units.</td>
</tr>
<tr>
<td>Half-time student</td>
<td>registered for 6 units or more but fewer than 12 units.</td>
</tr>
</tbody>
</table>

**Summer Session:**

<table>
<thead>
<tr>
<th>Student Type</th>
<th>Minimum Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time student</td>
<td>registered for 4 or more units.</td>
</tr>
<tr>
<td>Part-time student</td>
<td>registered for fewer than 4 units.</td>
</tr>
<tr>
<td>Half-time student</td>
<td>registered for 2 units or more but fewer than 4 units.</td>
</tr>
</tbody>
</table>

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

**Minimum Unit Requirements**

To maintain eligible status in the categories listed below, students must carry a minimum program of new work as follows:

1. International students — 12 units per semester.
2. Social security, California state disability, and P.L. 674 — 12 units per semester.
4. Associated Student Government (ASG) 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.
Chapter 2 — Admissions and Registration Procedures

**Maximum Unit Load**

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

**Retention of Student Files**

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

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

**Parking Permits**

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

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

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

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

**Parking Restrictions**

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

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

**Notes:**

- Parking regulations are enforced in all staff parking lots
- There is no free parking during the summer session
- You must be a student to purchase a permit
- Visit myweb to order a parking permit, verify your mailing address where, and to select payment method.
- You must use campus computers (LRC, Registration Cove, Cyber Café) only to order permits if you wish to pay with cash. After ordering online go to A&R for payment.
- San José/Evergreen Community College District is not responsible for damage or loss to your vehicle.

**Student Success & Support Program (Formerly Known as Matriculation)**

**Definition**

Student Success & Support Program, formerly known as Matriculation is a state-mandated program designed to assist students in accomplishing their educational goals. It is an agreement between the college and the student.

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

**Goal**

The primary goal of matriculation is to increase student success through institutional effectiveness. Success is measured by the attainment of student educational objectives. Matriculation is a coordinated process:
1. Assisting students to make wise educational choices concerning the programs and courses to pursue based upon clear and sensitive appraisals of their skills, interest and aptitudes in relation to the programs and courses offered
2. Enabling students to complete with satisfactory grades the units they attempt and to persist from semester to semester
3. Identifying the support services that students need to succeed and referring students to college and community resources to meet those needs
4. Strengthening student motivation to succeed through the above, providing frequent feedback and encouragement.

ACTIVITIES

Admission: Students utilize online, 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, websites, and newsletters. (PLEASE NOTE: Beginning Fall 2014 Orientation will be mandatory for all new students.)

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. (PLEASE NOTE: Beginning Fall 2014 Assessment will be mandatory for all new students and returning students who have not taken an assessment in three or more years.)

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. (PLEASE NOTE: Beginning Fall 2014 it will be mandatory for all students to have an educational plan on file in the Counseling Center.)

Student Progress follow-up: Students excelling in their course work are notified of honor lists and scholarships. Students encountering academic difficulties are referred to appropriate college services by counselors, instructors and staff members. Students having special needs are directed to additional follow-up resources within the college and community.

SUMMARY

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

EXEMPTION CRITERIA

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

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

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 corequisites, all SJCC classes are open to enrollment on a “first come first served” basis until they are filled to maximum capacity.

DEFINITIONS:

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

• “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

SJECCD adopts the following in order to provide for the establishing, reviewing, and challenging of prerequisites, co-requisites, advisories on recommended preparation and certain limitations on enrollment in a manner consistent with law and good practice.

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

• The prerequisite or co-requisite has not been established in accordance with the district’s process for establishing prerequisites and co-requisites;

• The prerequisite or co-requisite is in violation of Title 5;

• The prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;

• The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or co-requisite;

• The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or co-requisite course has not been made reasonably available.

PROCESS:

Students who believe that they have completed the prerequisite(s) or co-requisite(s) for a course listed in the schedule of classes or catalog for any of the reasons should do the following:

• Complete a Prerequisite Challenge form available at the Counseling Office;

• Make an appointment to see a counselor to help you review your experience and guide you in the challenge process. If the counselor cannot make a determination about your experience, he or she will refer you to the instructional dean who supervises the area in which you wish to take the course;

• If there are any unresolved issues after you meet with the instructional dean, you may present your case to the Vice President of Academic Affairs;

• When space is available in a course when a student files a challenge to the prerequisite or co-requisite, the college shall reserve a seat for the student and allow the student to enroll in the course if the challenge is successful.

FEES

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

Checks or Money Orders should be made payable to San José/Evergreen Community College District (SJECCD). The colleges also accept Visa and Master-card.

ENROLLMENT FEES

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

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

STUDENT ID CARD

All students will be issued a basic photo ID card at no cost. The ID card is acceptable for access to the college libraries, Health Services, and other services provided. Students should retain this card for future semesters. There is a replacement fee for a photo ID card. There are no exceptions to the replacement fee.

STUDENT ACTIVITY FEE

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

All students will be billed a $5 activities fee and issued an ASG sticker to be affixed to their student ID card. Refunds may be requested through A&R as described in the class schedule.

HEALTH SERVICES FEE

All students are required to pay the $19 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 $19 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.
Chapter 2 — Admissions And Registration Procedures

- 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, the capital outlay fee of $4 per unit, and Student Activity and Student Health fees. Personal checks are not accepted for tuition. Payments must be made in cash, certified check, travelers’ checks, or Visa/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 BOGW recipients
- $15 for Fall or Spring Semester for Motorcycle permit
- $35 for Fall or Spring Carpool Semester permit
- $8 for Summer Semester permit for Automobiles
- $4 for Summer Semester permit for Motorcycles
- $3 DAY permit

**RECORDS FEES TRANSCRIPTS**

On request, students are provided with two copies of their official transcript free of charge; thereafter, there is a 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.

**Transcript fees:**
- Regular Unofficial (7-10 working days to process): $4 per copy
- Regular Official (7-10 working days to process): $4 per copy
- Rush Official (24 hours to process): $10 per copy

**STUDENT'S SCHEDULE**

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

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

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

**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 BOGW.
- 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 Academic Calendar) are entitled to a fee refund for those courses. Refunds of fees are not automatic.

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

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

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

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

Refunds will be made in full for the qualifying amount, minus the 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 that were cancelled.

• Processing Timeline for Refunds

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

PARKING FEES REFUND

Refunds will be made in accordance with the refund policy of the District within the first ten (10) days of instruction of each semester under the following conditions:

1. Applicant completes a “Parking Refund Request” form, available at Admissions and Records Offices.
2. Refunds are allowed when classes are dropped or canceled.
3. The issued parking permit is returned to Admissions and Records Offices with the refund request.

There is a $3 Parking Permit refund processing fee.

RETURNED CHECKS

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

COUNSELING DIVISION
The Counseling Division helps students identify their strengths and achieve their potential. The Counseling Faculty and staff is available to assist students in planning an academic program that meets the requirements for certificates, graduation, transferring to four-year institutions, as well as supporting student’s personal interest. Students at SJCC are 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. The Counseling Division is located in the Student Center Building.

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

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

THE CAREER/TRANSFER CENTER
The Career/Transfer Center also provides student assistance with career development needs. Choosing an academic major and a career are important decisions. Our experienced and friendly staff is available to help students explore occupations and career fields through extensive resources. Our goal is to inspire and empower individuals to achieve their full potential. To benefit career development, the center offers following online career exploration tools:

- California Career Cafe
- California Career Zone
- Career Cruising
- EUREKA
- O’NET

Computer access is available in the center for career assessment. Students may stop by the Career/Transfer Center for access information. The Career Transfer Center is located in the Student Center, room SC216-A.

CAREER COUNSELING
Career Counseling is available to SJCC students by appointment only through the counseling department. Contact: 408 288-3750.
MISSION

The purpose of Financial Aid is to help you meet your educational expenses (tuition and fees, books, supplies, room and board, etc.). To determine your eligibility, SJCC uses your Expected Family Contribution (computed by completing the FAFSA), your educational expenses (also known as your cost of attendance), and your enrollment status.

There are two types of financial aid: gift aid and self-help aid. Gift aid includes: grants, scholarships, and fee waivers. Generally, gift aid does not have to be repaid. Self-help aid includes: loans and work-study. Self-help aid must be earned or repaid.

ELIGIBILITY

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

• Submit a complete Free Application for Federal Student Aid (FAFSA)
• Demonstrate financial need as defined by Federal Regulations and calculated by the FAFSA
• Be a United States citizen or eligible non-citizen
• Have a valid Social Security Number
• Have earned a high school diploma, GED, or equivalent.
• Students who began their program of study before July 1, 2012 may qualify by passing the Ability to Benefit Test (ATB), or completed 6 units that are applicable towards their current degree or certificate of study.
• Register with Selective Service if applicable (males between the ages of 18-26)
• Enroll in an eligible degree or certificate program
• Maintain Satisfactory Academic Progress as defined by the college
• Not have defaulted on a prior Federal Student Loan or owe a refund on a Federal Student Grant

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

APPLYING FOR FEDERAL STUDENT AID

To apply for federal aid, students must:

• Submit a Free Application for Federal Student Aid (FAFSA);
• Complete and submit online at www.fafsa.ed.gov
• 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 2014-2015 FAFSA is valid from July 1, 2014 through June 30, 2015 for Fall 2014, Spring 2015 and Summer 2015.

Students may submit a FAFSA beginning January 1 each year, which will take effect the following academic year – for example: starting January 1, 2015, students may submit the 2015-2016 FAFSA; for that year, students may submit their FAFSA as late as June 30, 2016.

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

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

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 2013-2014 COA budgets are listed below reflecting standard expenses for a 9-month period.

<table>
<thead>
<tr>
<th></th>
<th>Living At Home</th>
<th>Living Independently</th>
</tr>
</thead>
<tbody>
<tr>
<td>(no dependents)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fees**</td>
<td>$ 1,338</td>
<td>$ 1,338</td>
</tr>
<tr>
<td>Book/Supplies</td>
<td>$ 1,746</td>
<td>$ 1,746</td>
</tr>
<tr>
<td>Personal/Misc.</td>
<td>$ 3,132</td>
<td>$ 2,870</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>$12,300*</td>
<td>$18,950*</td>
</tr>
</tbody>
</table>
**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**

- 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.
- Federal Work Study (FWS) – Must submit the FAFSA, attend a FWS orientation and be hired by a FWS employer (on-campus at SJCC).
- Federal Pell Grant (Pell) – For eligible undergraduate students with high financial need, enrolled in an eligible program.
- William D. Ford Direct Loan Program (Direct Loans) – For students, who qualify, enrolled in an eligible program. Submit the FAFSA as well as loan application materials. New Direct Loan borrowers must attend a Loan orientation.
- Federal Supplemental Educational Opportunity Grant (FSEOG) – For Pell recipients with high financial need.
- Bureau of Indian Affairs Grant (BIAG) – Applications available through the tribal regions.

**BOARD OF GOVERNORS FEE WAIVER – BOGFW**

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

1. The student or student’s family is receiving AFDC, SSI, or General Assistance.
2. 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.
3. The student’s household meets the following income standards:

<table>
<thead>
<tr>
<th>Number in Household</th>
<th>Total Family Income (2013 Adjusted Gross Income and/or Untaxed Income)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$17,235 or less</td>
</tr>
<tr>
<td>2</td>
<td>$23,265 or less</td>
</tr>
<tr>
<td>3</td>
<td>$29,295 or less</td>
</tr>
<tr>
<td>4</td>
<td>$35,325 or less</td>
</tr>
<tr>
<td>5</td>
<td>$41,355 or less</td>
</tr>
<tr>
<td>6</td>
<td>$47,385 or less</td>
</tr>
<tr>
<td>7</td>
<td>$53,415 or less</td>
</tr>
<tr>
<td>8</td>
<td>$59,445 or less</td>
</tr>
</tbody>
</table>

Add $6,030 for each additional dependent.

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

**FINANCIAL AID PACKAGING POLICY**

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

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

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

**SATISFACTORY ACADEMIC PROGRESS**

The Satisfactory Academic Progress (SAP) Policy at SJCC complies with the Federal requirement of monitoring financial aid recipients’ progress toward eligible academic programs. SAP will be evaluated at the end of each term (Summer, Fall and Spring). This evaluation based on the enrollment status as of the end of the add/drop period of the term, reflecting students’ permanent academic record. The evaluation takes into account the complete academic record at the San Jose Evergreen Community College.
CHAPTER 3 — STUDENT SERVICES

District as well as any applicable units transferred from other institutions.

SAP Guidelines
In order to maintain SAP for financial aid purposes, students must:
1. Maintain at least a 2.0 cumulative grade point average (GPA) after attempting 30 or more units. Per Federal regulation, any classes with grades replaced by academic renewal must still be considered in the GPA evaluation.
2. Complete 70% 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>42 units</td>
</tr>
<tr>
<td>45 units</td>
<td>31.5 units</td>
</tr>
<tr>
<td>30 units</td>
<td>21 units</td>
</tr>
<tr>
<td>24 units</td>
<td>17 units</td>
</tr>
<tr>
<td>18 units</td>
<td>13 units</td>
</tr>
<tr>
<td>15 units</td>
<td>10.5 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>

a. Classes with grades of A, B, C, D, CR, and P are considered completed units.
b. Classes with grades of F, NC, NP, W, I and RD are considered units attempted and not completed.
c. Students who receive “I” or “RD” grades must notify the Financial Aid Office when records have been updated.
3. Complete their program before attempting 150% of the program unit requirement (maximum time-frame).
   a. Students required to complete remedial level courses to meet their educational goals are allowed up to 30 units or two full-time semesters in addition to their program length.
   b. Students who require English as a Second Language (ESL) course work will have additional units in their maximum time frame.
   c. Course repeats are limited to the number of times specified in the College Catalog. Students may receive financial aid for a repeated course only once, regardless of the grade earned on the first attempt. Repeated courses are counted as part of the total number of attempted units.

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

Evaluation Policy
1. All San Jose Evergreen Community College District and transferred course work applicable to a student’s degree is included in the SAP evaluation
2. Evaluation period shall start the first semester of enrollment and include classes from all terms regardless of financial aid eligibility status
3. Aid applicants must declare an eligible academic program with A&R that:
   a. Leads to an Associate Degree (AA or AS), or
   b. Is at least a 2-year program, acceptable for transfer to a 4-year institution, or
   c. Is an approved certificate program that is at least 15 weeks long and requires a minimum of 16 semester units or 600 clock-hours
4. All financial aid applicants must have a current SAP evaluation on file:
   a. Academic progress standards must be evaluated as of the most recent term of enrollment, for returning students, and
   b. The most recent evaluation, for continuing students
   c. Transfer students must submit transcripts from all prior colleges attended to A&R

Appeal for Financial Aid Reinstatement Process
In accordance with federal regulations, financial aid recipients may appeal for financial aid reinstatement if they have been denied as a direct result of documented extenuating circumstances during the term that SAP is not met.

Appeals for reinstatement of financial aid are reviewed by an individual from the Financial Aid staff, or a group of individuals from the Financial Aid staff and others with relevant information. Upon review the appeal will either be approved or denied based on academic history, educational plan, and completion of the appeal form with applicable documentation.

TO SUBMIT AN APPEAL YOU MUST:
• ATTEND A MANDATORY SAP WORKSHOP PRIOR TO SUBMITTING YOUR APPEAL AND ASSOCIATED DOCUMENTS, AND
• BE REGISTERED FOR CLASSES FOR THE CURRENT SEMESTER AND
• SUBMIT A COMPLETE, LEGIBLE APPEAL FORM BY THE STATED DEADLINE

Appeal Instructions:
1. Attend a mandatory SAP workshop prior to submitting your appeal and associated documents. Workshop information is posted on the Financial Aid homepage.
2. Provide written documentation and/or proof of extenuating circumstances. Examples of these types of documents include:
   • A signed, dated doctor statement specifying medical issues and affected dates
   • For circumstances such as car accidents, death in the family, required court appearances, etc., appropriate documentation must be submitted with the appeal.
3. Examples of what is NOT considered extenuating circumstances include but are not limited to:
   • Working too many hours
   • Not ready for college work
   • Transportation problems

A current (dated no earlier than the previous semester) Educational Plan is required. The Educational Plan does not necessarily need to be a full-comprehensive plan. It must plan for enough units to reach satisfactory academic progress, assuming all classes are completed and passed.
Appeal Instructions for exceeding maximum time-frame (if additional time is needed):

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

Appeal Response:

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

Warning Status:

Students who do not meet SAP for the first time may be placed on Warning for one semester/term. During the Warning term, students will receive aid. At the end of that term, the student will be expected to have re-established SAP. If not, the student may be denied and will need to appeal or re-establish SAP without receiving aid.

Re-establishing Aid Eligibility

Students who do not appeal for reinstatement, or whose appeals are denied, can re-establish their financial aid eligibility after completing increasing their overall completion rate to at least 70% and achieving a cumulative GPA of 2.0 or higher. It is the students’ responsibility to notify the Financial Aid Office of the improved academic performance and request to be re-evaluated.

Grades and SAP: Academic amnesty/renewal

Some schools have academic amnesty/renewal procedures through which a student can apply to have credits attempted and grades earned in previous semesters excluded from the calculation of the student’s GPA. The Federal Student Aid program regulations make no provision for the concept of academic amnesty or academic renewal. Therefore, a school must always include courses applicable to a student’s major (whenever taken) in evaluating a student’s satisfactory academic progress.

FINANCIAL AID CONSORTIUM AGREEMENT

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

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

Veterans Information

Financial assistance to Veterans on campus is provided by the Veteran Certifying Official located in the Financial Aid Office. Veteran Counseling for VA Educational plans are offered through the SJCC Counseling Center. The Veteran Certifying Official is available to aid Students in obtaining educational benefits for Veterans or their dependents, spouses or widows.

CREDIT FOR MILITARY SERVICE

Upon submission of a copy of the DD-214 (Discharge papers), persons who have completed a minimum of 185 days of active duty in the United States Armed Forces may receive two units of credit for Physical Education, two units for Health Education, and two units for Military Service. Students receiving Veteran benefits must file their DD-214 with Admissions and Records, and the VA Certifying Official. Additional units for certain military technical schools, may be granted upon evaluation of their Military transcripts. Credit granted for Military transcript is based on recommendation of the American Council of Education. Other college transcripts will be evaluated for credit here at SJCC.

FINANCIAL AID - VETERANS INFORMATION

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).

FINANCIAL AID REGULATORY UPDATES

As of July 1, 2012:

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

- Students may repeat a course and receive financial aid for it only once after having earned the units for it previously. Earning units in a course includes grades of A, B, C, D, CR (credit) or P (pass). Grades of F, NC (no credit), NP (no pass), W or I do not count as earning units for a class.
- Students who are selected for verification will be required to submit a verification worksheet and IRS Tax transcripts (if a federal tax return is filed). Signed federal tax returns will no longer be accepted.
and personal counseling. Eligible students may receive book vouchers, priority registration, access to lending library and workshops. Students who qualify for this program are expected to demonstrate satisfactory academic progress toward their educational goals.

**COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)**

The CARE program is a supplemental component of Extended Opportunity Programs & Services (EOPS). CARE is designed to provide educational and economic support services above and beyond what is provided through county and campus support services to single parents who have a child 13 years of age or younger, and are receiving TANF. The CARE program provides support with subsidized childcare, workshops, assistance with transportation, and transfer planning. Students who qualify for this program are expected to demonstrate satisfactory academic progress toward their educational goals.

San Jose City College Extended Opportunity Programs & Services (EOPS) and the Cooperative Agencies Resources for Education (CARE) Advisory Board

The purpose of the advisory committee is to assist the college in developing and maintaining effective Extended Opportunity Programs and Services. The term of each committee member shall be for two years, July of the year of appointment to June 30 of the second succeeding year. Members may serve more than one term. Members shall serve without compensation. Members may be reimbursed for necessary expenses incurred in performing their duties. The Advisory Committee should include representation from college personnel, EOPS students, local or feeder high schools, community and business sector, and four-year colleges where possible. The EOPS/CARE Advisory Committee shall meet once per academic semester.

**HEALTH SERVICES**

The San José/Evergreen Community College District provides access to a medical provider (Medical Doctor, Nurse Practitioner or Physician Assistant), mental health counselor, nurses, and other health care providers. The Health Services fee is assessed to cover the cost of the program that include physicals, health information, health and personal counseling, short-term adjustment counseling, family planning, TB skin tests, and immunizations. Pregnancy tests, STD testing, pap smears, laboratory services, and other medical care are available for a no/low cost fee. First aid is also offered to students during Student Health Services office hours.

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

**FINANCIAL AND LEGAL LIMITATIONS**

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

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, 8:30 – 12, 1 – 3pm; Tuesday, 8:30 – 12, 2 – 6pm;
- Wednesday, 8:30 – 12, 1 – 3pm; Thursday, 8:30 – 12, 2 – 6 pm;
- Closed Fridays. For more information on community links, click on the Services button and choose the Health Services page at www.sjcc.edu.

**VETERANS RESOURCE CENTER**

The Veteran's Resource Center is located in the Student Center in room SC-215. The Center provides resource information for Veterans, tutoring, a study area, computer availability, peer support, personal counseling, and a place for Veterans to interact with other Veterans. The VRC is the liaison between veterans or their dependents, and the Department of Veterans Affairs. Our goal is to provide Veteran students with services and resources to assist them as they embark on achieving their educational goals. In collaboration with various resources on campus and Veteran community organizations and resources, we promote success by assisting students to overcome social, academic, transfer, and/or personal challenges.

The VRC provides a space for veterans to gather, socialize, and form relationships with other veterans. This space is a hub for Veterans programming efforts that include connecting with the Veterans Student Association and accessing resources provided.
by the college and local veterans agencies. Successful veteran students here at SJCC need a holistic approach to support services which includes close collaboration with Financial Aid, Counseling, Veterans Resource Center, Veterans Student Association, and the Student Affairs department overall.

**Activities and Student Organizations**

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

Numerous student organizations representing a variety of interests and purposes are active throughout the year. All students are invited to explore the many opportunities available and are encouraged to organize or select an existing club which their participation may be of individual value and interest.

Detailed information about student activity programs and organizations is available in the Office of the Student Life, Student Center, Room SC115 or (408) 288-3160.

Student Clubs that have been sponsored by the AS include:
- American Chemical Society
- Black Student Union
- Cosmetology Club
- Coexist Interfaith Dialogue Club
- Journalism Club
- MeCha
- Mental Health Client Association
- Muslim Student Association
- Health and Science Club
- SACNAS
- Soccer Club
- Students for Social Justice
- Veterans Association
- Vietnamese Student Association
- United Worlds Student Association

Detailed information about student activity programs and current student organizations is available at the Welcome and Information Center or online at http://www.sjcc.edu/current-students/student-life/clubs.

**Associated Student Government**

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

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


**International Student Program**

International students from many different countries pursue academic and transfer programs at San 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:
Phone: (408) 288-3751
Email: internationalprogram@sjcc.edu
Webpage: http://www.sjcc.edu/current-students/on-campus-resources/international-students
IN THIS CHAPTER:

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

HONORS PROGRAM

The San Jose City College Honors Program is for the exceptional student; those who enjoy an intellectual challenge and have shown a distinct dedication and purpose in their studies. The Honors Program is designed to get students motivated to participate in academic discussions with small groups of their peers and instructors. Honors Program students and faculty participate in a stimulating and enriching experiences that foster Honors Attributes:

• Higher degree of student involvement and class participation
• Higher standards of performance expectations
• More advanced supplemental readings—especially primary sources
• More writing opportunities
• More student presentations to class and campus community
• Enhancement of critical thinking, analytical, and interpretive skills
• Greater depth and/or breadth of subject matter
• Deeper levels of synthesis of materials and points of view
• Expansion of experiences to include off-campus community

The student and faculty complete an Honors Contract. The Honors Contract enriches a regular course throughout the span of a semester by establishing a clear distinction in rigor, depth, intensity, cross- or interdisciplinary character and/or innovative teaching/learning modalities. As a general guideline, students may anticipate an investment of 1/4 to 1/3 more learning effort in courses where they have established an Honors Contract. The Honors Contract commits professor and student to realizing the agreed upon goals, and to achieving the objectives set out in a new honors syllabus (to be completed by the end of week 3 of each semester).

San Jose City College students benefit from participating in the Honors Program by establishing a more challenging curriculum created for each honors student, working individually with distinguished faculty, accessing special group counseling and academic planning, receiving transfer assistance, and earning Honors notations on SJCC transcripts.

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

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 Pro-
gram Director (the Dean of the Division of Humanities & Social Science) to choose honor options in the context of their current course work, and then—in turn—directly with the instructional faculty of one of their currently-enrolled course.

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

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

For more information, contact 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 courses 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
Open to all students, the Metas Program coordinates instructional and student support services in collaboration with other programs and departments across campus. They offer you a range of options through learning support services such as Avanzamos, Supplemental Instruction, Summer Bridge, and Peer-Led Team Learning.

As a participant, you have access to:
- Counseling Services
- One-on-one tutoring
- Small group peer-facilitated math and science workshops
- Study skills workshops
- Scholarship workshops
- Computer station
- Textbook loans
- Calculator loans

The SJCC Metas Program was established through a U.S. Department of Education Title V grant and is open to all San Jose City College students. The Developing Hispanic-Serving Institutions (HSI) Program (referred to as Title V: HSI) assists eligible Hispanic-serving institutions of higher education to expand their capacity to serve Hispanic and low-income students. The Metas Program Center is located at the Multi-Disciplinary Building in room M-104.

For more information, visit the Metas Center or call (408) 288-3125.

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/Latino community college students. Puente is co-sponsored by the University of California and the California Community Colleges and is open to all students.

Puente provides an academic and supportive environment in which students plan and work toward achieving their educational and career goals in partnership with a counselor, culturally sensitive instructors, and community professionals. The program integrates writing instruction, counseling, and mentoring to provide a focused and engaging learning
environment for students. An important part of the program is the mentoring component, where students are matched with professionals from the community who provide them with knowledge and guidance about education, careers, and life.

The program provides students with a strong academic foundation and offers a one year learning community that consists of Phase I- English 92 (Essay Development) linked with Reading 101 (Analytical reading), and Guidance 87 (Study Techniques). Phase II- English 1A (English Composition) linked with Guidance 96 (Career and life Planning).

Location: Student Center, Room SC-216H
For more information contact the Puente Counselor at 408-298-2181 X3344.

SERVICE LEARNING

Service Learning allows students to experience meaningful community service that is tied to their college studies. By connecting the classroom to real world experiences, students enhance their understanding of course content and also foster an appreciation of the importance of civic engagement.

The Service Learning Program encourages students to interact with diverse and often underserved people in a variety of workplace environments, to critically reflect on what happens there, and to integrate their experiences with classroom learning and their own lives.

Location: Student Center, Room SC215
For more information, contact the Service Learning Program at (408) 288-3121.

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.

ART GALLERY

The Art Gallery in the Carmen Castellano Fine Arts Center at San Jose City College offers a wide variety of exhibitions that are open to the public free of charge. Student works are featured in the latter part of fall and spring semesters. During the remainder of the year, works by professional artists, SJCC alumni, and SJCC distinguished faculty are featured. Show opening receptions allow members of the SJCC community and the public to meet the artists. Frequently, visiting artists present informal lectures and presentations about their art.

For more information, contact the Humanities and Social Sciences Division at (408) 288-3785 and visit the webpage at www.sjcc.edu.

ATHLETICS

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

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

COLLEGE THEATER

Each year, the College Theater serves as a performance venue for a great variety of theatre arts, dance, and musical performances directly connected to the college’s disciplines.

For more information, contact the Humanities and Social Sciences Division at (408) 288-3785 and visit the webpage at www.sjcc.edu.

MEDIA CLUB

The college newspaper, The City College Times, is produced and published in print and online by students enrolled in Journalism courses at SJCC. No experience is necessary; it is open to all students. Being a participant in The Times allows students to learn about journalism through hands-on experience in news reporting, feature writing, opinion writing, sports writing, editing, staff management, photography, page design, illustrating, advertising sales, website management, social media reporting, and branding. The Times provides a forum for campus-wide dissemination and discussion of information and issues. Students run the paper that has earned multiple awards from the Journalism Association of Community Colleges (JACC) and the California College Media Association.
The college online radio station, KJCC, is operated by students. The station also provides hands-on experience for students enrolled in the Broadcasting courses at SJCC. The station airs various programs including news stories, sports commentary, and talk shows. The station also serves to disseminate information on college affairs and issues.

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

**Learning Resources**

**César E. Chávez Library**

The Library offers a wide variety of resources, including books, periodicals, reference materials, and audiovisual media. Online databases, e-books, and the library catalog are accessible 24/7 both on and off-campus. The library also houses a large reserve collection of textbooks and instructor materials. The SJCC or EVC Student ID card serves as a library card; materials can be borrowed from both libraries.

There is an electronic research area that provides 14 personal computers, two photocopiers and a computer printing system. The library also makes available audiovisual equipment, such as DVD/CD players and VCR stations. Study areas are found throughout the library, including private study rooms for groups of two or more students. Laptop computers can be checked out for use in the study rooms, and Wireless Internet is available on both floors of the library.

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 http://www.sjcc.edu/current-students/library.

**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 322, ESL 332, ESL 342, and ESL 344. Optional lab courses may be taken with all other ESL courses. Students are also welcome to use our online lab, www.ESLStation.net, to access learning links for each language skill across all levels of the ESL curriculum.

Location: Library/Learning Resource Center, Room L120. For more information, contact the ESL Lab at (408) 298-2181 ext.3852.

**Reading/Writing Center**

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

- Drop-in assistance for reading and writing questions for any SJCC course (an instructional assistant, instructors, and peer tutors are available throughout the day)
- Help with reading and writing by appointment or drop-in (with peer tutors only)
- Resources for improving reading and writing skills, such as dictionaries, handbooks, handouts, and exercises for practice
- Computers connected to the Internet for academic 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) a no-credit and no-unit lab course. Student tutors are faculty recommended, have received a "B" grade or better in the course, and have completed tutor training. For referral to the Tutoring Center, please see your instructor or counselor.

Location: Learning Resource Center, Room L105.
For more information, contact the Tutoring Coordinator: Peiman Gheibi at (408) 298-2181 ext. 3559, or Peiman.Gheibi@sjcc.edu.

**World Languages Lab**

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

Students enrolled in a 5-unit language course such as 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) 298-3719.

**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.
Students Rights & Responsibilities  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 Freedom

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the large community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. San Jose City College has a duty to develop policies and procedures which provide and safeguard this freedom. The purpose of this statement is to enumerate the essential provisions for student freedom to learn. The policies and procedures as set forth in this statement are for institutional use but cannot be separated from the laws of the wider society; therefore, everything stated herein must be considered within the limits of the law.

Freedom of Association

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. Students are free to organize and join associations to promote their common interests.

1. The membership, policies, and actions of a student organization will be determined by vote of only those persons who are bona fide students of San Jose City College.
2. Affiliation with an extramural organization will not disqualify a student organization from institutional recognition.

3. Faculty advisors are necessary; each organization is free to choose its own faculty advisor. Faculty advisors may advise organizations in the exercise of responsibility, but they will not have the authority to control the policies or legal activities of such organizations.

4. Student organizations are required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They will be required to submit a membership list as a condition of institutional recognition.

5. Campus organizations, including those affiliated with an extramural organization, are open to all San Jose City College students without respect to race, creed or national origin.

**Freedom of Inquiry and Expression**

It is the policy of the District and SJCC to allow and protect reasonable and legal expressions, speeches and actions according to federal and state laws and Education Code section 76120.

1. Students and student organizations will be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the large community that in their public expressions or demonstrations, students or student organizations speak only for themselves.

2. Students have the right to exercise free expression, including the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges or other insignia. The policy excludes expression which is obscene, libelous or slanderous according to current legal standards or that incites students to create a clear and present danger or to commit unlawful acts on community college premises or damage to persons or property. Inciting students to riot, or the violation of lawful community college regulations or the substantial disruption of the orderly operation of the community college, is also prohibited. Copies of the district policies are available online at www.sjecccd.edu.

3. Students will be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of the campus facilities should not be used as a device of censorship. It should be made clear to the academic and large community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

**Exercise of Rights of Citizenship**

College students are both citizens and members of the academic community. As citizens, students enjoy the same freedom of speech, peaceful assembly and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials insure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

**Institutional Authority and Civil Penalties**

Activities of students may, upon occasion, result in violation of law. Students who violate the law may incur penalties prescribed by civil authorities. However, institutional authority should never be used merely to duplicate the function of general laws.

The student who incidentally violated institutional regulations in the course of his/her off-campus activity, such as those relating to class attendance, is subject to no greater penalty than would normally be imposed. Institutional action is independent of community pressure.

**Student Participation in Institutional Government**

As constituents of the academic community, students will be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit, and the actions of the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

**Student Responsibilities and Educational Goals**

1. It is the student’s responsibility to verify the correctness and completeness of his/her transcript upon transferring to a four-year institution. It is the student’s responsibility to pursue any discrepancies that may occur with the acceptance or non-acceptance of his/her transcript.

2. Each student has the responsibility as to the completeness and correctness of his/her transcript to receive an

3. It is the student’s responsibility to do the assigned coursework and attend courses regularly.

4. It is the student’s responsibility to drop courses he/she does not plan to attend.

**Off–Campus Activities**

Throughout the semester/school year, the District may sponsor voluntary off-campus extracurricular field trips/excursions. If you choose to participate, be advised that in accordance with SJCECCD Board Policy 4300), “…you shall adhere to the standards of conduct applicable to conduct on campus.”

**Progress Evaluation by Faculty**

Any student has the right to request and obtain an informal grade evaluation by his/her instructor prior to the mandatory drop date. In order for a student to make a knowledgeable decision of retention in a class and to increase motivation for improvement, the student needs to know his/her standing in each course.
ACADEMIC RENEWAL 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 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.

ACTION GATHERING

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

AUDITING

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

REPEATING COURSES

Certain courses may be taken more than once for credit. If the course is designated as repeatable, the course may be repeated only for the number of times allowable. In some cases, a group of courses may carry a collective limitation on the number of allowed repetitions for that entire group/cluster of courses (for example, when a similar educational activity is offered in beginning and advanced course levels.) To determine whether a course is repeatable, refer to Chapter 6: Course Descriptions, in this Catalog.

Repeating Courses Previously Passed

State Regulations do not allow students to repeat non-repeatable courses previously passed with satisfactory grades of “A,” “B,” “C,” “Credit” or “Pass.” Students with extenuating circumstances may file a Request to Repeat in the Counseling Office. Students who are allowed to repeat courses based on this provision will not earn additional units or grade points toward improving or changing the previous grade earned in the class or toward changing the overall grade point average.

Limitations on Repeating Courses

Beginning with the Fall 2009 semester, students who have recorded a substandard grade of either “D”, “F,” “No Credit” or “No Pass” will only be allowed to repeat the same course two times, for a total maximum enrollment of three times.

The student’s permanent academic record will be annotated such that all course work that has been taken and forgiven or repeated will remain legible, insuring a true and complete academic history. Unit credit is only allowed once when repeating a D grade. Withdrawals without a mark of “W” are allowed during the first 3 weeks of a 16-week class in a semester or within the first 20 percent of a short-term course. Students shall be allowed a maximum of three withdrawals for a given course where a mark of “W” is posted for all three withdrawals. In cases in which the student’s grade and/or withdrawal was the result of an extenuating circumstance, students may file a petition to repeat a class an additional time (whether the prior enrollment was due to a substandard grade or a withdrawal) in the Counseling Office. Extenuating circumstances are verified accidents, illnesses or other circumstances beyond the control of the student. When course repetition is approved pursuant to this provision, the highest grade and credit earned (if any) shall be disregarded in computing the student’s grade point average each time the course is repeated. Participation in an intervention program may be required.

DISABILITIES SUPPORT PROGRAM & SERVICES

BACKGROUND

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: Mr. Roland Montemayor, Dean of Counseling
Phone: 408-288-3129
Location: Student Center, 2nd floor, room SC-201C
Hours: Monday – Friday, 8am–5pm

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 Disabilities Support 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
Adjunct ASL Instructors…………………………….292-0988

Disabilities Support Program ………………………..294-3447
Library ………………………………………………993-0534

Video Phone Numbers
DSP&S Interpreter Coordinator…………………  ..899-5083
Student Center Lobby .................................899-5084
Adjunct ASL Instructors…………………  ..899-5084

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

SJECCD maintains standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees at the District or at any District activity. The standards of conduct are more fully set forth in the following:
• Board Policy 1530, Drug Free Work Place
• Board Policy 5040.3, Standards of Student Conduct
• Education Code Sections 87732, 87735 and 87736

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

Criminal sanctions for the unlawful possession or distribution of illicit drugs and alcohol include the following:
• Imprisonment in a state prison for possession of specified controlled substances, including opium derivatives and cocaine (Health and Safety Code Section 11350).
• Imprisonment in a state prison for two to four years for possession for sale of specified controlled substances, including opium derivatives and cocaine (Health and Safety Code Section 11351).
• Imprisonment in a state prison for three to five years for possession for sale of cocaine base (Health and Safety Code Section 11351.5).
• A fine of not more than $100 for possession of less than 28.5 grams of marijuana; imprisonment in a county jail and/or fine of $500 for possession of more than 28.5 grams of marijuana; imprisonment in a county jail and/or fine of not more than $500 or imprisonment in a state prison for possession of concentrated cannabis (Health and Safety Code Section 11359).
• Imprisonment in a state prison for possession for sale of marijuana (Health and Safety Code Section 11359).
• Misdemeanor penalties for possession, sale or distribution of alcoholic beverages on school property (Business and Professions Code Section 25608).
• Misdemeanor penalties for sale or furnishing alcoholic beverages to minors (Business and Professions Code Section 25658).
• Fines for attempt to purchase alcoholic beverages by persons under the age of 21 (Business and Professions Code Section 25658.5).
CHAPTER 5 — COLLEGE AND DISTRICT POLICIES

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 Development and Activities or (408) 288-3160 or blake.balajadia@sjcc.edu.

RELEASE OF STUDENT INFORMATION

All records of the college are held as confidential, and no information regarding a student will be released without prior written authorization from the student. Parents and legal guardians of unmarried minors must also obtain written consent from the student. Federal and State laws do make exceptions, giving certain persons the right of access to records without prior written consent, provided there is sufficient reason to see those records. The exceptions are:

1. College officials, including teachers, counselors, and counseling interns, if that person has a legitimate educational interest to inspect a record
2. Authorized representatives of the Comptroller General of the United States, the Secretary of the Department of Education, the administrative head of an education agency, State Education officials or their respective designees or the U.S. Office of Civil Rights
3. Officials authorized to review records in conjunction with a student’s application for, or receipt of, Financial Aid
4. Officials of schools in which the student may plan to enroll, provided that the student receives a copy of this record if desired
5. Officials of government authorized to subpoena records, provided that there is a reasonable attempt to notify the student when such records are subpoenaed

A record of access of all persons in categories 2, 3, 4 and 5 is maintained in the student’s file folder. No other person may obtain information about a student without the student’s written consent.

Statistical information concerning the student body which contains no personally identifiable data is made available to the public in various forms. The college also makes available to the public the names of students who are graduating, the names of students who are placed on the “Honor’s List,” and participants in athletic events unless students request, in writing to the Director of 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.

POLICY ON CONSENSUAL RELATIONSHIPS

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

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

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

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

SEXUAL HARASSMENT/DISCRIMINATION

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

DEFINITION

Unwelcome sexual advances, requests for sexual favors, and other verbal comments or conduct of a sexual nature shall constitute sexual harassment when:

- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that student or employee, including, but not limited to, the individual’s academic or work evaluation; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic or work performance by creating an intimidating, hostile, or offensive academic or work environment. (Title IX of the Education Amendments of 1972)

Sexual harassment and discrimination may consist of verbal, written or physical contact of a sexual nature which:

- Is conditioned upon an employment benefit or an educational outcome
• Unreasonably interferes with an individual’s work performance, educational objectives, academic or other educational performance

• Unreasonably interferes with employment practices including but not limited to hiring or any other term, condition, or privilege of employment or academic performance; is used as a basis for educational decisions affecting the individual’s submitting to or rejecting the harassment or discrimination

• Creates an intimidating, hostile, or offensive working or learning environment (EEOC, 1990, Guidelines on Discrimination because of Sex, CA Education Code 212.5, Title IX)

Forms of Harassment include the following:

• Derogatory posters, notices, or other forms of written materials, such as letters, photographs, or drawings

• Repeated leering or sexually aggressive gestures which the alleged perpetrator knows are unwanted by the person(s) at whom they are directed

• Unwelcome sexual advances (CA Education Code, 212.5, Title IX)

• Requests for sexual favors (CA Education Code, 212.5 Title IX)

• Any behavior, standards, criteria, or methods that limit, segregate, or classify any individual because of gender, sexual orientation, or physical appearance (CA Education Code, 230)

• Barriers that impede accessibility to programs, services, or facilities (CA Education Code, 230)

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

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

Each campus is responsible for identifying a Title IX officer. An individual may file a sexual harassment or sexual discrimination complaint with the campus Title IX officer, who will notify the District Affirmative Action Officer of all claims of sexual harassment or discrimination at the time the complaint is received. An individual may also file a complaint of illegal harassment or discrimination with the Office of Civil Rights, United States Department of Education, 1275 Market Street, 14th Floor, San Francisco, CA 94103, at the time of filing a complaint with the campus Title IX 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.

STUDENT COMPLAINT PROCESS

The Student Complaint Procedures are available to every San Jose City College student, offering an equitable means of seeking an appropriate remedy for a grievance related to any college-related matter (other than as defined under the unlawful discrimination section of this catalog). Complaint procedures are provided for the following: grade appeals process, complaints regarding a faculty member, complaints regarding a staff member, or complaints about a manager and sexual harassment or sexual assault complaints. Copies of the Student Complaint Procedures are available in the following locations:

- Office of Student Affairs
- Office of Student Development & Activities,
- Office of Academic Affairs,
- Welcome & Information Center, and
- Counseling Center

Information about the process and related forms are also available online at www.sjcc.edu.

Student Code of Conduct & Expectations for Student Behavior

Student conduct is governed by rules designed to preserve both individual and community freedoms. The individual student, in order to learn and grow, must enjoy freedom of expression and action. The academic community, if it is to properly serve the student, must enjoy freedom from disruption. Students enrolling in the College assume an obligation to conduct themselves in a manner compatible with the College’s function as an educational institution, and in accordance with the Student Code of Conduct.

Student Code of Conduct in compliance with SJECCD Board Policy 5530

I. INTRODUCTION

The Student Code of Conduct is a statement of the San Jose Evergreen Community College District’s expectations regarding student standards of conduct, both academic and nonacademic. Students are expected to obey all laws and District policies and regulations. Students shall be subject to discipline for violation of these laws, policies, and regulations. Student misconduct may also be subject to other regulations of the District, including but not limited to regulations regarding complaints of harassment and discrimination.

II. DEFINITIONS

For the purpose of these Rules and Regulations, the following words and terms are defined as follows:

A. “Student” shall mean all persons enrolled in any courses at
the colleges in the district, regardless of where courses are taught, whether they are enrolled full-time or part-time, for credit or non-credit or not-for credit or contract education, and whether or not s/he is planning to earn a degree, certificate of achievement or other certification. Persons who are enrolled in online or hybrid courses are also considered ‘students’. Persons who are not officially enrolled for a particular term, but who have been admitted to the college and enroll in courses from time to time, and have a continuing relationship with the college are considered ‘students’.

B. "Governing Board" shall mean the Governing Board of the San Jose Evergreen Community College District.

C. "District" shall mean the San Jose Evergreen Community College District, including but not limited to its administrative staff and each of its colleges.

D. "College" shall mean a college operated and maintained by the District.

E. "Member of the College Community" shall mean the District Trustees, the academic, support staff, and administrative personnel of the District, the students of the District and any other person while on District or college property or at a District or college function or activity.

F. "Day" shall refer to a college instructional day unless otherwise noted.

G. "Good Cause" includes, but is not limited to the following offenses:

1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.

2. Assault, battery, or any threat of force or violence upon a student or college personnel.

3. Willful misconduct which results in injury or death of a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District.

4. 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.

5. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board.

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

7. Other behavior that has grounds for disciplinary action.

III. GROUNDS FOR DISCIPLINARY ACTION

A. Students shall conduct themselves consistent with the Student Code of Conduct while on campus or participating off campus in online or hybrid courses, or at college sponsored events or programs, including but not limited to field trips, student conferences, debate competitions, athletic contests, student organization-sponsored events, and international study programs, regardless of location. Students shall also conduct themselves consistent with the Student Code of Conduct in any matter related to college activity or attendance. Students shall be suspended or expelled only for good cause.

B. Misconduct that constitutes grounds for disciplinary action includes, but is not limited to:

1. Acts of academic dishonesty, including, but not limited to, cheating, tampering, fabrication, plagiarism, or assisting others in an act of academic dishonesty. Cheating is defined as unauthorized copying or collaboration on a test or assignment, or the use or attempted use of unauthorized materials. Tampering is defined as altering or interfering with evaluation instruments or documents. Fabrication is defined as falsifying experimental data or results, inventing research or laboratory data or results for work not done, or falsely claiming sources not used. Plagiarism is defined as representing someone else’s words, idea, artistly, or data as ones’ own, including copying another person’s work (including published and unpublished material, and material from the internet) without appropriate referencing, presenting someone else’s opinions and theories as one’s own, or working jointly on a project, then submitting it as one’s own. Assisting is defined as assisting another person in an act of academic dishonesty, such as taking a test or doing an assignment for someone else, changing someone’s grades or academic records, or inappropriately distributing exams to other students;

2. Other forms of dishonesty, such as lying, knowingly furnishing false information, or reporting a false emergency to any college official, faculty or staff member or office or to the District;

3. Forgery, alteration, misappropriation or theft, misuse of any District or college document, record, key, electronic device, or identification including, but not limited to, unauthorized grade changes and forged signatures on official college forms;

4. Misrepresentation of oneself or of an organization to be an agent of the District;

5. Obstruction or disruption of teaching or of the District’s educational process, administrative process, disciplinary procedures, or other District functions and activities, on or off District property;

6. Disruptive or abusive behavior, such as verbal harassment, habitual profanity or vulgarity, physical abuse, intimidation, hazing, or stalking of any member of the college community;

7. Vandalism, graffiti, or other willful misconduct which results in cutting, defacing, or other damages to any real or personal property owned by the District or a member of the college community;

8. Assault, battery, violence or threat of violence, or any willful misconduct which results in an injury or death of a student or District personnel or behavior that threatens the health and safety of any member of the college community;

9. Theft of District property, or property in the possession of, or owned by, a member of the college community;
10. Violation of District or college policies or regulations including but not limited to those concerning the formation and registration of student organizations, the use of college facilities or the time, place, and manner of public expression or the distribution of leaflets, pamphlets, or other materials;

11. Failure to comply with the directions of the District or college officials acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so;

12. The use, sale, distribution, or possession on campus of or presence on campus under the influence of, any controlled substances, or any poison classified as such by Schedule D section 4160 of the Business and Professions Code or other California laws on District property or at any District-sponsored event. This regulation does not apply when the person named on the prescription possesses the drugs or narcotics or when the drugs or narcotics are permitted for and are being used in research, instruction, or analysis;

13. Possession, consumption, sale, distribution or delivery of any alcoholic beverage in college buildings or on college grounds, or at college-sponsored or supervised activities, regardless of their location, unless authorized by college officials.

14. Possession or use of explosives, dangerous chemicals, or deadly weapons on District property or at a campus function, without prior authorization of the College President;

15. Engaging in lewd, indecent, or obscene behavior on District-owned or controlled property or at a District-sponsored or supervised function;

16. Rape, date rape, sexual harassment, sexual assault, or threat of an assault upon a student or member of the college community on District property, or at a college or District-sponsored or supervised function (see Know Your Rights: Title IX Compliance for more detailed definitions, Sexual Assault Victim Bill of Rights, complaint and disciplinary procedures);

17. Unauthorized use of, or misuse of District property, including, but not limited to, unauthorized possession, duplication or use of District keys and/or unauthorized entry into District property;

18. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board or College;

19. Knowingly assisting another person in the commission of a violation of the Student Code of Conduct;

20. Misuse of computers and networks which includes but is not limited to utilizing an unauthorized account, password, campus network, interfering with normal computer operations, circumventing data protection schemes or uncovering security loopholes, or violating terms of the software agreements.

21. Willful disruption of the orderly operation of the campus;

22. Leading or inciting others to disrupt scheduled and/or normal authorized activities.

23. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at college sponsored or supervised events.

24. Unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym locker room or a restroom.

25. Any other cause identified as good cause by Education Code section 76033, not identified above; or any applicable Penal Code sections, or other applicable local, state, or federal laws.

26. Any other grounds constituting good cause.

C. Violation of parking laws, regulations, or rules shall not be cause for the removal, suspension, or expulsion of a student (Ed. Code § 76036).

D. Nothing in these procedures shall preclude a student with a disability from receiving appropriate accommodations as identified by Disabilities Support Program & Services.

IV. TYPES OF DISCIPLINARY ACTION

The following discipline may be imposed, individually or in various combinations, on any student found to have violated the Student Code of Conduct.

WARNING: A warning is a written or oral notice to the student that continuation or repetition of certain conduct may be result in further disciplinary action.

RESTITUTION: Restitution is reimbursement by the student for damage to, loss of or misappropriation of property. Reimbursement may take the form of appropriate service by the student to repair property or otherwise compensate for damage.

PROJECTS AND ASSIGNMENTS: Projects and assignments may include educational projects, service to the college, and other related discretionary assignments.

DISCIPLINARY PROBATION: Probation is a status imposed for a specific period of time in which a student must demonstrate his or her conduct conforms to District standards of conduct set forth in these regulations. Conditions may be imposed at the discretion of the President’s designee. Misconduct during the probationary period or violation of any conditions of the probation may result in more serious disciplinary action, such as loss of privileges, suspension, or expulsion.

LOSS OF PRIVILEGES: Loss of privileges is the denial of extracurricular activities or other special privileges for a designated period of time. Violation of any conditions or campus regulations during the period of suspension may result in far more serious disciplinary action, such as suspension or expulsion.

LOSS OF PRIVILEGE:

D. Violation of any duty or obligation imposed by the President’s designee resulting in the or suspension of any privilege or suspension or expulsion.

REMOVAl: Removal of a student from class by an instructor or with the assistance of Police Services, if necessary.

SUSPENSION: Suspension is a separation from the District for a designated period of time after which the student will be eligible to return. A suspension may consist of (a) a period of time one or more classes for a period up to ten (10) days of instruction; (b) from one or more classes for the remainder of the school term; and (c) from all classes or activities of the college for one or more terms for up to three years.

EXPULSION: Expulsion is the permanent termination of student status by the Governing Board for good cause when other means of correction fail to bring about proper conduct or when
the presence of the student causes a continuing danger to the physical safety of the student or others. A student who is expelled is prohibited from participating in any college activities or programs and from entering District premises.

**REVOCATION OF DEGREE OR CERTIFICATION:** A degree or certificate awarded from the college may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining a degree or certification, or for other serious violations committed by a student prior to graduation.

**V. RECIPROCITY OF SANCTIONS**

During a period of suspension or expulsion, a student shall not be enrolled in any other college within the District. Disciplinary actions or sanctions shall apply to the student at all District colleges.

**VI. CONDUCT RELATED TO COLLEGE**

After a hearing the President or the President’s designee may impose an immediate suspension on a student when such action is required in order to protect property, safety, and to ensure the maintenance of order on the campus or at a campus function.

No student may be removed, suspended, or expelled unless the conduct for which the student is disciplined is related to college activity or college attendance.

**VII. RECORD OF DISCIPLINARY ACTION**

In accordance with Education Code section 76220, Community College Districts shall establish, maintain and destroy student records according to regulations adopted by the Board of Governors of the California Community Colleges. The President’s designee will create a record of disciplinary actions, along with relevant supporting documents and evidence. Consistent with the Family Educational Rights and Privacy Act (FERPA) this record shall be maintained as a confidential student education record and may not be released without the permission of the student, except as permitted by law and policy. The student shall have a right to inspect the record and to challenge the contents. Disciplinary records shall be retained in a manner consistent with state law, and will be destroyed following the third college year after the college year in which it originated.

In accordance with Education Code section 76234, whenever there is included in any student record information concerning any disciplinary action taken by the college or District in connection with any alleged sexual assault or physical abuse or any conduct that threatens the health and safety of the alleged victim, the alleged victim of the sexual assault or physical abuse shall be informed within three (3) days of the results of any disciplinary action by the college and the results of any appeal.

**VIII. REMOVAL BY INSTRUCTOR**

An instructor, for good cause, may remove a student from his or her class for the day of the removal and the next class meeting. (Ed. Code § 76032 and 76033.) 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, continues willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel

B. Assault, battery, or any threat of force or violence upon a student or college personnel

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

D. Use, sale, or possession on campus or presence on campus under the influence of, any controlled substance, or any poison

E. Willful or persistent smoking in any area where smoking has been prohibited by law or governing board regulation

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

Behaviors not considered “good cause” include, but are not limited to:

- Poor hygiene
- Strange behavior
- Bad manners
- Students’ attire, unless the student is revealing him or herself inappropriately or in an obscene way – SJECDD does not employ a student Dress Code
- Instructors may not at any time drop a student from their class for “bad behavior”

Instructors may dismiss a student from class for any of the above listed “good causes” for up to two class sessions (the day of the incident and the next class session) without further authorization. Instructors should complete the Disruptive Student Behavior (DSB) Report and submit to their area dean. Instructors who have met with the student to discuss their behavior, removed the student from two (2) class meetings/sessions, and are still having difficulty with the student should schedule an appointment with the Director of Student Life for an administrative meeting to determine further actions.

Faculty and staff are encouraged to keep written notes of any incidents, meetings, class/lab removals, and Disruptive Student Behavior (DSB) Report for any disruption, to document the case for disciplinary action. Forms for documentation can be found in division offices, on the SJCC Discipline/Code of Conduct page, and with members of the Student Discipline Team.

Additional information about the Student Code of Conduct and Student Due Process can be found in the SJCC Virtual Student Handbook and on the SJCC website.

**A. Procedures Before the Removal.**

1. The instructor shall notify the student of the instructor’s consideration of the removal from class and the reasons for the proposed removal.

2. The instructor may remove the student from the classroom immediately. Under normal conditions, the instructor should permit the student an opportunity to present a rebuttal to the accusation or otherwise offer relevant comment on the proposed removal. There need be no delay between the time notice is given to the student and the time of such a review.

3. The instructor shall decide whether or not to proceed with the proposed removal after hearing the student’s explanation and considering all of the information relative to the issue. There need be no delay between the time notice is given to the student and the removal.
4. The decision may be given to the student either orally or in writing.
5. The instructor’s decision is final and may not be appealed.

B. Procedures After the Removal
1. Immediately following the removal, the instructor must notify the College President or President’s designee of the removal.
2. The instructor may request that the student meet with the College President or President’s designee, within three (3) days of removal, prior to returning to class.
3. During the period of removal, the student shall not be returned to the class without the concurrence of the instructor.

IX. PRELIMINARY PROCEDURES FOR SUSPENSION BY PRESIDENT’S DESIGNEE

The following procedures shall be taken before suspension except in the event that an emergency/interim suspension is made as set forth in Section XIV.

A. Administration. The President’s designee shall administer these procedures and take appropriate action, subject to the approval of the College President and the Governing Board if required herein or otherwise by law.

B. Disciplinary Action Which May Be Imposed. The President’s designee may suspend or impose a lesser sanction on a student. A suspension may consist of a period of time as follows:
1. From one or more classes for a period up to ten (10) days of instruction;
2. From one or more classes for the remainder of the school term;
3. From all classes and activities of the college for one or more terms.
4. A suspension shall not exceed three (3) years.

C. Reporting Of Conduct. Alleged student misconduct shall be reported to the President’s designee. The President’s designee shall be the Vice President of Student Affairs or the Director of Student Development & Activities. Other officials may be designated as the President’s designee, whenever necessary for the efficient operation of the College.

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

E. Notice. Before imposing discipline, the President’s designee shall give or make reasonable efforts to give the student oral or written notice of the reason for the proposed disciplinary action.

F. Preliminary Hearing. Within a reasonable period of time (normally within five (5) days following the delivery to the student of the notice referred to above), the President’s designee shall offer the student an opportunity to attend a meeting (“Preliminary Hearing”) at which time the student may present a rebuttal to the accusation or otherwise offer relevant comment on the proposed discipline. There need be no delay between the time of the notice given to the student and the time of the meeting. If the student fails to arrange a preliminary hearing (or if he/she fails to appear for a preliminary hearing he/she has arranged), the decision of the President’s designee will be final and not subject to a further Appeal Hearing.

G. Determination After Preliminary Hearing. Based on the evidence presented, the President’s designee shall decide whether or not to proceed with the proposed suspension and/or to recommend expulsion after hearing the student’s explanation and considering all of the information. If the decision is to suspend for up to five (5) days, the President’s designee may inform the student of the decision and send a written confirmation to the student’s last known address within five (5) days. The confirmation shall include a statement that the decision to impose a suspension for five (5) days or less, or a lesser sanction, is not appealable. If the decision is to suspend for more than five (5) instructional days or to recommend expulsion, the President’s designee shall send the student a written notice via personal delivery or certified mail to the student’s last known address as set forth below.

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

I. Notification After a Suspension Of More Than Five (5) Days. If the President’s designee imposes a suspension of more than five (5) days, the President’s designee shall promptly send the student a letter of notification that is hand delivered or sent via certified mail to the student’s last known address. The notification shall include:
1. A statement of the charges, the reason for the suspension or recommended expulsion offer, and a description of facts related to the misconduct, including the evidence against the student, the date of the incident(s), time of the incident(s), and location of the offense(s).
3. An explanation that a student who has been suspended for more than five (5) days is entitled to appeal the decision and has a right to a further hearing (“Appeal Hearing”). The notification shall also state that a request for an Appeal Hearing shall be filed within five (5) instructional days of the service or mailing of the notification, whichever is earlier. The written request for an appeal hearing must be submitted to the President’s designee, and must cite the specific ground(s) for the appeal (from those listed below), and provides information which substantiates the ground(s) on which the appeal is being made.

4. Grounds for appeal - A student may appeal the decision of the President’s designee on grounds that:
   a. Fair consideration was not provided to the student (i.e., there was evidence that some aspect of the hearing was prejudicial, arbitrary, or capricious);
   b. New and significant information, not reasonably available at the time of the initial hearing, has become available;
   c. The sanction or remedy imposed is not in due proportion to the nature and seriousness of the offense. Any evidence supporting these grounds must be included in the request for an appeal hearing.

5. A statement that the student has the right to be accompanied at an “Appeal Hearing” by an on-campus advisor of his or her choice. If the student decides to
be accompanied by an advisor, the name and address of that advisor must be submitted to the President’s designee at the time the appeal is filed.
6. The President’s designee may note that he or she will also recommend expulsion.
7. The Notification shall include the date, time, and location of an Appeal Hearing if requested by the student.

J. Student Right to Appeal a Suspension of More Than Five (5) Days. The student may accept a suspension in excess of five (5) days without admitting the conduct charged. In such a case, the decision of the President’s designee will be final and not subject to a further Appeal Hearing. Should the student not accept a suspension in excess of five (5) days, the student has a right to appeal. A suspension appeal must be filed by the student no later than five (5) days from the date the notification letter is personally served or mailed.

K. Schedule of Hearing. The President’s designee shall schedule an Appeal Hearing no later than ten (10) instructional days from the date of the suspension.

X. HEARING AUTHORITY FOR APPEAL HEARING

A. The College President will assign either an Administrative Hearing Officer or may utilize a Student Discipline Committee (“Committee”) to conduct Appeal Hearings at the College (“Hearing Authority”).
B. An Administrative Hearing Officer shall be a college official.
C. A Committee shall include: one faculty member, one administrator or manager, and one student. The selection process for the Committee, if any, will normally occur at the beginning of each academic school year.
1. The Academic Senate will select a faculty representative and alternate(s). Vacancies will be filled by an action of the Academic Senate.
2. The Associated Student Body will select a student representative and alternate(s). Vacancies of student members shall be filled by an action of the Associated Student Body.
3. The College President will select the administrative or management representative and alternate(s). The administrative or management representative will serve as the Committee Chair.

The student or the college staff member shall notify the Committee if he or she has a conflict of interest because he or she is involved in the discipline matter and, therefore, is unable to serve as a neutral party.
4. Alternate faculty, administrative, and student members shall be appointed to ensure that a standing committee can always be convened promptly.

XI. APPEAL HEARING PROCEDURES

A. The President’s designee shall submit to the Hearing Authority: a description of the charges, notices, evidence, and a copy of the proposed decision. The President’s designee shall present relevant evidence regarding the alleged misconduct. The accused student may then present any relevant evidence. Each party may call, examine, and cross-examine witnesses. Written statements, if any, shall be submitted under penalty of perjury. The Hearing Authority may also question witnesses. Opening and closing statements shall be limited to five (5) minutes. The President’s designee shall speak first, followed by the student.
B. The Hearing Authority shall rule on all questions of procedure and admission of evidence.
C. Hearings need not be conducted in accordance with strict rules of evidence or formality of a court hearing.
D. The Hearing Authority shall consider no evidence other than that evidence received at the hearing. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence, but shall not be sufficient in itself, to support a finding.
E. A student may be accompanied by an advisor of his or her choosing, at the student’s request. The role of the advisor is passive in this procedure. The advisor may be present at the hearing and may counsel the student. The advisor may not address the Hearing Authority and shall not be permitted to participate in any way during the hearing except to offer counsel to the student. If the student decides to be accompanied by an attorney, the name and address of that attorney must be submitted to the President’s designee at the time the request for hearing is filed.
F. The Appeal Hearing shall be closed to protect the privacy and confidentiality of everyone involved unless the student and District agree in writing to have a public hearing at least five (5) days in advance of the hearing. A closed hearing will be closed to everyone except the following:
1. The student charged.
2. The Hearing Authority.
3. An advisor for the student charged, if so desired.
4. The President’s designee.
5. A witness, while presenting evidence.
6. An on-campus advisor for a witness while presenting evidence.
G. An official audiotape recording of the hearing shall be kept. The record shall be the property of the District. The student charged may listen to the tape at a mutually agreeable location at the college. An accused student may, upon request, be provided a copy at his or her own expense.

XII. HEARING AUTHORITY’S CONSIDERATION AND RECOMMENDATION

Following presentation of the evidence, the Hearing Authority shall privately consider the evidence with all persons excluded. The Hearing Authority shall send a written report to the College President within five (5) instructional days of the termination of the hearing. The report shall contain the following information:

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

A. The College President shall reach a decision after reviewing the report submitted by the Hearing Authority. The College President may refer the matter back to the Committee or hearing officer for further clarification on details of the case, such as evidence and findings of fact. The College President may uphold the suspension, uphold the recommendation by the Hearing Authority, or adopt a lesser sanction, if appropriate. A written statement of the decision shall be sent via certified or registered mail to the student’s last known address within three (3) instructional days of the College President’s receiving the Hearing Authority’s recommendation.

B. The decision of the College President to suspend or impose a lesser sanction shall be final and not subject to further appeal.

C. The College President shall report a disciplinary suspension of any student to the Governing Board at its next regular meeting after the suspension has been imposed. A copy of the suspension determination, including the reasons for the suspension, shall be placed in the student’s permanent disciplinary record (not the transcript).

D. If the College President determines that a student should be expelled, he or she will forward that recommendation through the Chancellor, to the Board of Trustees for determination.

E. In the event that a College President is or will be unavailable for the making of a prompt decision, the College President may appoint an unbiased designee to act on the appeal.

XIV. EMERGENCY INTERIM SUSPENSION

A. An emergency/summary suspension is an immediate suspension imposed upon a student for good cause. (Ed. Code § 66017.)

B. Notwithstanding the foregoing, the College President or the President’s designee may impose an emergency/summary suspension. It is an extraordinary measure and shall be utilized when necessary to protect lives or property and to ensure the maintenance of order pending a hearing.

C. A preliminary hearing shall be provided within ten (10) calendar days of an emergency/summary suspension. (Ed. Code § 66017.) The procedures set forth in Sections IX and X shall apply to the preliminary hearing and any appeal hearing.

D. An emergency/summary suspension shall be reported to the Governing Board at its next regular meeting after such suspension has been imposed. A copy of the suspension may be placed in the student’s permanent record at the discretion of the College President.

XV. NOTIFICATION

The College President or President’s designee shall, upon suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the school is situated of any acts of the student which may be in violation of section 245 of the Penal Code. (Ed. Code § 76035.)

XVI. EXTENSIONS OF TIME

Calendar restraints may be extended with the agreement of both parties.

XVII. EXPULSION

The Governing Board has the sole authority to expel a student. If the College President determines that a student should be expelled, he or she shall send the recommendation through the Chancellor to the Governing Board.

A. Within 30 instructional days of the receipt of the recommendation from the College President, and with the agreement of the Chancellor, the Governing Board shall conduct an appeal hearing in closed session with the accused student and the College President (or the President's designee).

1. The hearing shall be closed to protect the privacy and confidentiality of everyone involved, unless (a) the accused student requests an open hearing, in writing, within 48 hours of being notified of the hearing, and (b) it is determined that holding the hearing in open session would not lead to the giving out of information concerning students which would be in violation of state or federal law regarding the privacy of student records.

2. A closed hearing will be closed to everyone except the following:
   a. The student charged.
   b. An advisor/advocate for the student charged, if so desired. If the student chooses to be accompanied by an attorney, the student must notify the District in writing of his/her intent to bring an attorney at least five (5) business days prior to the hearing. Failure to notify the District will result in a waiver of the right to be accompanied by an attorney, or a one month postponement of the hearing.
   c. The College President and/or President’s Designee.
   d. The Governing Board
   e. The Chancellor and/or District Legal Advisor
   f. The student’s parent(s) or guardian, if the student is a minor.

B. The accused student shall be notified in writing of the date and time of the hearing, and shall be provided with a copy of this policy. The notice shall be mailed via certified or registered mail, or served personally, if the student is a minor.

C. The hearing shall be conducted in accordance with the following procedures:

1. The President of the Governing Board will serve as chair of the hearing, and will rule on all questions of procedure and admission of evidence.

2. Hearings need not be conducted in accordance with strict rules of evidence or formality of a court hearing.

3. Before commencement of the hearing, the Governing Board shall review a description of the charges, notices, evidence, findings, and a copy of the proposed decision from the college-level disciplinary appeal hearing. The Governing Board shall consider no evidence other than that evidence received in the hearing process.

4. The College President (or the President’s Designee) shall make a brief statement to the Governing Board, referring to relevant evidence regarding the alleged misconduct.

5. The accused student may then make a brief statement to the Governing Board and present any relevant evidence.

6. The statements shall be limited to five (5) minutes.
7. Upon completion of these statements, the Governing Board will have an opportunity to ask questions of both the student and the College President (or President's Designee).
8. The Governing Board will conclude the hearing, dismiss the parties, and privately deliberate as to a decision.
9. The Governing Board shall issue a statement of decision including findings of fact and a determination that the accused student did or did not commit the act(s) charged, a finding that the student's act(s) did or did not constitute a violation of the Student Code of Conduct, and a decision as to whether the expulsion proposed by the President would be upheld or modified. The Governing Board may also recommend further investigation. Pursuant to Education Code section 72122, regardless of whether the matter is heard in open or closed session, the final action of the Governing Board shall be taken in open session, and the result of the action shall be a public record. The name of the student, however, shall not be released.
10. The Chancellor's Office will send a written statement of the Governing Board's decision via certified or registered mail to the student's last known address within three (3) working days of the hearing.
11. If the Governing Board's decision is unfavorable to the student, the student shall have a right to submit a written statement of his/her objections to the decision. This statement shall become a part of the student's records.
12. The decision of the Governing Board is final, and not subject to further appeal.
13. The hearing shall be electronically recorded. The record shall be the property of the District. The student charged may listen to the tape at a mutually agreeable location at the college. An accused student may, upon request, be provided a copy of the recording at his or her own expense.

Education Code, Sections 66017, 66300, 66301, 72122, 76030-76037, 76234

**Drug-Free Campus Policy**

As defined by State and Federal law, it is the policy of the San Jose Evergreen Community College to maintain a campus where students, faculty, staff, and administration are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances, in accordance with **Board Policy BP 3550 Drug Free Environment and Drug Prevention Program**

Reference: Drug Free Schools and Communities Act, 20 U.S.C Code Section 1145g ; 34 C.F.R. Sections 86.1 et seq.; Drug Free Workplace Act of 1988, 41 U.S. Code Section 702

This policy applies only to the campus, but also includes participation in field trips, athletic competition, international study programs, and any activity sponsored by the college. Any violation of this policy will be cause for disciplinary action, up to and including expulsion. For information about substance abuse treatment, students may contact a campus counselor or refer to the information binder located in the Counseling Center and Information Center.

**Reference:** Drug Free Schools and Communities Act, 20 U.S.C Code Section 1145g; 34 C.F.R. Sections 86.1 et seq.; Drug Free Workplace Act of 1988, 41 U.S. Code Section 702

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**Smoking Policy**

SJECCD prohibits the smoking of cigarettes, pipes, cigars and other combustible substances in all District buildings, facilities and District vehicles. At SJCC, smoking is allowed in designated areas only. Smoking marijuana on campus with or without a medical marijuana card is prohibited. It is also a violation of the Student Code of Conduct. Therefore, students caught smoking marijuana will be disciplined. Please be reminded that while a student may hold a medical marijuana card, the card only allows the holder to smoke marijuana in a certified marijuana club or in the holder’s home. See Board Policy BP 3550 Drug Free Environment and Drug Prevention Program and references above.

**Student Success & Support Program**

**Steps to Successful Registration and Enrollment**

To register and enroll in courses at San Jose City College, follow these steps. Not only are the steps required, but they are designed to support students in having a successful academic experience.

1. **Application:** All students new to San Jose City College, as well as those who have missed two or more consecutive semesters, must submit a completed application online. Applications for the Summer and Fall semesters are accepted beginning February 15 and for the Spring semester beginning October 15.

2. **Assessment:** All new students are required to take the college assessment tests which will determine the appropriate English and math courses in which they may enroll. Students are also allowed to submit scores from assessment tests taken at another college within the last two years in lieu of taking the assessments at SJCC, if the assessment instrument is state-approved and correlation with SJCC courses can be established. Additionally, under certain circumstances, students may use previous transcripts (high school or college) as well as AP test scores and EAP scores for placement. Students submitting transcripts or AP/EAP must submit these to Admissions & Records Office.

3. **Orientation (New Student Orientation Workshops):** All new students are required to complete an orientation to SJCC. This is completed by attending a New Student Orientation Workshop or by enrolling in the Guidance 97 Orientation class. At the workshops, students will be able to clarify their educational goals, learn about student services and programs, as well as develop their initial educational plan.

4. **Educational Plan:** All new students are expected to complete an initial individual educational plan with the assistance of a counselor prior to registering for classes. This is completed in the “New Student Orientation Workshops.” As part of the educational planning process, all students must state a specific educational goal no later than upon completion of 15 units of course work.

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5. **Registration:** Registration is set up on a priority system (see Enrollment Priority) and may be completed online or in the Admissions & Records Office. Students who enroll in courses must pay appropriate fees (see FEES section). Students are considered officially enrolled when all fees have been paid in full. Those students receiving a Board of Governors Fee Waiver (BOGFW) must also pay the $19 Student Health fee and $5 Student Activity fee ($24 total) by the end of the second week of each semester. If fees are not paid, there will be a HOLD placed on student records and students will not be able to enroll in classes for the following term (fall or spring semester or summer session).

6. **Counseling:** All students are expected to schedule an appointment with a counselor at least once each semester or as needed, to review, update and expand their initial educational plan.

7. **Attendance & Successful completion of classes:** All students are expected to attend their classes regularly, complete assigned coursework on time, and complete their courses each semester. Students are also expected to maintain regular progress towards their educational goal.

Failure of a student to fulfill the responsibilities listed above may result in loss of priority registration and the suspension or termination of college services.

**Student Success & Support Program Exemption Requirements**

The San Jose Evergreen Community College District requires all students to fully participate in each college’s Student Success & Support Program services. A student may be exempt from the Orientation, Assessment, and/or Counseling/Advisement component of the Student Success & Support Program if one or more of the following exemption criteria are met.

New students may be exempted from the Orientation, and/or the Counseling components if they:

- Are enrolling in apprenticeship or short-term courses.
- Have previously earned a college degree.

New students may be exempted from the Assessment component if they:

- Enroll in open curriculum classes only.
- Enroll in non-AA applicable courses other than pre-collegiate basic skills.
- Enroll in apprenticeship courses only.
- Possess an Associate, Baccalaureate, or other college degrees.
- Previously completed reading, writing, and/or math coursework successfully (with a C grade or better).

This may be used for placement purposes in lieu of the corresponding assessment test(s).

Exemptions must be approved by the dean of Student Success and Dean of Enrollment Services after student meets with a counselor and provides official transcripts. For more information please contact the SJCC Counseling Center at (408) 288-3750.

**Waivers, Appeals and Complaints**

Students who wish to request waivers, or file appeals or complaints on the basis of their Title 5 Matriculation Rights must follow the sequence of steps outlined below:

(Students filing other types of complaints or alleging discriminatory practices should follow the procedures listed in the college catalog under “Student Rights and Responsibilities—Grievance Process” or “Admission and Course Enrollment—Equal Opportunity Policy.”)

**A. Initial Review of Waiver Appeal or Complaint**

1. The student should contact the Dean of Counseling & Student Success and complete an “Appeal or Request for Waiver” form or file a complaint regarding matriculation rights. The completed form should be turned in to the Dean of Counseling & Student Success.

2. The Dean of Counseling & Student Success will contact the student and schedule a meeting to discuss the problem and/or inform the student of the decision.

3. In the event that the appeal or request for waiver is not granted, the student will be advised of his/her rights to further appeal and the correct procedures to follow.

**B. Appeal to the Vice-President for Student Affairs**

1. If the initial appeal or request for waiver is not granted and the student does not accept this decision, the student may then submit the initial form to the Vice-President of Student Affairs for further review.

2. The Vice-President for Student Affairs will review the appeal or request for waiver and will meet with the student and/or inform the student of his or her decision concerning the matter.

3. In the event the appeal or request for waiver is not granted by the Vice-President, the student will be advised of his/her further right to further appeal and the correct procedures to follow.

**C. Appeal to the President**

1. If the student does not accept the dean’s decision, the student may then submit the appeal or request for waiver to the College President.

2. The President will review the appeal and will meet with the student and/or inform the student of the final decision concerning the appeal or request for waiver.

**Student Record Privacy Law**

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student. Student records shall be maintained in a manner to insure the privacy of all records and shall not, except as otherwise herein authorized, permit any access to nor release of information therein. Students have the right to examine their own records and provision is made for the student to have copies of those records by written request and by payment of appropriate fees. Provision is also made for the student to challenge the accuracy of these records. In conformance with federal and state laws, San Jose City College hereby provides notice that the SJECCD Governing Board has adopted a policy, Board Policy 5040.1, regarding access to student records maintained by the College.

**Release of Student Records.** The Chancellor or Designee shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.
Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the district.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

No instructor, official, employee, or governing board member shall authorize access to student records to any person except under the following circumstances:

- Student records shall be released pursuant to a student’s written consent.
- Directory information may be released in accordance with Board Policy, unless otherwise specified by the student.

Directory information shall include:

1. Student name
2. Student participation in officially recognized activities and sports, including weight, height, and high school of graduation of athletic team members.
3. Degrees and awards received by students, including honors, scholarship awards, athletic awards, and President’s and Dean’s List recognition.

The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, telephone listings, dates and places of birth, levels of education, degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students.

Availability of Specific Information

The following specific information is on file at the Admissions & Records Office and/or is available to students upon request.

1. The types of student records and information contained therein which are directly related to students and maintained by the institution.
2. The official responsible for the maintenance of each type of record, the persons who have access to those records, and the purposes for which they have such access.
3. The policies of the district for reviewing and expunging these records.
4. The right of the student to access to his/her records.
5. The procedures for challenging the content of student records.
6. The cost which will be charged for reproducing copies of records.
7. The categories of information which the institution has designed as directory information and the parties to whom such information will be released unless the student objects.
8. Any other rights and requirements set forth in Chapter 1.5 (commencing with Section 15430) of Division 18.5 of the Education Code.

Address Changes

Students are required by law to notify the Admissions & Records Office of changes of address. Address and phone number changes should be submitted http://myweb.sjeccd.edu/. Students who are also working as employees of the college should submit address, phone and/or e-mail changes by the same procedure.

ACADEMIC PERFORMANCE

Standards and Consequences

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

ATTENDANCE

Standards and Consequences

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

PARKING OF VEHICLES

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

STUDENT GRIEVANCE

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

If a student believes that he/she has been subjected to unjust action or denial of his/her rights under District/College rules and State/Federal laws, he/she will be given an opportunity to seek resolution through use of the Student Grievance Complaint Procedure. A grievance may be initiated by a student against:

- another student,
- a faculty member,
- an administrator.
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.

STUDENT ORGANIZATIONS

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

FINANCIAL RESPONSIBILITIES; STUDENT BODY ASSOCIATIONS AND STUDENT ORGANIZATIONS

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

- The student body association shall be responsible for student body association expenses and shall not be responsible for the financial obligations of student organizations not under its sponsorship and/or jurisdiction.

- Approved expenses of staff members assigned to supervise AS activities may be borne within the college budget. The expenses of staff members assigned to supervise other student sponsored events may be borne by the appropriate student organization.

- The college shall be reimbursed by any student organization for all toll calls made on its behalf.

STUDENT-RIGHT-TO-KNOW COMPLETION AND TRANSFER RATES FOR FALL 2010 COHORT

Completion Rate: 22.39%
Transfer Rate: 19.31%

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 2010, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed above. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three-year period, from Fall 2010 to Spring 2013. 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 2011 to Spring 2013, are transfer students.

SOLICITING FUNDS OR BUSINESS ON CAMPUS

Requests by on-campus student groups to solicit funds shall be approved by the student government, as well as by the 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.
IN THIS CHAPTER:

- DEGREES AND CERTIFICATES
- DEGREE GRADUATION REQUIREMENTS
- ASSOCIATE IN ARTS DEGREE
- ASSOCIATE IN SCIENCE DEGREE
- GENERAL EDUCATION RECIPROCITY
- CERTIFICATES OF ACHIEVEMENT
- KEY TO COURSE INFORMATION
- OPEN CURRICULUM
- AS GENERAL EDUCATION PATTERN
- AA GENERAL EDUCATION PATTERN
- CSU GE BREADTH REQUIREMENTS
- INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)
- COLLEGE CREDIT FOR AP TESTS
- INTERNATIONAL BACCALAUREATE (IB) EXAMS
- COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)
- PROGRAM SUMMARIES
- COURSE DESCRIPTIONS

DEGREES AND CERTIFICATES

San José City College is authorized by the Board of Governors of the California Community Colleges to confer the Associate in Arts Degree for Transfer, Associate in Science Degree for Transfer, Associate in Arts degree, the Associate in Science degree, and the Certificate of Achievement upon students who complete the necessary requirements.

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

These degrees are conferred upon students who intend to complete a bachelor’s degree in a similar major at a California State University campus.

Associate in Arts Degree

The Associate in Arts (AA) degree is conferred upon students who complete the minimum of 60 degree applicable semester units with a grade point average of 2.0 or better and meet the degree graduation requirements.

Associate in Science Degree

The Associate in Science (AS) degree is conferred upon students who complete the minimum of 60 degree applicable semester units with a grade point average of 2.0 or better and meet the degree graduation requirements.

DEGREE GRADUATION REQUIREMENTS

Associate Degrees for Transfer (ADT)

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is conferred upon students who complete 60 semester units with a grade point average of 2.0 or better and complete the following:

- The Intersegmental General Education Transfer Curriculum (IGETC) requirements or the California State University General Education-Breadth requirements;
- A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district;
- Obtain a minimum grade point average of 2.0;
- All courses required for the major or area of emphasis with a grade of ‘C’ or better. A “P” (Pass) grade is not an acceptable grade for courses in the major. While a minimum of 2.0 is required for admission to a California State University, some majors may require a higher GPA. (Please consult with a counselor for more information.)

ASSOCIATE IN ARTS DEGREE

- All required major courses with a grade of ‘C’ or better in each course;
- A minimum of 39 semester units from the AA degree General Education pattern;
- SJCC graduation requirements of American History and Institutions, Cultural Pluralism/Ethnic Studies and Physical Activity;
- Competency in writing, reading and mathematics with a grade of ‘C’ or better in each competency course;
- At least 12 units within the district and at least six (6) units in residency at SJCC
- A minimum of at least two (2) courses (at least six [6] units) must be completed in the major at the college awarding the degree. A major discipline may grant an exception to this requirement when able to verify equivalent competence to this requirement. (Please consult with a counselor for more information.)

ASSOCIATE IN SCIENCE DEGREE

- All required major courses with a grade of ‘C’ or better in each course;
- A minimum of 24 semester units from the AS degree General Education pattern;
- SJCC graduation requirements of American History and Institutions, Cultural Pluralism/Ethnic Studies and Physical Activity;
- Competency in writing, reading and mathematics with a grade of ‘C’ or better in each competency course;
- At least 12 units within the district and at least six (6) units in residency at SJCC
- A minimum of at least two (2) courses (at least six [6] units) must be completed in the major at the college awarding the degree. A major discipline may grant an exception to this requirement when able to verify equivalent competence to this requirement. (Please consult with a counselor for more information.)

GENERAL EDUCATION RECIPROCITY

San José Evergreen Community College District participates in the California Articulation Region 4 Community College General Education/Graduation Reciprocity program. Students completing all the general education/graduation pattern requirements at a participating college will be given full credit for having completed the SJECDD general education/graduation requirements including writing, reading and mathematics, cultural pluralism/ethnic studies, American Institutions and physical activity. Students must submit to the SJCC Admission and Records a General Education Reciprocity certification form (or complete an Associate degree at any one of the participating colleges.). Students will be required to complete all courses and prerequisites required for a major as well as degree applicable electives to reach 60 units.

The other eight participating colleges are: Chabot, De Anza, Foothill, Gavilan, Las Positas, Mission, Ohlone and West Valley.

CERTIFICATES OF ACHIEVEMENT

San José City College offers Certificates of Achievement to prepare students for direct job entry. Many certificate programs can be completed in one year, while others are designed to be completed over a longer period of time. (Please consult with a counselor for more information.)

The college confers three levels of Certificates of Achievement to students who complete all required courses with a grade of ‘C’ grade.
- 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

**KEY TO COURSE INFORMATION**

Course Scheduling
Information regarding the days, hours, instructors, and rooms in which classes will be held in each semester and summer session is contained in the Class Schedule prior to the start of each term. The information is available online at www.sjcc.edu and on MyWeb.

Registration
To receive credit, students must register in a course within the officially designated time. Auditing (attending classes without being officially registered) is not permitted. All students must be registered and all fees paid prior to attending any classes.

Semester Units
All courses in this Catalog are described in semester units.

Prerequisites and Corequisites
Many of the courses offered by the College require the completion of prerequisites courses or simultaneous enrollment in an additional course, known as a corequisite. Students are advised to consult the course descriptions found in this Catalog for the identification of the prerequisites and corequisites for a course.

Advisories
In order to ensure student success, the College provides Advisory Levels to help students understand the reading, writing, and math skills needed to be successful. While these advisories are not required as a condition of enrollment, students are strongly encouraged to adhere to them and to follow the advice of their counselors related to the advisory levels. The Advisory Levels are listed under each course in the Catalog and the Schedule of Classes. The following are the list of Advisories:

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

List of courses that will provide students this skill level:
- READ 350 (6 units) or ESL 313 or ENGL 321: with a “P” grade required in all of these courses, or placement based on assessment

ADVISORY READ LEVEL 2: Having the ability to find the stated and main idea in simple and complex passages; summarize information; sequence information in complicated texts, engage in inferential analysis of college reading materials; use study techniques for college textbooks; and use note taking systems.

List of courses that will provide students this skill level:
- READ 301 or ESL 302 or ENGL 322: with a “P” grade required in all of these courses, or placement based on assessment

ADVISORY READ LEVEL 3: Having the ability to identify the thesis statement in college materials; understand and identify main ideas and supporting details; recognize and identify organizational patterns; make complex inferences; summarize and paraphrase information; separate fact from opinion; recognize connotation and denotations; 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
List of courses that will provide students this skill level:

- READ 101 or ESL 091 (6 units) or ENGL 102: with a “C” or “P” grade required in all of these courses, or placement based on assessment

ADVISORY READ LEVEL 4:

List of courses that will provide students this skill level:

- ENGL 001D: with a “C” grade or higher

ADVISORY WRITE LEVEL 2: Having the ability to develop paragraph, short multi-paragraph compositions, and written summaries; use of basic rules of Standard English.

List of courses that will provide students this skill level:

- ENGL 335 (4 units) or ENGL 330 or ESL 302, with a “P” grade required in all of these courses, or placement based on assessment

ADVISORY WRITE LEVEL 3: Having the ability to write a well-organized five-paragraph essay; use rhetorical modes and methods of organization; write paragraphs with unity and coherence; and use the basic mechanical skills and syntactical arrangements in writing paragraphs.

List of courses that will provide students this skill level:

- ENGL 092 or ESL 091 (6 units) or ENGL 104, with a “C” or “P” grade required in all of these courses, or placement based on assessment

ADVISORY WRITE LEVEL 4: Having the ability to write a well-organized paragraph essay in support of a clearly stated thesis; apply an analytical understanding of college level text; use basic research skills; apply critical thinking skills; and recognize audience, purpose and tone.

List of courses that will provide students this skill level:

- ENGL 001A, with a “C” grade or higher

ADVISORY MATH LEVEL 1: Arithmetic skills including fractions, decimals, and percent’s.

List of courses that will provide students this skill level:

- MATH 310 or MATH 311, with a “P” grade or higher
- ACCTG 101 or BUS 001, with a “C” or “P” grade required in all of these courses, or placement based on assessment

ADVISORY MATH LEVEL 2: Algebra I skills

List of courses that will provide students this skill level:

- MATH 111, with “P” grade, or placement based on assessment

ADVISORY MATH LEVEL 3: Intermediate Algebra

List of courses that will provide students this skill level:

- MATH 025 or (MATH 021 and MATH 022), all with “C” grades or higher

ADVISORY MATH LEVEL 4: Advanced Algebra and Trigonometry (sometimes called Pre-calculus)

List of courses that will provide students this skill level:

- MATH 071, with a “C” grade or higher

ADVISORY MATH LEVEL 5: First semester Calculus

List of courses that will provide students this skill level:

- MATH 072, with a “C” grade or higher

ADVISORY MATH LEVEL 6: Second semester Calculus

List of courses that will provide students this skill level:

- MATH 073 or MATH 078 or MATH 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.”

Course Notation
The courses in this Catalog have been annotated with abbreviations used on the College transcript, e.g. Administration of Justice (AJ).

Course Description Annotations
The courses in this Catalog have been annotated with codes to identify the grading options, transfer status to baccalaureate-degree institutions, and degree applicability. The following information explains how to interpret these codes.

The grading option for a course is indicated as follows:

- L = Letter Grade Only
- K = Mandatory Pass/No Pass
- O = Optional Pass/No Pass
- N = Non-Graded
Degree Applicability is indicated as follows:

- **A.A.** = Applies to the Associate of Arts Degree
- **A.S.** = Applies to the Associate of Science Degree
- **AA-T and AS-T** = Associate Degrees for Transfer
- **NAA** = Offered for credit but does not apply to the A.A., A.S. Degree, or Associate Degrees for Transfer
- **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)

Transfer Credit is indicated as follows:

- **CSU** = meets baccalaureate criteria for the California State University system
- **UC** = accepted by the University of California system
### Associate in Science General Education (GE) Pattern
San José City College 2014-2015 (Effective Fall 2014)

<table>
<thead>
<tr>
<th>USE THE BOXES ON THE RIGHT TO RECORD YOUR PROGRESS:</th>
<th>N= NEED</th>
<th>IP= IN PROGRESS</th>
<th>C= COMPLETED</th>
</tr>
</thead>
</table>

#### AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING
Select 1 course from each area below ("C" grade or better in each course); total 6 units required.

- **A1:** Oral Communication (3 units)
  - COMS 010, 020, 040 or 045
- **A2:** Written Communication (3 units)
  - ENGL 001A

#### AREA B: PHYSICAL or BIOLOGICAL SCIENCE WITH LABORATORY
1 course; minimum 3 units required

- **SCIENCE WITH LAB:**
  - ASTRO 010 & 10L; BIOL 004A, 004B, 020, 021, 064, 071, 072, 074; CHEM 001A, 001B, 012A, 012B, 015, 032A, 032B; ENVIR 010; GEOL 010 & 10L; PHYS 002A, 002B, 004A, 004B, 004C, 004D
  - (ASTRO 010L meets the lab requirement only if ASTRO 010 is successfully completed previously or concurrently)
  - (GEOL 010L meets the lab requirement only if GEOL 010 is successfully completed previously or concurrently)
  - COSMETOLOGY MAJOR ONLY: COS 010A, 010B, 105A, 105B
  - DENTAL ASSISTANT MAJOR ONLY: DENT 151

#### AREA C: ARTS AND HUMANITIES
Select 2 courses from below; at least 1 course from C1 and 1 course from C2. Minimum 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, 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

#### AREA D: SOCIAL SCIENCES
Select OPTION 1 or OPTION 2. Minimum 6 units

- **OPTION 1:** HIST 017A and HIST 017B
- **OPTION 2:** HIST 001 and POLSC 001

#### AREA E: LIFELONG LEARNING AND SELF-DEVELOPMENT
Select one 3 unit course from below

- **Veterans with DD214 honorable discharge may be able to receive a waiver for this area. Minimum 3 units**

#### AREA I: ECE 108; FCS 019, 070; GUIDE 096; HED 011; KIN 005; PSYCH 020, 035, 060, 092, 100; THEAT 005

**TOTAL MINIMUM GE for AS degree:** 24 UNITS

### ADDITIONAL GRADUATION REQUIREMENTS

- **Cultural Pluralism/Ethnic Studies**
  Select 1 course from below; if a course underlined in areas C or E has not already been taken. 0-3 units required
  - COMS 035; ENGL 033, 080; ETH 020, 026, 027, 030, 031, 041; HIST 009, 021, 024; HUMNT 003; PSYCH 035; SL 015

- **Physical Activity**
  Select 1 course from below.
  **Veterans with DD214 honorable discharge may be able to receive a waiver for this area; 1 unit required**
  - DANCE 010, 011, 011B, 011C, 020, 021, 021B, 023B, 023C, 040B, 040C, 050, 051, 051B, 062, 064, 066, 067; KINA 011, 057; KINPE 008, 008B, 009, 012, 013, 019, 023, 030, 038, 039, 040, 041, 044, 048, 052, 053, 055, 056, 059; APE 030E, 056E

- **Math Competency**
  1 course from below or other qualifying method as listed below; 0-5 units
  - Math 013 or 014 with a "C" or better grade OR equivalent math course OR higher level math course OR qualifying test score

- **Major coursework:** See Major Sheet

- **Residence:** Minimum of 12 A.S. applicable units at SJCC

- **GPA:** Minimum cumulative 2.0 GPA from all colleges attended

**TOTAL MINIMUM A.S. DEGREE APPLICABLE UNITS REQUIRED:** 60 UNITS
## Associate in Arts General Education (GE) Pattern

**San José City College 2014-2015 (Effective Fall 2014)**

### AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING

Select 1 course from EACH area below ("C" grade or better in each course); total **9 units** required.

<table>
<thead>
<tr>
<th>A1: Oral Communication (3 units)</th>
<th>A2: Written Communication (3 units)</th>
<th>A3: Critical Thinking (3 units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMS 010, 020, 040 or 045</td>
<td>ENGL 001A</td>
<td>COMS 040; ENGL 001C; PHIL 060</td>
</tr>
</tbody>
</table>

### AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

1 course each from areas B1, B2, B3 and B4. Area B3 may be satisfied with a B1 or B2 lab course. Lab courses are **underlined**.

At least 3 courses ("C" grade or better in area B4); **9 units** required.

* Course fulfills lab requirement as long as companion course in area B1 is completed prior to or concurrently with lab course.

### AREA C: ARTS AND HUMANITIES

Select 3 courses from below; at least 1 course from C1 and 1 course from C2. Minimum **9 units**

<table>
<thead>
<tr>
<th>C1: ARTS</th>
<th>C2: HUMANITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 091, 092, 096; DANCE 002; HUMNT 001; MUSIC 083, 091, 095, 099; THEAT 002, 020, 040</td>
<td>ARAB 001A, 001B; CHIN 001A, 001B; ENGL 001B, 010, 033, 065, 073, 079, 080, 081, 084A, 084B, 086A, 086B; ETH 020, 030; FREN 001A, 001B, 002A, 002B, 003A, 003B; GLOBL 066; HUMNT 002; JAPAN 001A, 001B, 002A, 002B; PHIL 010, 011, 012, 051, 065, 070; SL 001A, 001B, 002A, 002B; SPAN 001A, 001B, 002A, 002B, 022B; VIET 001A, 001B</td>
</tr>
</tbody>
</table>

### AREA D: SOCIAL SCIENCES

Select 3 courses from below; from at least 2 disciplines. Minimum **9 units**

<table>
<thead>
<tr>
<th>D1: ANTHROPOLOGY AND ARCHAEOLOGY</th>
<th>D2: ECONOMICS</th>
<th>D3: ETHNIC STUDIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 002, 063; ETH 041</td>
<td>ECON 010A, 010B</td>
<td>COMS 035; ENGL 080; ETH 020, 026, 027, 030, 031, 041; HIST 009, 021, 024</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D4: GENDER STUDIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 033; ETH 026; HIST 009; HUMNT 003; PSYCH 035</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>D5: GEOGRAPHY</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG 010, 011</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>D6: HISTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETH 027; HIST 001, 002, 009, 010A, 010B, 011A, 011B, 011A, 017B, 021, 024</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D7: INTERDISCIPLINARY SOCIAL AND BEHAVIORAL SCIENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMS 035; CIS 041; ECE 107; ETH 020; GLOBL 001, 002, 004A, 006, 007; JOURN 021; LABOR 015; SL 015; POLSC 005</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D8: POLITICAL SCIENCE, GOVERNMENT, AND LEGAL INSTITUTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLSC 001, 002, 004, 005</td>
</tr>
</tbody>
</table>

US1, US2 and US3: **AMERICAN INSTITUTIONS REQUIREMENT** (formally Area F)

Complete 1 of the options below. These courses may also be used to satisfy 6 units of the IGETC Area 4 requirement.

**OPTION 1:** HIST 017A and HIST 017B

**OPTION 2:** HIST 001 and POLSC 001

### AREA E: LIFELONG LEARNING AND SELF-DEVELOPMENT

Select one 3 **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. Veterans with DD214 honorable discharge receive waiver for this area and 3 units toward CSU transfer. **Minimum 3 units**

<table>
<thead>
<tr>
<th>AREA E1</th>
<th>AREA E2</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 108; FCS 019, 070; GUIDE 096; HED 011; KIN 005; PSYCH 020, 035, 060, 092, 100; THEAT 005</td>
<td>Activity Courses: DANCE 010, 011, 011B, 011C, 020, 021, 021B, 023B, 023C, 040B, 040C, 050, 051, 051B, 052, 064, 066, 067; KINA 011, 057; KINPE 008, 008B, 009, 012, 013, 019, 023, 030, 038, 039, 040, 041, 044, 048, 052, 053, 055, 056, 059; APE 030E, 056E</td>
</tr>
</tbody>
</table>

**TOTAL MINIMUM GE for AA degree:** **39 UNITS**

### ADDITIONAL GRADUATION REQUIREMENTS

- Cultural Pluralism/Ethnic Studies: Should be completed by taking an underlined course in either Area C or D or E1; **0-3 units** required
- Physical Activity: Should be completed by completing a course in Area E2; **1 unit** required
- Major: See Major Sheet
- Residence: Minimum of 12 A.A. applicable units at SJCC
- GPA: Minimum cumulative 2.0 GPA from all colleges attended

**TOTAL MINIMUM A.A. DEGREE APPLICABLE UNITS REQUIRED:** **60 UNITS**
Chapter 6  — Degrees/Certificates and Course Descriptions

California State University General Education (GE) Breadth Requirements
San José City College 2014-2015 (Effective Fall 2014)

AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING
Select 1 course from EACH area below ("C" grade or better in each course); total 9 units required.

A1: Oral Communication (3 units)  COMS 010, 020, 040 or 045
A2: Written Communication (3 units)  ENGL 001A
A3: Critical Thinking (3 units)  COMS 040; ENGL 001C; PHIL 060

AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING
1 course each from areas B1, B2, B3 and B4. Area B3 may be satisfied with a B1 or B2 lab course. Lab courses are underlined.
At least 3 courses ("C" grade or better in area B4); 9 units required.

B1: PHYSICAL SCIENCE
*ASTRO 010; CHEM 001A, 001B, 012A, 012B, 015, 032A, 032B; ENVIR 010; *GEOL 010; METEO 010; OCEAN 010; PHYS 002A, 002B, 004A, 004B, 004C, 004D

B2: LIFE SCIENCE
BIOL 004A, 004B, 020, 021, 061, 063, 064, 066, 071, 072, 074; ENVIR 010

B3: LABORATORY ACTIVITY
*ASTRO 010L; BIOL 004A, 004B, 020, 021, 064, 071, 072, 074; CHEM 001A, 001B, 012A, 012B, 015, 032A, 032B; ENVIR 010; *GEOL 010L; PHYS 002A, 004A, 004B, 004C, 004D

B4: MATHEMATICAL/QUANTITATIVE REASONING
BUS 060; MATH 021, 022, 025, 051, 052, 061, 062, 063, 070, 071, 072, 073, 078, 079

AREA C: ARTS AND HUMANITIES
Select 3 courses from below; minimum 9 units; at least 1 course from C1 and 1 course from C2

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, 065, 073, 079, 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

AREA D: SOCIAL SCIENCES
Select 3 courses from below; minimum 9 units; from at least 2 disciplines

D1: ANTHROPOLOGY AND ARCHAEOLOGY
ANTH 062, 063; ETH 041

D2: ECONOMICS
ECON 010A, 010B

D3: ETHNIC STUDIES
COMS 035; ENGL 080; ETH 020, 026, 027, 030, 031, 041; HIST 009, 021, 024

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 AND BEHAVIORAL SCIENCES
COMS 035; CIS 041; ECE 107; ETH 020; GLOBL 001, 002, 004A, 006, 007; JOURN 021; LABOR 015; SL 015; POLSC 005

D8: POLITICAL SCIENCE, GOVERNMENT, AND LEGAL INSTITUTIONS
POLSC 001, 002, 004, 005

AREA E: LIFELONG LEARNING AND SELF-DEVELOPMENT
Select one 3 unit course from Area 1. One unit of an activity course from Area II may be used in combination with Area I to meet the requirement.
Veterans with DD214 honorable discharge receive waiver for this area and 3 units toward CSU transfer; Minimum 3 units

AREA E1: ECE 108; FCS 019, 070; GUIDE 096; HED 011; KIN 005; PSYCH 020, 035, 060, 092, 100; THEAT 005

AREA E2: Activity Courses: DANCE 010, 011, 011B, 011C, 020, 021, 021B, 023B, 023C, 040B, 040C, 050, 051, 051B, 052, 064, 066, 067; KINA 011, 057; KINPE 008, 008B, 009, 012, 013, 019, 023, 030, 038, 039, 040, 041, 044, 048, 052, 053, 055, 056, 059; APE 030E, 056E

US1, US2 and US3: AMERICAN INSTITUTIONS REQUIREMENT (formally AREA F)
Complete 1 of the options below. These courses may also be used to satisfy 6 units of the IGETC Area 4 requirement.

OPTION 1: HIST 017A and HIST 017B

OPTION 2: HIST 001 and POLSC 001

AREA E: LIFELONG LEARNING AND SELF-DEVELOPMENT
Select one 3 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.
Veterans with DD214 honorable discharge receive waiver for this area and 3 units toward CSU transfer; Minimum 3 units

AREA E1: ECE 108; FCS 019, 070; GUIDE 096; HED 011; KIN 005; PSYCH 020, 035, 060, 092, 100; THEAT 005

AREA E2: Activity Courses: DANCE 010, 011, 011B, 011C, 020, 021, 021B, 023B, 023C, 040B, 040C, 050, 051, 051B, 052, 064, 066, 067; KINA 011, 057; KINPE 008, 008B, 009, 012, 013, 019, 023, 030, 038, 039, 040, 041, 044, 048, 052, 053, 055, 056, 059; APE 030E, 056E
Complete one of the following courses with a grade of "C" or better:

| 004A | BIOL 001A, 001B, 015, 032A, 032B, ENVIR 010; CHEM 001A, 001B, 015, 032A, 032B, PHYS 002A, 002B, 004A, 004B, 004C, 004D |
| 004B | GEOL 010L*; METEO 010; OCEAN 010; PHYS 002A, 002B, 004A, 004B, 004C, 004D |

**Area 2: Mathematical Concepts and Quantitative Reasoning**

Select 1 course from below; minimum 3 units required

| 2A | BUS 060; MATH 021, 025, 061, 062, 063, 071, 072, 073, 078, 079 |

**Area 3: Arts and Humanities**

Select 3 courses from below; minimum 9 units; at least 1 course from ARTS and 1 course from HUMANITIES

| 3A | ARTS | 3B | HUMANITIES |
| ART 091, 092, 096; DANCE 002; NUMINT 001; MUSIC 083, 091, 095; THEAT 020, 040 | ENGL 001B, 010, 033, 065, 073, 081, 084A, 084B, 086A, 086B; ETH 020, 030; FREN 001B, 002A, 003B, 003E, 004A, 004B, 004C, 004D; ETH 010A, 010B; HUMNT 002, 003; JAPAN 002A, 002B; PHIL 010, 011, 012, 051, 065, 070; SL 001B, 002A, 002B; SPAN 002A, 002B |

**Area 4: Social and Behavioral Sciences**

Select 3 courses from below; minimum 9 units; from at least 2 disciplines

| 4A | Anthropology and Archaeology | 4B | Economics |
| ANTH 062, 063 | ECON 010A, 010B |

**Area 5: Physical Science and Biological Science**

Select 1 Physical Science and 1 Biological Science course from below. 1 course must include a laboratory. Courses in **BOLD** contain a laboratory

| 5A | Physical Science |
| ASTR 010*, CHEM 001A, 001B, 015, 032A, 032B, ENVIR 010; CHEM 001A, 001B, 015, 032A, 032B, ENVIR 010; GEOL 010*, METEO 010; OCEAN 010; PHYS 002A, 002B, 004A, 004B, 004C, 004D |

**Area 6: Languages Other Than English**

Proficiency in a language other than English may be met in one of the ways listed below:

1. Complete one of the following courses with a grade of "C" or better:
   - ARAB 001A, ARAB 001B; CHIN 001A, 001B; FREN 001A, 001B, 002A, 002B; JAPAN 001A, 001B; 002A, 002B, SL 001A, 001B, 002A, 002B; SPAN 001A, 001B, 002A, 002B, 022A, 022B; VIET 001A, 001B
2. Complete two years of high school coursework in one language other than English with a grade of C or better in each course.
3. Appropriate scores on the SAT II, AP, IB, “O” level or “A” level exams may also satisfy AREA 6A. See a counselor for specific tests and appropriate scores.
4. Complete, with grades of “C” or better, two years of formal schooling at the sixth-grade level or higher in an institution where the language of instruction is not English.
5. Have competency verified by a faculty member associated with a California community college. Such verification requires that the college provide a document on letterhead asserting that the student’s proficiency in the language is equivalent to two years of high school study.
**COLLEGE CREDIT FOR ADVANCED PLACEMENT (AP) TESTS**

Students who earn scores of 3, 4, or 5 on Advanced Placement (AP) Examinations can earn credit toward San José City College (SJCC) AA/AS degree general education, CSU GE-Breadth and IGETC in accordance with the chart below. Duplicate credit will not be granted to students who have AP scores and take the equivalent college course at SJCC. GE credits and units granted at SJCC may differ from course credit and units granted by a transfer institution. To determine how AP credits will be used at the four-year school for major preparation, please consult the catalog of the transfer school or see a SJCC counselor.

<table>
<thead>
<tr>
<th>EXAM</th>
<th>SJCC AS GE Area semester units</th>
<th>AA/CSU GE Area semester units</th>
<th>CSU - SEMESTER UNITS EARNED TOWARD TRANSFER</th>
<th>IGETC Area semester units</th>
<th>UC Transfer Subject Area</th>
<th>UC - UNITS EARNED TOWARD TRANSFER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>Area C1, Fine Arts 3 units</td>
<td>Area C1 or C2 3 units</td>
<td>6 units</td>
<td>Area 3A or 3B 3 units</td>
<td>UC-H</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Art (Studio: 2D/3D/Drawing)</td>
<td>No GE credit; 3 units per exam toward general electives only</td>
<td>N/A</td>
<td>3 units</td>
<td>N/A</td>
<td>UC-H</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>Biology</td>
<td>Area B Science with Lab 4 units</td>
<td>Area B2 and B3 4 units</td>
<td>6 units</td>
<td>Area 5B and 5C 4 units</td>
<td>UC-S</td>
<td>8 quarter/5.3 semester units</td>
</tr>
<tr>
<td>Calculus AB*</td>
<td>AS Math Competency 3 units toward general electives only</td>
<td>Area B4 3 units</td>
<td>3 units</td>
<td>Area 2A 3 units</td>
<td>UC-M</td>
<td>4 quarter/2.7 semester units</td>
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<tr>
<td>Calculus BC*</td>
<td>AS Math Competency 3 units toward general electives only</td>
<td>Area B4 3 units</td>
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<td>Area 2A 3 units</td>
<td>UC-M</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>Calculus BC/AB*</td>
<td>AS Math Competency 3 units toward general electives only</td>
<td>Area B4 3 units</td>
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<td>N/A</td>
<td>UC-M</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>Chemistry</td>
<td>Science with Lab 4 units</td>
<td>Areas B1 and B3 4 units</td>
<td>6 units</td>
<td>Area 5A and 5C 4 units</td>
<td>UC-S</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>Chinese Language &amp; Culture</td>
<td>Area C2 Humanities 3 semester units</td>
<td>Area C2 3 units</td>
<td>6 units</td>
<td>Area 3B and 6A 3 units</td>
<td>UC-H</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>Computer Science A1</td>
<td>3 units toward general electives only</td>
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<td>3 units</td>
<td>N/A</td>
<td>N/A</td>
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<td>6 units toward general electives only</td>
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<td>6 units</td>
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<td>Economics - Macroeconomics</td>
<td>Area D 3 units</td>
<td>Area D2 3 units</td>
<td>3 units</td>
<td>Area 4B 3 units</td>
<td>UC-B</td>
<td>4 quarter/2.7 semester units</td>
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<tr>
<td>Economics - Microeconomics</td>
<td>Area D 3 units</td>
<td>Area D2 3 units</td>
<td>3 units</td>
<td>Area 4B 3 units</td>
<td>UC-B</td>
<td>4 quarter/2.7 semester units</td>
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<tr>
<td>English - Language &amp; Composition</td>
<td>Area A, Written Communication 3 units</td>
<td>Area A2 3 units</td>
<td>6 units</td>
<td>Area 1A 3 units</td>
<td>UC-E</td>
<td>8 quarter/5.3 semester units</td>
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<td>English - Literature &amp; Composition</td>
<td>Area A1 Written Communication and Area C2 Humanities 6 units</td>
<td>Area A2 and C2 6 units</td>
<td>6 units</td>
<td>Area 1A or 3B 3 units</td>
<td>UC-E/ UC-H</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>Environmental Science</td>
<td>Area B Science with Lab 4 units (if taken prior to Fall 2009) or Area B1 and B3 (regardless of when taken) 4 units</td>
<td>Area B2 and B3 4 units</td>
<td>4 units</td>
<td>Area 5A and 5C 3 units</td>
<td>UC-S</td>
<td>4 quarter/2.7 semester units</td>
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<td>French Language &amp; Culture</td>
<td>Area C2, Humanities 3 units</td>
<td>Area C2 3 units</td>
<td>6 units</td>
<td>Area 3B and 6A 3 units</td>
<td>UC-H</td>
<td>8 quarter/5.3 semester units</td>
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<tr>
<td>French Literature</td>
<td>Area C2 Humanities 3 units</td>
<td>Area C2 3 units</td>
<td>6 units</td>
<td>Area 3B and 6A 3 units</td>
<td>UC-H</td>
<td>8 quarter/5.3 semester units</td>
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<td>Subject Area</td>
<td>UNITS EARNED</td>
<td>UC - UNITS EARNED</td>
<td>TOWARD TRANSFER</td>
<td>UC/CSU GE Area</td>
<td>A/C索 GE Area</td>
<td>SEMESTER UNITS</td>
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<tr>
<td>Geography</td>
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<td>History</td>
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<td>Human Geography</td>
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<td>Economics</td>
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<td>Engineering</td>
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</tbody>
</table>

TOWARD TRANSFER

**NED**

UNITS EARNED

SEMESTER UNITS

EXAM
Students who have earned credit from an IB exam should not take a comparable college course because transfer credit will not be granted for both.

<table>
<thead>
<tr>
<th>International Baccalaureate (IB) Exam</th>
<th>Minimum CSU GE Semester Units Earned Toward Certification</th>
<th>Minimum UC Semester Units Earned</th>
<th>CSU GE Passing Score</th>
<th>UC Passing Score</th>
<th>IGETC Area and Semester Units Earned Toward Certification</th>
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</thead>
<tbody>
<tr>
<td>IB Biology HL</td>
<td>5</td>
<td>n/a</td>
<td>6B</td>
<td>3</td>
<td>5 or 6 or 7</td>
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<tr>
<td>IB Chemistry HL</td>
<td>5</td>
<td>n/a</td>
<td>6B</td>
<td>3</td>
<td>5 or 6 or 7</td>
</tr>
<tr>
<td>IB Economics HL</td>
<td>5</td>
<td>n/a</td>
<td>B1</td>
<td>3</td>
<td>5 or 6 or 7</td>
</tr>
<tr>
<td>IB Geography HL</td>
<td>5</td>
<td>n/a</td>
<td>C2 or D6</td>
<td>3</td>
<td>5 or 6 or 7</td>
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<tr>
<td>IB History</td>
<td>5</td>
<td>n/a</td>
<td>B1</td>
<td>3</td>
<td>5 or 6 or 7</td>
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<tr>
<td>IB Language A1 (any language except English) HL</td>
<td>4</td>
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<td>5A (no lab)</td>
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<td>5 or 6 or 7</td>
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<td>IB Language A2 (any language except English) HL</td>
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<td>n/a</td>
<td>5A (no lab)</td>
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<td>5 or 6 or 7</td>
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<tr>
<td>IB Language B</td>
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<td>5A (no lab)</td>
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<td>5 or 6 or 7</td>
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<tr>
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<td>n/a</td>
<td>C1</td>
<td>3</td>
<td>5 or 6 or 7</td>
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<td>C1</td>
<td>3</td>
<td>5 or 6 or 7</td>
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<tr>
<td>IB Theatre HL</td>
<td>4</td>
<td>n/a</td>
<td>C1</td>
<td>3</td>
<td>5 or 6 or 7</td>
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</tbody>
</table>
College Level Examination Program (CLEP)

Students who have earned credit from a CLEP exam should not take a comparable college course because transfer credit will not be granted for both.

<table>
<thead>
<tr>
<th>CLEP EXAM</th>
<th>Passing Score</th>
<th>Minimum Semester Credit Earned</th>
<th>Semester Units toward CSU GE Breadth Certification</th>
<th>CSU GE Breadth Area and/or American Institutions</th>
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<tbody>
<tr>
<td>CLEP American Government</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>D8</td>
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<tr>
<td>CLEP American Literature</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>C2</td>
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<tr>
<td>CLEP Analyzing and Interpreting Literature</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>C2</td>
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<tr>
<td>CLEP Biology</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>B2</td>
</tr>
<tr>
<td>CLEP Calculus</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>B4</td>
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<td>CLEP Chemistry</td>
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<td>CLEP College Mathematics</td>
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<td>CLEP English Composition with Essay</td>
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<td>C2</td>
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<td>CLEP Financial Accounting</td>
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<td>CLEP French* Level I</td>
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<td>CLEP German* Level II</td>
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<td>D6 + US-1</td>
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<td>D6 + US-1</td>
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<td>CLEP Humanities</td>
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<td>C2</td>
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<td>CLEP Information Systems and Computer Applications</td>
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<td>CLEP Introductory Business Law</td>
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<td>CLEP Introductory Sociology</td>
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<td>B1 or B2</td>
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<td>CLEP Pre-calculus</td>
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<td>CLEP Principles of Accounting</td>
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<tr>
<td>CLEP Principles of Macroeconomics</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>D2</td>
</tr>
<tr>
<td>CLEP Principles of Management</td>
<td>50</td>
<td>3</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>CLEP Principles of Marketing</td>
<td>50</td>
<td>3</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>CLEP Principles of Microeconomics</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>D2</td>
</tr>
<tr>
<td>CLEP Social Science and History</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>CLEP Spanish* Level I</td>
<td>50</td>
<td>6</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>CLEP Spanish* Level II</td>
<td>63</td>
<td>12</td>
<td>3</td>
<td>C2</td>
</tr>
<tr>
<td>CLEP Trigonometry</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>B4</td>
</tr>
<tr>
<td>CLEP Western Civilization I</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>C2 or D6</td>
</tr>
<tr>
<td>CLEP Western Civilization I</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>D6</td>
</tr>
</tbody>
</table>

*If a student passes more than one CLEP in the same language other than English (e.g. two exams in French), the only one examination may be applied to the baccalaureate. For each test in a language other than English, a passing score of 50 is considered “Level I” and earns six units of baccalaureate credit; the higher score listed for each test is considered “Level II” and earns additional units of credit and placement in Area C2 of GE Breadth, as noted.

**CLEP exams qualify for AA general education as assigned for CSU GE Breadth. Students should see a counselor for AS degree general education placement.
ACCOUNTING

About the Program
San José City College offers a Certificate of Achievement and an Associate in Science in Accounting. This curriculum provides training for paraprofessional accountants, payroll clerks, bookkeepers, and similar workers in banks and business firms. Graduates from this program are qualified to meet the demands of offices requiring special skills in general bookkeeping and machine bookkeeping. Students may achieve an employment skill through this one-year program. An advanced course in the certificate must be taken at San José City College. A “C” grade or better is required in all required major and certificate courses including the approved program elective courses.

Upon completion of this program, students will be able to:
- Compute, classify, record, and verify numerical data to develop and maintain financial records and statements.
- Demonstrate the ability to identify key issues, research relevant data, and think critically and analytically about possible solutions for financial problems.
- Receive and process written and oral financial information and interpret financial information including financial statements for management, investors, clients and other interested users.
- Record and prepare financial records and statements using accounting software.
- Demonstrate the ability to work and interact effectively in teams consisting of individuals with differing interests, gender, global backgrounds and professions.
- Ability to understand and implement the ethical responsibility of the accountant to society.

Career Options:
- Accounts Receivable Specialist
- Accounts Payable Specialist
- Payroll Specialist

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

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

A.S. DEGREE REQUIREMENTS:
MAJOR REQUIREMENTS: 35
GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS 24
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 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

FOR ADDITIONAL INFORMATION, SEE A COUNSELOR, VISIT THE CAREER/TRANSFER CENTER, OR CONTACT THE FOLLOWING:
Linda Ferrell, linda.ferrell@sjcc.edu 408-298-2181 x3231
Business and Workforce Development Division 408-288-3131

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

About the Program
San José City College offers two certificates and an Associate in Science (A.S.) in Air Conditioning/Refrigeration Technology. This program is designed to develop the appreciation, knowledge, and skills essential for employment in the air conditioning and refrigeration industry. Instruction includes both theory and practical work with refrigeration and air conditioning machinery, electrical equipment, and related mathematics. A grade of “C” or better is required in each course in the major and approved major electives for each certificate and degree.

Upon completion of this program, students will be able to:
- Recognize the components that constitute Residential and Commercial Air Conditioning and Refrigeration systems. Perform Maintenance and Repair on complex Air Conditioning and Refrigeration systems.
- Competence in analyzing, maintaining, servicing and commissioning Air Conditioning and Refrigeration systems. Problem solve and troubleshoot complex Air Conditioning and Refrigeration systems using analytical and methodical practices.
- Ability to interpret and process Wiring Diagrams and Pipe Diagrams. Demonstrate proficiency in writing service reports in both hard and soft copy.
- Competence and skill in maintaining energy efficient Air Conditioning and Refrigeration equipment. Recognize and be capable of implementing modern technologies so as to maintain proper and efficient functionality of Air Conditioning and Refrigeration systems.
- Demonstrate the ability to work as an individual and in groups of all social and economic backgrounds. Demonstrate awareness of Global Warming, Green House Gases Effect and Ozone Depletion as related to use of common Refrigerants.
• Demonstrate honesty and integrity when dealing with customers and employers. Exercise professional courtesy in the workplace.
• Recognize proper attire and etiquettes expected of Professional Air Conditioning and Refrigeration Technicians and Engineers. Perform Mechanical and Electrical installations of Air Conditioning and Refrigeration systems that are both safe and aesthetically pleasing.

Career Options:
- Refrigeration Technician
- Air Conditioning Technician
- Facilities Technician
- Estimator
- Counter Sales
- Stationary Engineer
- Sheet Metal Technician
- Plumber and Pipe Fitter
- Electrician
- Facilities Maintenance Technician

Certificates/Degrees:
- Certificate of Achievement – Level 2
- Certificate of Achievement – Level 3
- A.S. Degree

Certificate/Degree requirements:

**CERTIFICATE OF ACHIEVEMENT – LEVEL 2:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRC 121</td>
<td>Electrical Principles for Air Conditioning/ Refrigeration</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 122</td>
<td>Refrigeration Principles</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 131</td>
<td>Intermediate Air Conditioning</td>
<td>4.5</td>
</tr>
<tr>
<td>AIRC 132</td>
<td>Refrigeration Service</td>
<td>4.5</td>
</tr>
<tr>
<td>FMT 100</td>
<td>Introduction to Facilities Operations</td>
<td>3.5</td>
</tr>
</tbody>
</table>

**TOTAL:** 20.5

**CERTIFICATE OF ACHIEVEMENT – LEVEL 3:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>AIRC 141</td>
<td>Hydronics and Air Distribution</td>
<td>3</td>
</tr>
<tr>
<td>AIRC 142</td>
<td>Air Conditioning Control Systems</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 145</td>
<td>Sheet Metal – OR –</td>
<td>2</td>
</tr>
<tr>
<td>FMT 105</td>
<td>Introduction to Industrial Electronics and Controls</td>
<td>2.5</td>
</tr>
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</table>

**APPROVED MAJOR ELECTIVES:**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 5</td>
</tr>
</tbody>
</table>

**TOTAL:** 30

**A.S. DEGREE REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRC 138</td>
<td>Work Experience</td>
<td>1-2</td>
</tr>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 102A</td>
<td>Residential Plumbing Systems</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 102B</td>
<td>Residential/Commercial Wiring</td>
<td>3</td>
</tr>
<tr>
<td>FMT 104</td>
<td>Electrical Concepts for Facilities Maintenance Technicians</td>
<td>2.5</td>
</tr>
<tr>
<td>FMT 120</td>
<td>Low and High Pressure Boilers</td>
<td>3</td>
</tr>
<tr>
<td>FMT 122</td>
<td>Introduction to Programmable Logic Controllers</td>
<td>4</td>
</tr>
<tr>
<td>FMT 123</td>
<td>Intermediate Programmable Logic Controllers</td>
<td>4</td>
</tr>
</tbody>
</table>

**APPROVED MAJOR ELECTIVES:**

**TOTAL REQUIRED UNITS:** 60

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

Kieron Connolly, kieron.connolly@sjcc.edu  408-298-2181 x 3667
Steve Mansfield, stephen.mansfield@sjcc.edu,  408-298-2181 x 3671
Business and Workforce Development Division,  408-288-3131

**ADMINISTRATION OF JUSTICE – JUDICIAL ADMINISTRATION OPTION**

**About the Program**

San José City College offers both an Associate in Arts (AA), Associate in Science (AS) and certificates in Administration of Justice – Judicial Administration. Students planning to transfer should follow the Associate in Arts. 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. All degree major and certificate courses including approved major electives must be completed with a grade “C” or better.

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

- The operations of the various divisions of the court such as criminal, civil, family law, probate, juvenile delinquency, and dependency
- The role of the clerk of court in functions such as legal processing, calendaring, and maintaining the court record
- The courtroom support functions such as making the official record, jury services, and court security
- Administrative business functions such as finance, human resources, facilities management, and information technology

**Career Options:**

- Judicial Branch administration
- Court Operations
- Court Lead/Supervision
Certificates/Degrees:
- Certificate of Achievement – Level 1
- Certificate of Achievement – Level 2
- A.A. Degree
- A.S. Degree

Certificate/Degree requirements:

MAJOR REQUIREMENTS - Administration of Justice – Judicial Administration:
Nine (9) courses are required for this program option, as listed below.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ  125 Fundamentals of Court Operations–Court Case Types</td>
<td>3</td>
</tr>
<tr>
<td>AJ  126 Fundamentals of Court Operations–Legal Processing</td>
<td>3</td>
</tr>
<tr>
<td>AJ  127 Introduction to Government and the Judicial Branch</td>
<td>3</td>
</tr>
<tr>
<td>AJ  128 Public Trust and Confidence in the Judicial Branch</td>
<td>3</td>
</tr>
<tr>
<td>AJ  129 Fundamentals of Court Operations–Courtroom Support</td>
<td>3</td>
</tr>
<tr>
<td>AJ  131 Judicial Branch Workplace: Relationships and Communications</td>
<td>3</td>
</tr>
<tr>
<td>AJ  132 Introduction to Court Administration</td>
<td>3</td>
</tr>
<tr>
<td>AJ  133 Career Readiness in the Justice System</td>
<td>3</td>
</tr>
<tr>
<td>BUS  008 Business English and Writing</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL REQUIRED UNITS</td>
<td>27</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ  111 Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>AJ  111 Juvenile Law &amp; Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AJ  112 Introduction to Evidence</td>
<td>3</td>
</tr>
<tr>
<td>AJ  113 Crime and Violence in America</td>
<td>3</td>
</tr>
<tr>
<td>AJ  121 Advancement in Judicial Branch Careers</td>
<td>6</td>
</tr>
<tr>
<td>SOC  010 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC  011 Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>A.A. in Administration of Justice – Judicial Administration</td>
<td></td>
</tr>
<tr>
<td>MAJOR REQUIREMENTS</td>
<td>27</td>
</tr>
<tr>
<td>GENERAL EDUCATION/GRADUATION REQUIREMENTS</td>
<td>39</td>
</tr>
<tr>
<td>PHYSICAL ACTIVITY</td>
<td>1</td>
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<tr>
<td>TOTAL REQUIRED UNITS</td>
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A.S. in Administration of Justice - Judicial Administration

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MAJOR REQUIREMENTS</td>
<td>27</td>
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<tr>
<td>APPROVED MAJOR ELECTIVES</td>
<td>9</td>
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<tr>
<td>GENERAL EDUCATION/GRADUATION REQUIREMENTS</td>
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<td>PHYSICAL ACTIVITY</td>
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<td>TOTAL REQUIRED UNITS</td>
<td>61</td>
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</table>

CERTIFICATE OF ACHIEVEMENT in Court System Basics - Level 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ  127 Introduction to Government and the Judicial Branch</td>
<td>3</td>
</tr>
<tr>
<td>AJ  128 Public Trust and Confidence in the Judicial Branch</td>
<td>3</td>
</tr>
<tr>
<td>AJ  132 Introduction to Court Administration</td>
<td>3</td>
</tr>
<tr>
<td>Choice of one of the fundamental courses below:</td>
<td></td>
</tr>
<tr>
<td>AJ  125 Fundamentals of Court Operations–Court Case Types</td>
<td>3</td>
</tr>
<tr>
<td>AJ  126 Fundamentals of Court Operations–Legal Processing</td>
<td>3</td>
</tr>
<tr>
<td>AJ  129 Fundamentals of Court Operations–Courtroom Support</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL REQUIRED UNITS</td>
<td>12</td>
</tr>
</tbody>
</table>

CERTIFICATE OF ACHIEVEMENT in Court Operations – Level 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ  125 Fundamentals of Court Operations–Court Case Types</td>
<td>3</td>
</tr>
<tr>
<td>AJ  126 Fundamentals of Court Operations–Legal Processing</td>
<td>3</td>
</tr>
<tr>
<td>AJ  128 Public Trust and Confidence in the Judicial Branch</td>
<td>3</td>
</tr>
</tbody>
</table>

CERTIFICATE OF ACHIEVEMENT in Supervision/Lead – Level 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ  127 Introduction to Government and the Judicial Branch</td>
<td>3</td>
</tr>
<tr>
<td>AJ  128 Public Trust and Confidence in the Judicial Branch</td>
<td>3</td>
</tr>
<tr>
<td>AJ  131 Judicial Branch Workplace: Relationships and Communications</td>
<td>3</td>
</tr>
<tr>
<td>AJ  132 Introduction to Court Administration</td>
<td>3</td>
</tr>
<tr>
<td>AJ  133 Career Readiness in the Justice System</td>
<td>3</td>
</tr>
<tr>
<td>BUS  008 Business English and Writing</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL REQUIRED UNITS</td>
<td>18</td>
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CERTIFICATE OF ACHIEVEMENT in Court Management – Level 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>AJ  125 Fundamentals of Court Operations–Court Case Types</td>
<td>3</td>
</tr>
<tr>
<td>AJ  126 Fundamentals of Court Operations–Legal Processing</td>
<td>3</td>
</tr>
<tr>
<td>AJ  127 Introduction to Government and the Judicial Branch</td>
<td>3</td>
</tr>
<tr>
<td>AJ  128 Public Trust and Confidence in the Judicial Branch</td>
<td>3</td>
</tr>
<tr>
<td>AJ  129 Fundamentals of Court Operations–Courtroom Support</td>
<td>3</td>
</tr>
<tr>
<td>AJ  131 Judicial Branch Workplace: Relationships and Communications</td>
<td>3</td>
</tr>
<tr>
<td>AJ  132 Introduction to Court Administration</td>
<td>3</td>
</tr>
<tr>
<td>AJ  133 Career Readiness in the Justice System</td>
<td>3</td>
</tr>
<tr>
<td>BUS  008 Business English and Writing</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL REQUIRED UNITS</td>
<td>27</td>
</tr>
</tbody>
</table>

CERTIFICATE OF ACHIEVEMENT in Judicial Administration – Level 2

About the Program
San José City College offers an Associate in Arts (AA), Associate in Science (AS) and an Associate in Science for Transfer (AS-T) degree in Administration of Justice. Administration of Justice is the study of the causes, consequences and control of crime. Although the program’s curriculum allows for the development of in-depth knowledge in one of the subject’s substantive subsystems (i.e. law enforcement, juvenile, courts or corrections, judicial administration), our objective is to expose the student to a series of courses within the major intended to develop social and cultural sensitivity, effective communication skills, ethical awareness, and the concepts of law necessary to be successful in one of the many Administration of Justice careers. Programs in Administration of Justice are designed to prepare students for careers in federal, state, and local law enforcement agencies, correctional agencies and institutions, and private security agencies.
Students completing the Associate in Science in Administration of Justice for Transfer (AS-T) 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 AS-T in Administration of Justice 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 use criminal justice system key terms, concepts and theories.
- Identify how the U.S. Constitution applies to the actions and conduct of peace officers.
- Demonstrate an ability to effectively communicate orally and in writing the results of analysis and understanding.
- Develop a plan to achieve a career in their desired area of the criminal justice system.
- Recognize elements, classifications and definitions involving crimes against persons and crimes against property.
- Reflect critically on developments in the criminal justice policy and the relationship of these policies to the wider political and social environment.

Career Options:
- Municipal or Special District Police Officer
- County Deputy Sheriff
- Parole Agent*
- FBI Agent*
- DEA Agent*
- Game Warden
- Highway Patrol Officer
- State Narcotics Agent,
- Lawyer*
- Forensic Specialist*
- Probation Officer*

* Denotes a four-year degree requirement for that position

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

Degree requirements:

**MAJOR REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 010</td>
<td>3</td>
</tr>
<tr>
<td>AJ 011</td>
<td>3</td>
</tr>
<tr>
<td>AJ 013</td>
<td>3</td>
</tr>
<tr>
<td>AJ 014</td>
<td>3</td>
</tr>
<tr>
<td>AJ 015</td>
<td>3</td>
</tr>
</tbody>
</table>

**A.A. in Administration of Justice – Traditional Option**

MAJOR REQUIREMENTS 15
APPROVED MAJOR ELECTIVE COURSES - CHOOSE 5 UNITS FROM APPROVED MAJOR ELECTIVES LIST: 5
GENERAL EDUCATION/GRADUATION REQUIREMENT COURSES 39
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 60

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 104</td>
<td>3</td>
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<tr>
<td>AJ 110</td>
<td>3</td>
</tr>
<tr>
<td>AJ 111</td>
<td>3</td>
</tr>
</tbody>
</table>

**B.S. in Administration of Justice – Traditional Option**

MAJOR REQUIREMENTS 15
APPROVED MAJOR ELECTIVE COURSES – Complete one of the options listed below 12
GENERAL EDUCATION/GRADUATION REQUIREMENT COURSES 24
GENERAL ELECTIVES 8
PHYSICAL ACTIVITY 1
TOTAL UNITS REQUIRED 60

APPROVED MAJOR ELECTIVE COURSES - OPTIONS FOR A.S. DEGREE

**OPTION 1.** AJ classes not used in the core sequence above:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 104</td>
<td>3</td>
</tr>
<tr>
<td>AJ 111</td>
<td>3</td>
</tr>
<tr>
<td>AJ 112</td>
<td>3</td>
</tr>
<tr>
<td>AJ 113</td>
<td>3</td>
</tr>
<tr>
<td>AJ 118</td>
<td>3</td>
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<tr>
<td>AJ 119</td>
<td>3</td>
</tr>
<tr>
<td>AJ 121</td>
<td>6</td>
</tr>
<tr>
<td>AJ 122</td>
<td>3</td>
</tr>
<tr>
<td>AJ 139</td>
<td>3</td>
</tr>
</tbody>
</table>

**Or**

**OPTION 2.** A combination of courses from the Administration of Justice courses listed above, plus other courses from this approved list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETH 020</td>
<td>3</td>
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<tr>
<td>ETH 026</td>
<td>3</td>
</tr>
<tr>
<td>ETH 027</td>
<td>3</td>
</tr>
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<td>ETH 030</td>
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<tr>
<td>ETH 031</td>
<td>3</td>
</tr>
<tr>
<td>ETH 041</td>
<td>3</td>
</tr>
<tr>
<td>PHOTO 022</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 012</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 060</td>
<td>3</td>
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<td>PSYCH 099</td>
<td>3</td>
</tr>
<tr>
<td>SOC 010</td>
<td>3</td>
</tr>
<tr>
<td>SOC 011</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 091A</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 091B</td>
<td>3</td>
</tr>
</tbody>
</table>

**Or**

**OPTION 3.** Completion of the full sequence of the Basic Police Academy consisting of modules:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LE 160</td>
<td>4</td>
</tr>
<tr>
<td>LE 161</td>
<td>6.5</td>
</tr>
<tr>
<td>LE 162</td>
<td>13</td>
</tr>
</tbody>
</table>

**Or**

**OPTION 4.** Completion of the Basic Police Academy:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LE 154</td>
<td>22 - 27</td>
</tr>
</tbody>
</table>
A.S.-T Administration of Justice

To be awarded the Associate in Arts in Administration of Justice for Transfer Degree, students must:

(1) Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University (CSU) system, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtain a minimum grade point average of 2.0.

While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.

Associate Degrees for Transfer (ADTs) also require that students must earn a C or better in all courses required for the major or area of emphasis.

MAJOR REQUIREMENTS (CORE, List A and List B):

REQUIRED CORE – 2 courses (6 units):

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

LIST A – 2 courses (6 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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 Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>AJ 111</td>
<td>Juvenile Law and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AJ 112</td>
<td>Introduction to Evidence</td>
<td>3</td>
</tr>
</tbody>
</table>

LIST B – 2 courses (minimum 6 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 010</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 010</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MATH 063</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Total Units for CORE, List A and List B</td>
<td>18</td>
<td></td>
</tr>
</tbody>
</table>

A.S.-T. DEGREE REQUIREMENTS:

MAJOR REQUIREMENTS | 18

CSU GE OR IGETC | 37 or 39

TRANSFERABLE ELECTIVES | 3-5

TOTAL UNITS REQUIRED | 60

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

Alan Johnson  alan.johnson@sjcc.edu
Humanities and Social Sciences Division  408-288-3785

ALCOHOL AND DRUG STUDIES

About the Program

San José City College offers an Associate in Arts Degree, Associate in Science Degree and a certificate in Alcohol and Drug Studies. 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 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 to 6,000 hours will entitle Interns to apply for CADCI or CADCII status. When both the written and oral examinations have been successfully completed, the California Certification Board of Alcohol and Drug Counselors will award the following certification: Certified Alcohol and Drug Counselor I (CADC) - 4,000 hour supervised work; Certified Alcohol and Drug Counselor II (CADC) - 2 years full time or 6,000 hour of supervised work.

The Associate in 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. The entry-level certificate program is designed to provide beginning Chemical Dependency information to students who apply for positions in Chemical Dependency Treatment. It is our hope that this program 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, and On-Call Counselors.

At the completion of this program the students will be able to:

- Demonstrate competent performance of the Twelve Core Functions and Global Criteria in their Supervised Practicum placements, as evidenced by written supervisor review in both Supervised Practicum A and B.
- Analyze and describe the physiological and pharmacological aspects of substance abuse and dependence. This includes how drugs affect different body system, cause side effects, and impacts the community as a whole.
- Demonstrate the ability to competently conduct and follow a client from the point of program entry to discharge, and complete all treatment planning and case management connected to that case.
- Classify themselves as professional counselors, committed to the CADAC Ethical standards as evidenced by completion of the Ethics and Professional Developmental course, and the signed Ethics Code submitted in the Supervised Practicum A and B course.

Career Options:

- Counselors in a Social Model county residential program
- Chemical Dependency Community Prevention and Education
- Recovery/Relapse counseling
ART

About the Program
San José City College offers both an Associate in Arts and an Associate in Science in Art degree. Students planning to follow a transfer pattern should use the Associate in Arts Degree. A student will qualify for an Associate in Arts Degree by completing 60 units of specific curriculum, including the options outlined, with a “C” grade point average or higher. This degree may not transfer to all universities, and students need to inquire of the universities if they have a bachelor’s degree for their upper division course work. The Associate in Science has 2 possible areas of emphasis: Drawing and Painting or Photography. A grade of “C” or higher is required in all major course work.

Upon completion of this program, students will be able to:

- Utilize the broader vocabulary of art and design as well as discipline-specific terminology in the objective and subjective analysis of artworks.
- Build competency in technical skills and concepts.
- Establish a creative practice which includes problem solving skills.
- Recognize major artists and historical-cultural trends and styles.
- Demonstrate engagement, participation, and civility in the classroom/studio setting.

CAREER OPTIONS:
- Advertising Photography
- Darkroom Technician
- Fashion Design and Illustration
- Fine Art Framer
- Floral Arranger and Designer
- Interior Designer
- Illustrator
- Portrait photography
- Printing press work
- Silk screen tee-shirts and banners
- Textile Designer
- Window and Retail Display

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

Degrees

- A.A. Degree
- A.S. Degree

Degree requirements:

A.A. MAJOR REQUIREMENTS:  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 012</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 013</td>
<td>Three-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 014</td>
<td>Color Theory</td>
<td>3</td>
</tr>
<tr>
<td>ART 024</td>
<td>Beginning Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 025</td>
<td>Expressive Drawing – OR –</td>
<td>3</td>
</tr>
<tr>
<td>ART 026</td>
<td>Representational Drawing and Perspective</td>
<td></td>
</tr>
<tr>
<td>ART 091</td>
<td>Survey of Art History: Prehistoric through Gothic</td>
<td>3</td>
</tr>
<tr>
<td>ART 092</td>
<td>Survey of Art History: Renaissance to the Present</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>21</td>
</tr>
</tbody>
</table>
A.A. DEGREE REQUIREMENTS:

MAJOR REQUIREMENTS 21
GENERAL EDUCATION/GRADUATION REQUIREMENTS 13
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 35

A. S. DEGREE REQUIREMENTS:

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

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

PHYSICAL ACTIVITY 1

BUSINESS ADMINISTRATION

San José City College offers an Associate in Arts (AA) and an Associate in Science for Transfer (AS-T) degree in Business Administration. The Associate in Arts, Business Administration Major meets the lower division course requirements necessary for San Jose State University’s BS-Business Administration with concentration in Accounting, Accounting and Management Information Systems (a formal dual concentration), Finance, Human Resources Management, International Business, Manufacturing Management, Marketing. A grade of “C” or better is required for all coursework in the major.

Upon completion of the Associate in Arts in Business Administration, students will be able to:

- Identify the purpose of business and its functional objectives.
- Explain fundamental business structure and basic organizational responsibilities.
- Apply an understanding and working knowledge of basic business terminologies.
- Demonstrate familiarity with basic elements of managing a small business or its components.
- Describe various business functions in order to prepare for employment in business or to prepare for advancement into upper division course work.
- Interpret and communicate findings of financial information for management, investors, clients, stakeholders, and other interested users.
- Demonstrate the basic applications of presentation, advertising, and promotion which emphasize integrated marketing communication to a diverse audience.
- Practice effective written and oral skills in explaining solutions to practical business problems.
- Provide an intelligent interpretation of and show a proper use of business statements.
- Explain how legal concepts are sustained by the various laws and regulations affecting business, managers, employees, investors, customers, and suppliers.
- Identify key issues, research relevant data, and show evidence of analytical thinking about possible solution for business opportunities and problems.
- Demonstrate the ability to work and interact effectively with individuals of differing interests, genders, orientations, backgrounds, professions and laws in a global environment.
- Examine the impacts of solutions to economic, ethical, and legal dilemmas presented with working in the international marketplace.
- Explain the importance of the practice high ethical standards in all contacts with various stakeholders by all members of the business community.
- Demonstrate how to develop, recognize, and practice high ethical standards in all contacts with various stakeholders which maintain equity and implement fair business practices.
- Analyze the inter-relationship of legal, ethical, social, and philanthropic efforts of a business as it relates to the business products, services and activities.
- Collect, classify, and record data used to create intelligent information for business decision making.
- Show familiarity with applications of technology in the communication and marketing of business products or services.
- Create and produce documentable solutions to business problems and challenges.
- Prepare reports and papers consistent with the goals and objectives of marketing communication in a proper format.
CHAPTER 6 — DEGREES/CERTIFICATES AND COURSE DESCRIPTIONS

profit or non-profit. The courses offer a strong foundation for concentrating in business areas such as Accounting, Finance, Human Resources, International Business, Management, Management Information Systems, and Marketing.

Upon completion of the Associate in Science for Transfer in Business Administration, students will be able to:

- Identify the purpose of Business and its functional objectives by explaining its structure, responsibilities, terminology, and management elements – (General Theory and Practice)
- Practice effective written and oral skills in explaining solutions to practical business problems which can be communicated to various stakeholders – (Communication Skills)
- Identify key issues, research relevant data, and show evidence of analytical thinking about possible solutions for business situations, opportunities and/or problems when examining business documents, information, reports, applicable laws and regulations – (Critical Thinking)
- Demonstrate the ability to work with and explain how to interact effectively with individuals of differing interests, genders, orientations, backgrounds, professions and laws in a global environment by examining the impacts of solutions to economic, ethical, and legal dilemmas presented in the domestic and/or international workplace (Global Awareness and Social Justice)
- Explain or demonstrate the need for high ethical standards in contacts with stakeholders, business associates, employees, and others who are involved in the legal, ethical, social, or philanthropic efforts of a business unit – (Personal Responsibility, Ethics, and Civility)
- Show familiarity with applications of technology in the collection, classification, recording of data needed for communications, marketing, and decision making by a business unit – (Technology)
- Create and produce document-able solutions to business problems and challenges which can be communicated to various functions of a typical business organization – (Aesthetics and Creativity)

Career Options:
- Accounting
- Human Resources
- Management Information Systems
- Marketing

Degrees:
- A.A. Degree
- A.S.-T Degree

Degree requirements:

**A.A. DEGREE REQUIREMENTS:**

<table>
<thead>
<tr>
<th>MAJOR REQUIREMENTS</th>
<th>UNITS</th>
</tr>
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<tbody>
<tr>
<td>ACCTG 020 Financial Accounting</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 021 Managerial Accounting</td>
<td>5</td>
</tr>
<tr>
<td>MATH 063 Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 071 Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 082 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 041 Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ECON 010A Principles of Macroeconomics Theory</td>
<td>3</td>
</tr>
<tr>
<td>ECON 010B Principles of Microeconomics **</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 001B English Composition*</td>
<td>3</td>
</tr>
<tr>
<td>MATH 061 Finite Mathematics*</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td>34</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.

**A.S.-T MAJOR REQUIREMENTS (CORE, List A and List B):**

**REQUIRED CORE - 5 courses (19 units)**

- ACCTG 020 Financial Accounting 5
- ACCTG 021 Managerial Accounting 5
- ECON 010A Introduction to Macroeconomic Theory ** 3
- ECON 010B Principles of Microeconomics ** 3
- BUS 071 Legal Environment of Business 3

**Total Core** 19

**LIST A - SELECT ONE COURSE (3 units) **

- MATH 061 Finite Mathematics 3
- MATH 062 Calculus for Business and Social Science 3
- MATH 063 Elementary Statistics 3

**LIST B - 2 courses (6 units)**

- CIS 041 Introduction to Computer Information Systems 3
- BUS 082 Introduction to Business 3

**Total units for CORE, List A and List B** 28

**AS-T DEGREE REQUIREMENTS:**

| MAJOR REQUIREMENTS (CORE, LIST A AND LIST B) | 28 |
| CSU GE OR IGETC PATTERN ** | 37-39 |
| TRANSFERABLE ELECTIVES | 5-7 |
| TOTAL UNITS REQUIRED | 60 |

To be awarded the Associate in Science in Business Administration for Transfer degree, students must:

1. Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University, including both of the following:
   
   (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the CSU General Education – Breadth Requirements.
   
   (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Obtain a minimum grade point average of 2.0.

* Associate Degrees for Transfer (ADTs) also require that students must earn a “C” or better in all courses required for the major or area of emphasis. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.

**Courses may also be applied to General Education areas.**
The SJCC Business Department faculty recommends students include the types of courses described below in their Educational Plans:

1. Public Speaking or Theatre
2. Philosophy of various cultures or beliefs
3. Psychology of human behavior
4. ENGL 001A and (ENGL 001B or ENGL 001C)

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

Jim Black, James.black@sjcc.edu, 408-298-2181 ext. 3233
Business and Workforce Development Division, 408-288-3131

BUSINESS

About the Program

The Business Department offers Associate in Science degrees and certificate programs in three major areas: Entrepreneurship, Management, and Marketing. The degree programs require a total of 60 units; of which, 24 units are selected from General Education areas and the remaining 36 units are selected from a business major concentration. Several levels of certificates are available in each of the three areas of concentration. The certificate programs can be completed without the requirements of General Education. A “C” grade or better is required in all degree and certificate major and major elective courses.

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

Entrepreneurship

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

Management

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

Marketing

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

Upon completion of the program, students will be able to:

- Identify the purpose of business and its functional objectives.
- Explain fundamental business structure and basic organizational responsibilities.
- Apply an understanding and working knowledge of basic business terminologies.
- Demonstrate familiarity with basic elements of managing a small business or its components.
- Describe various business functions in order to prepare for employment in business or to prepare for advancement into upper division course work.
- Interpret and communicate findings of financial information for management, investors, clients, stakeholders, and other interested users.
- Demonstrate the basic applications of presentation, advertising, and promotion which emphasize integrated marketing communication to a diverse audience.
- Practice effective written and oral skills in explaining solutions to practical business problems.
- Provide an intelligent interpretation of and show a proper use of business statements.
- Explain how legal concepts are sustained by the various laws and regulations affecting business, managers, employees, investors, customers, and suppliers.
- Identify key issues, research relevant data, and show evidence of analytical thinking about possible solutions for business opportunities and problems.
- Demonstrate the ability to work and interact effectively with individuals of differing interests, genders, orientations, backgrounds, professions and laws in a global environment.
- Examine the impacts of solutions to economic, ethical, and legal dilemmas presented with working in the international marketplace.
- Explain the importance of the practice high ethical standards in all contacts with various stakeholders by all members of the business community.
- Demonstrate how to develop, recognize, and practice high ethical standards in all contacts with various stakeholders which maintain equity and implement fair business practices.
- Analyze the inter-relationship of legal, ethical, social, and philanthropic efforts of a business as it relates to the business products, services and activities.
- Collect, classify, and record data used to create intelligent information for business decision making.
- Show familiarity with applications of technology in the communication and marketing of business products or services.
- Create and produce documentable solutions to business problems and challenges.
- Prepare reports and papers consistent with the goals and objectives of marketing communication in a proper format

Career Options:

- Small/Medium Size Business Owner
- Start-up Business Owner
- Assistant Product Researcher
- Entry-Level Supervisor Owner
- Marketing Assistant
- Retail Sales

Certificates/ Degrees:

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

**CERTIFICATE OF ACHIEVEMENT - LEVEL 2: ENTREPRENEURSHIP**

- Choose one of the following: 3-5  
  - ACCTG 020 Financial Accounting 5
- OR  
  - ACCTG 101 Bookkeeping for Small Business 3
  - 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

**TOTAL UNITS: 18-20**

**CERTIFICATE OF ACHIEVEMENT - LEVEL 3: ENTREPRENEURSHIP**

- COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 2 18-20
  - Choose 12-14 units from the following: 12-14  
    - ACCTG 021 Managerial Accounting 5
    - BUS 112 Advertising, Promotion, and Sales 3
    - BUS 113 Principles of Management 3
    - BUS 124 International Marketing 3
    - BUS 126 Retail Management 3
    - BUS 135 Human Relations and Leadership 3

**TOTAL UNITS: 30-34**

**A.S. BUSINESS - ENTREPRENEURSHIP**

- COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 3 30-34
  - Choose 6 units of non-duplicated courses from Certificate of Achievement - Level 3 6
  - OR 6 units 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 Introduction to Microeconomic Theory 3
    - ENGL 001B English Composition 3
    - MATH 061 Finite Mathematics 3

**GENERAL EDUCATION/GRADUATION REQUIREMENTS** 24

**PHYSICAL ACTIVITY** 1

**TOTAL REQUIRED UNITS: 61-65**

**CERTIFICATE OF ACHIEVEMENT - LEVEL 2: MARKETING**

- Choose one of the following: 3-5  
  - ACCTG 020 Financial Accounting 5
- OR  
  - ACCTG 101 Accounting for Small Business 3
  - BUS 071 Legal Environment of Business 3
  - BUS 082 Introduction to Business 3
  - BUS 112 Advertising, Promotion, and Sales 3
  - BUS 120 Marketing Principles 3
  - CIS 041 Introduction to Computer Information Systems 3

**TOTAL UNITS: 18-20**

**CERTIFICATE OF ACHIEVEMENT - LEVEL 3: MARKETING**

- 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

**TOTAL UNITS: 30-34**

**A.S. BUSINESS - MARKETING**

- COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 3 30-34
  - Choose 6 units of non-duplicated courses from Certificate of Achievement - Level 3 6
  - OR 6 units 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 Introduction to Microeconomic Theory 3
    - ENGL 001B English Composition 3
    - MATH 061 Finite Mathematics 3

**GENERAL EDUCATION/GRADUATION REQUIREMENTS** 24

**PHYSICAL ACTIVITY** 1

**TOTAL REQUIRED UNITS: 61-65**

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

- Jim Black, james.black@sjcc.edu 408-298-2181 ext. 3233
- Momoh Lahai, momoh.lahai@sjcc.edu, 408-298-2181 ext. 3636
- Business and Workforce Development Division, 408-288-3131
### Chemistry

**About the Program**

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

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

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.

Upon completion of this program students will be able to:

- Apply increasingly challenging deductive and inductive reasoning to further develop critical thinking, problem solving, and abstract reasoning skills as they progress through the sequence.
- Employ both written and oral skills to effectively communicate scientific information.
- Evaluate and represent laboratory data using simple statistical analyses in terms of accuracy and precision
- Utilize developed practical laboratory skills involving safe operation of laboratory equipment and materials. We also require each student take and pass (80% correct answers) a standardized safety quiz administered at the beginning of each semester.

**Career Options**

- Toxicologist
- Technical Sales and Service

*Some career options may require a two-year, four-year or higher degree.

**Degrees:**

- A.A. Degree

**Degree requirements:**

**MAJOR REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 001A</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 001B</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 012A</td>
<td>Organic Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 012B</td>
<td>Organic Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>MATH 071</td>
<td>Calculus I with Analytic Geometry</td>
<td>5</td>
</tr>
<tr>
<td>MATH 072</td>
<td>Calculus II with Analytic Geometry</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

**A.A. DEGREE REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAJOR REQUIREMENTS</td>
<td>30</td>
</tr>
<tr>
<td>GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS</td>
<td>39</td>
</tr>
<tr>
<td>PHYSICAL ACTIVITY</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL REQUIRED UNITS</strong></td>
<td><strong>70</strong></td>
</tr>
</tbody>
</table>

* If both CHEM 001A and MATH 071 are applied to General Education, the total required units would be 64. Students are strongly advised to meet with a Counselor to review applicable math courses.

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

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

### Communication Studies

**About the Program**

San José City College offers an Associate in Arts for Transfer (AA-T) Degree and a Certificate of Achievement in Communication Studie Communication Studies is the study of human communication. It includes public speaking, argumentation and persuasion, an interpersonal, intercultural, and small group communication. The importance of communication awareness, training, and skills are essential for successful and fulfilling personal, professional, academic relationships and activities. Communication skills, theory and practice are useful in any career including: education, business, management, communication management, journalism, law enforcement, mass media and media arts, political science, public policy and administration, social work, public relations, advertising, broadcasting, technology, and finance.

After completion of program, students will be able to:

- Express and convey message clearly for effective oral communication
- Demonstrate effective listening skills to comprehend spoken messages, analyze information critically, and consider multiple perspectives
- Participate in the civic life of their communities through public address and civic engagement, and advocate for positive change
- Articulate the importance of diversity, differing belief and value systems, as well as individual opinions
• Apply interpersonal skills to create and maintain successful and beneficial social and civic relationships
• Describe communication technology and its impact on human communication practices

Certificates/Degrees:
• Certificate of Achievement – Level 1
• A.A.-T Degree

Certificate/Degree requirements:

CERTIFICATE OF ACHIEVEMENT – LEVEL 1: Communication Studies

Students must satisfactorily complete all certificate courses with a grade of “C” or better and at least 3 courses in the certificate must be completed at San José City College.

Required Courses (6 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMS 035</td>
<td>3</td>
</tr>
<tr>
<td>COMS 020</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose ONE (3 units) oral communication course:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMS 040</td>
<td>3</td>
</tr>
<tr>
<td>COMS 018</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose ONE (3 units) communication theory courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMS 010</td>
<td>3</td>
</tr>
<tr>
<td>COMS 045</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose ONE course (1 - 3 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 070D Microsoft PowerPoint Specialist</td>
<td>1</td>
</tr>
<tr>
<td>CA 075D Microsoft PowerPoint Expert</td>
<td>1</td>
</tr>
<tr>
<td>JOURN 022 News Writing and Reporting for the Media</td>
<td>3</td>
</tr>
</tbody>
</table>

Total units 13 - 15

A.A.-T Communication Studies

To be awarded the Associate in Arts in Communication Studies for Transfer degree, students must:

1. Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University (CSU) system, including both of the following:
   (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
   (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Obtain a minimum grade point average of 2.0.

While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.

MAJOR REQUIREMENTS (Core, List A, List B and List C):

<table>
<thead>
<tr>
<th>REQUIRED CORE – 3 units</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMS 020 Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

LIST A – Select 2 courses (6 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMS 010</td>
<td>3</td>
</tr>
<tr>
<td>COMS 040</td>
<td>3</td>
</tr>
<tr>
<td>COMS 045</td>
<td>3</td>
</tr>
</tbody>
</table>

LIST B – Select 2 courses from LIST A not already taken - or - (minimum 6 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMS 018</td>
<td>3</td>
</tr>
<tr>
<td>COMS 035</td>
<td>3</td>
</tr>
<tr>
<td>JOURN 021</td>
<td>3</td>
</tr>
</tbody>
</table>

LIST C – Select 1 course from LIST A or B not already taken - or - (minimum 3 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 063</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 001C</td>
<td>3</td>
</tr>
<tr>
<td>JOURN 022</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 010</td>
<td>3</td>
</tr>
<tr>
<td>SOC 010</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units for CORE, List A, List B and List C 18

A.A.-T DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>MAJOR REQUIREMENTS</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU GE OR IGETC PATTERN</td>
<td>37 or 39</td>
</tr>
</tbody>
</table>

TRANSFERABLE ELECTIVES 6 - 18

TOTAL REQUIRED UNITS 60

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

Leslynn McCallum, leslynn.mccallum@sjcc.edu
Communication Studies Department 408-288-3719

COMPUTER APPLICATIONS

About the Program

San José City College offers an Associate in Science Degree and two levels of certificates: Certificate of Achievement - Level 2 and Certificate of Achievement - Level 3 in Computer Applications. The degree program requires a minimum of 60 units, of which at least 36 units must be in the major and at least 24 units must be General Education units. The certificate programs can be completed without the General Education requirements and includes the following courses: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint and Microsoft Outlook. A grade of “C” or better is required for all major and certificate courses.

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

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

Upon receiving an Associate in Science Degree, graduates should be able to demonstrate use of following skills: touch keyboarding, document composition/word processing, mail merge, using e-mail, scheduling appointments, using the internet to locate information, file and folder management, oral and written communication skills, preparing presentations, resume writing, creating a portfolio of business documents, and organization skills.
Career Options:
- Administrative Assistant
- Office Manager
- Word Processing Specialist
- Office and Administrative Support

Certificates/Degrees:
- Certificate of Achievement – Level 2
- Certificate of Achievement – Level 3
- A.S. Degree

Certificate/Degree requirements:

<table>
<thead>
<tr>
<th>COURSE OF ACHIEVEMENT - LEVEL 2:</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 010A Computer Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>CA 011 Speed and Accuracy</td>
<td>1</td>
</tr>
<tr>
<td>CA 015A Document Processing</td>
<td>2</td>
</tr>
<tr>
<td>CA 020D Microsoft Windows</td>
<td>1</td>
</tr>
<tr>
<td>CA 030A Internet for Beginners</td>
<td>1</td>
</tr>
<tr>
<td>CA 040D Microsoft Word Specialist</td>
<td>1</td>
</tr>
<tr>
<td>CA 045D Microsoft Word Expert</td>
<td>1</td>
</tr>
<tr>
<td>CA 050D Microsoft Excel Specialist</td>
<td>1</td>
</tr>
<tr>
<td>CA 055D Microsoft Excel Expert</td>
<td>1</td>
</tr>
<tr>
<td>CA 065D Microsoft Access Expert</td>
<td>1</td>
</tr>
<tr>
<td>CA 070D Microsoft PowerPoint Specialist</td>
<td>1</td>
</tr>
<tr>
<td>CA 075D Microsoft PowerPoint Expert</td>
<td>1</td>
</tr>
<tr>
<td>CA 080D Microsoft Outlook</td>
<td>1</td>
</tr>
<tr>
<td>CA 100D Microsoft Office</td>
<td>3</td>
</tr>
<tr>
<td>BUS 007A Business Language Skills</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td>20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE OF ACHIEVEMENT - LEVEL 3:</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPLETION OF CERTIFICATE OF ACHIEVEMENT – LEVEL 2</td>
</tr>
<tr>
<td>ACCTG 101 Bookkeeping for Small Business -OR-</td>
</tr>
<tr>
<td>ACCTG 020 Financial Accounting</td>
</tr>
<tr>
<td>BUS 008 Business English and Writing</td>
</tr>
<tr>
<td>CA 060D Microsoft Access Specialist</td>
</tr>
<tr>
<td>Choose an additional 8 units from the following course list:</td>
</tr>
<tr>
<td>ACCTG 030 QuickBooks</td>
</tr>
<tr>
<td>ART 071 Introduction to Media Arts</td>
</tr>
<tr>
<td>BUS 113 Principles of Management</td>
</tr>
<tr>
<td>BUS 135 Human Relations and Leadership</td>
</tr>
<tr>
<td>CIS 062A Intro to PC Hardware and Diagnostics</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>

A.S. DEGREE REQUIREMENTS:

| COMPLETION OF CERTIFICATE OF ACHIEVEMENT – LEVEL 3 | 35-38 |
| GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS | 24 |
| PHYSICAL ACTIVITY                                  | 1  |
| TOTAL REQUIRED UNITS                               | 60-63 |

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

Meeta Upadhyay, meeta.upadhyay@sjcc.edu
Business and Workforce Development Division 408-288-3131

CHAPTER 6 — DEGREES/CERTIFICATES AND COURSE DESCRIPTIONS

COMPUTER INFORMATION SYSTEMS

About the Program
The department of Computer Information Systems (CIS) offers Associate in Science degrees and certificates in three major areas:

- Network Administration
- Computer Programming
- Web Developer

The Network Administration certificate and degree program is designed to provide students with the necessary skills to gain employment as a network administrator. Most business computers are being connected in networks. The industry needs skilled people to configure, troubleshoot, and maintain these networks. The Network Administration Program is designed to train students to fill these needs. Five certificates and three Associate in Science Degrees specializing in General Networking, MCSE Windows, CISCO-CCNA, and UNIX are offered.

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

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

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

- Recognize the components that constitute a computer information system. Identify various hardware, software, data, computer number systems, and procedures.
- Demonstrate understanding of the impact and application of computers in business, government, and social organizations. Students solve common business problems with computer applications and the internet.
- Receive and process written and oral technology related information. Students interpret technology communication concepts including wired and wireless networks, servers and clients, users interfaces, operating systems, applications, utilities, and programming languages.
- Recognize the influence of the Internet on business and terms relating to the World Wide Web. Students perform the fundamental functions that operating systems and applications software provides. Students demonstrate skills in word processing, spreadsheets, presentation graphics, and use of Internet. Students will recognize a programming language and demonstrate steps involved in developing an application.
- Demonstrate the ability to work and interact effectively in teams consisting of individuals with differing interests, gender, global backgrounds and professions.
- Student demonstrates ability to exercise professional, ethical responsibility in the use of technology in society.
Career Options:
- Network Administrator
- Computer Programmer
- Web Developer

Certificates/Degrees:
- Certificate of Achievement – Level 1: CIS General Networking or CIS UNIX Networks
- Certificate of Achievement – Level 2: MCSE, MCSA, CCNA, CIS Computer Programming or CIS Web Developer
- Certificate of Achievement – Level 3: Computer Programming or Web Developer
- A.S. Degree: CIS General Networking, CIS Microsoft Networks – MCSE, CIS UNIX Networks, Computer Programming, or Web Developer

**NETWORK ADMINISTRATION Certificate/Degree requirements:**

<table>
<thead>
<tr>
<th>CERTIFICATE OF ACHIEVEMENT - Level 1</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS General Networking</td>
<td></td>
</tr>
<tr>
<td>CIS 017A  Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017B  Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>CIS 157  Introduction to UNIX/LINUX</td>
<td>3</td>
</tr>
<tr>
<td>CIS 014A  Internet Principles and Protocols</td>
<td>3</td>
</tr>
<tr>
<td>CIS 018A  CISCO Network Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td>15</td>
</tr>
</tbody>
</table>

**A.S. DEGREE: CIS General Networking**

COMPLETION OF THE CERTIFICATE OF ACHIEVEMENT - LEVEL 1: GENERAL NETWORKING 15
NON-DUPLICATED UNITS FROM APPROVED MAJOR ELECTIVES 20
GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS 24
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 60

<table>
<thead>
<tr>
<th>CERTIFICATE OF ACHIEVEMENT - Level 1: CIS UNIX Networks</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 014A  Internet Principles and Protocols</td>
<td>3</td>
</tr>
<tr>
<td>CIS 062A  Introduction to PC Hardware and Diagnostics</td>
<td>2</td>
</tr>
<tr>
<td>CIS 157  Introduction to UNIX</td>
<td>3</td>
</tr>
<tr>
<td>CIS 158  UNIX System Administration</td>
<td>3</td>
</tr>
<tr>
<td>Non-duplicated units from approved major electives</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td>14</td>
</tr>
</tbody>
</table>

**A.S. DEGREE: CIS UNIX Networks**

COMPLETION OF THE CERTIFICATE OF ACHIEVEMENT - LEVEL 1: UNIX Networks 14
NON-DUPLICATED UNITS FROM APPROVED MAJOR ELECTIVES 21
GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS 24
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 60

<table>
<thead>
<tr>
<th>CERTIFICATE OF ACHIEVEMENT - Level 2: CIS Microsoft Networks – MCSE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 017A  Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017B  Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017C  Microsoft Windows Server Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017D  Microsoft Windows Server Network Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following:</td>
<td></td>
</tr>
<tr>
<td>CIS 017E  Microsoft Exchange Server</td>
<td>3</td>
</tr>
<tr>
<td>CIS 068  Administering Microsoft SQL Server</td>
<td>3</td>
</tr>
<tr>
<td>Non-duplicated units from approved major electives</td>
<td>6</td>
</tr>
<tr>
<td>TOTAL</td>
<td>18</td>
</tr>
</tbody>
</table>

**A.S. DEGREE: CIS Microsoft Networks – MCSE**

COMPLETION OF THE CERTIFICATE OF ACHIEVEMENT - LEVEL 2: GENERAL NETWORKING 21
NON-DUPLICATED UNITS FROM APPROVED MAJOR ELECTIVES 14
GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS 24
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 60

<table>
<thead>
<tr>
<th>CERTIFICATE OF ACHIEVEMENT - Level 2: CIS CISCO Networks – CCNA</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 018A  CCNA R&amp;S: Introduction to Networks</td>
<td>3</td>
</tr>
<tr>
<td>CIS 018B  CCRN R&amp;S: Routing and Switching Essentials</td>
<td>3</td>
</tr>
<tr>
<td>CIS 018C  CCNA R&amp;S: Scaling Networks</td>
<td>3</td>
</tr>
<tr>
<td>CIS 018D  CCNA R&amp;S: Connecting Networks</td>
<td>3</td>
</tr>
<tr>
<td>Non-duplicated units from approved major electives</td>
<td>9</td>
</tr>
<tr>
<td>TOTAL</td>
<td>18</td>
</tr>
</tbody>
</table>

**A.S. DEGREE: CIS CISCO Networks – CCNA**

COMPLETION OF THE CERTIFICATE OF ACHIEVEMENT - LEVEL 2: GENERAL NETWORKING 21
NON-DUPLICATED UNITS FROM APPROVED MAJOR ELECTIVES 14
GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS 24
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 60

<table>
<thead>
<tr>
<th>CERTIFICATE OF ACHIEVEMENT - Level 2: CIS Computer Programming</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 073  Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 041  Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 054  C/C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 055  Data Structures</td>
<td>3</td>
</tr>
<tr>
<td>CIS 059  Object Orientated Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 084  JAVA Programming</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td>18</td>
</tr>
</tbody>
</table>

**A.S. DEGREE: CIS Computer Programming**

COMPLETION OF THE CERTIFICATE OF ACHIEVEMENT - LEVEL 2: GENERAL NETWORKING 21
NON-DUPLICATED UNITS FROM APPROVED MAJOR ELECTIVES 14
GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS 24
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 60

<table>
<thead>
<tr>
<th>CERTIFICATE OF ACHIEVEMENT - Level 3: CIS Computer Programming</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 017A  Windows</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017B  Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017C  Microsoft Windows Server Active Directory</td>
<td>3</td>
</tr>
<tr>
<td>CIS 017D  Microsoft Windows Server Network Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following:</td>
<td></td>
</tr>
<tr>
<td>CIS 017E  Microsoft Exchange Server</td>
<td>3</td>
</tr>
<tr>
<td>CIS 068  Administering Microsoft SQL Server</td>
<td>3</td>
</tr>
<tr>
<td>Non-duplicated units from approved major electives</td>
<td>6</td>
</tr>
<tr>
<td>TOTAL</td>
<td>30</td>
</tr>
</tbody>
</table>

**A.S. DEGREE: CIS Computer Programming**

COMPLETION OF THE CERTIFICATE OF ACHIEVEMENT - LEVEL 3: GENERAL NETWORKING 21
NON-DUPLICATED UNITS FROM APPROVED MAJOR ELECTIVES 14
GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS 24
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 60
WEB DEVELOPER Certificate/Degree requirements:

CERTIFICATE OF ACHIEVEMENT - Level 2: UNITS
CIS Web Developer
CIS 020 XML Fundamentals 3
CIS 022 Database Technology 3
CIS 023 JavaScript Programming 3
CIS 041 Introduction to Computer Information Systems 3
CIS 060 Systems Analysis and Design 3
CIS 084 JAVA Programming 3
TOTAL 18

CERTIFICATE OF ACHIEVEMENT - Level 3: CIS Web Developer
COMPLETION OF THE CERTIFICATE OF ACHIEVEMENT – LEVEL 2: WEB DEVELOPER 18
CIS 014A Internet Principles and Protocols 3
CIS 020A Advanced XML 3
CIS 023A Advanced JavaScript 3
CIS 024B PHP Programming 3
CIS 047 Apache, PHP, MySQL 3
CIS 024A Perl Programming - OR -
CIS 024C Python Programming 3
TOTAL 36

A.S. DEGREE: CIS Web Developer
COMPLETION OF THE CERTIFICATE OF ACHIEVEMENT - LEVEL 3 36
GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS 24
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 61

APPROVED MAJOR ELECTIVES:
(CIS classes not used in the sequence above)
CIS 014A, 017A, 017B, 017C, 017D, 017E, 018A, 018B, 018C, 018D,
020, 020A, 022, 023, 023A, 024A, 024B, 024C, 036, 041, 047, 054,
055, 059, 060, 062A, 062B, 062C, 068, 073, 084, 098, 157, 158

FOR ADDITIONAL INFORMATION, SEE A COUNSELOR, VISIT THE CAREER/TRANSFER CENTER, OR CONTACT THE FOLLOWING:
Clem Lundie, clem.lundie@sjcc.edu
Business and Workforce Development Division 408-288-3131

CONSTRUCTION TECHNOLOGY

About the Program
Successful completion of the Construction Technology program prepares students for entry into the construction trades, which require a technical skill and understanding of construction processes. Highlights: Program designed for immediate employment, upgrading of job skills, and potential opportunities for career self-employment. Students planning on transferring to a four-year school should complete the AA Degree, which includes the 39-unit general education sequence of courses. Specific four-year institutions may require additional courses in the major to fulfill lower division requirements. These additional courses may be taken at SJCC or at the institution granting the four-year degree. This degree may not transfer to all universities, and students need to inquire of the universities if they have a bachelor’s degree for their upper division course work. A grade of “C” or better is required in all major, certificate and major elective courses.

Upon completion of program, students will be able to:

• Demonstrate appropriate use of construction tools, methods and materials, follow safety practices and procedures used in the industry.
• Demonstrate understanding of construction terms, concepts, and hands-on applications. Students will problem solve a variety of applications in the construction industry including written and practical demonstrations.
• Read and interpret building codes, blueprints, manuals, specifications, shop drawings, and communicate with diverse groups developing an understanding of cultural norms and communication skills.
• Apply effective use of emerging technologies in the construction trades including green application and energy efficiency.
• Apply the skills learned from construction technologies courses to work on projects that involve building homes for low-income families (e.g. Habitat For Humanity and Emergency Housing).
• Be well-rounded, compassionate, responsible, ethical professionals with a willingness to serve the local community’s needs.
• Demonstrate environmentally sustainable and sensitive aesthetics.

Career Options:
• Air Conditioning and Refrigeration
• Building Inspector
• Cabinet Making
• Carpenter
• Electrical
• Estimator
• Furniture Making
• Home Improvement
• Insulation Installer
• Millwrights
• Plumbing
• Plasterer
• Roofing
• Residential Maintenance
• Contractors

Certificates/Degrees:
• Certificate of Achievement - Level 1
• Certificate of Achievement - Level 2
• Certificate of Achievement - Level 3
• A.A. Degree
• A.S. Degree

Certificate/Degree requirements:

CERTIFICATE OF ACHIEVEMENT - LEVEL 1: UNITS
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 102A Residential Plumbing Systems 3
CNSTR 102B Residential/Commercial Wiring 4
CNSTR 104 Interior/Exterior Finish 4
Approved Major Electives: Complete Three Units from the Approved List 3
TOTAL 18
CHAPTER 6 — DEGREES/CERTIFICATES AND COURSE DESCRIPTIONS

CERTIFICATE OF ACHIEVEMENT - LEVEL 3:

<table>
<thead>
<tr>
<th>Course Technology</th>
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<tbody>
<tr>
<td>CNSTR 101A</td>
<td>4</td>
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<tr>
<td>CNSTR 101B</td>
<td>3</td>
</tr>
<tr>
<td>CNSTR 102A</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 102B</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 104</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 106</td>
<td>3</td>
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<td>CNSTR 125</td>
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A.A. MAJOR REQUIREMENTS:

<table>
<thead>
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<th>Major Requirements</th>
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<td>MAJOR REQUIREMENTS</td>
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A.S. DEGREE REQUIREMENTS:

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<th>Requirement</th>
<th>Units</th>
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<tr>
<td>COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 3</td>
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<tr>
<td>APPROVED MAJOR ELECTIVES</td>
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<tr>
<td>GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS</td>
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<tr>
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<td>TOTAL REQUIRED UNITS</td>
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APPROVED MAJOR ELECTIVES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNSTR 103</td>
<td>4</td>
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<tr>
<td>CNSTR 105</td>
<td>4</td>
</tr>
<tr>
<td>CNSTR 107</td>
<td>3</td>
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<tr>
<td>CNSTR 109A</td>
<td>3</td>
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<td>CNSTR 110</td>
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<td>CNSTR 116</td>
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<td>CNSTR 118</td>
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<td>CNSTR 120</td>
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<td>CNSTR 130</td>
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<td>CNSTR 133</td>
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<td>CNSTR 134</td>
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<td>CNSTR 138</td>
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<td>FMT 100</td>
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<tr>
<td>SOLAR 102</td>
<td>3.5</td>
</tr>
<tr>
<td>TOTAL REQUIRED UNITS</td>
<td>61.5</td>
</tr>
</tbody>
</table>

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

For additional information, see a counselor, visit the career/transfer center, or contact the following:

David Lomax, david.lomax@sjcc.edu
Business and Workforce Development Division 408-288-3781

COSMETOLOGY

About the Program

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

The Cosmetology Program is composed of 1600 hours of instruction, to satisfy the requirements of the California State Board of Cosmetology. Once a student is admitted to the Cosmetology Program the student must enroll on a full-time basis (40 hours a week). The program offers a Certificate of Achievement as well as an Associate of Science Degree. Upon completion of the certificate program, students are eligible to take the State Board Examination for licensing. The program is intended to prepare students for Cosmetology entry positions i.e., hairstylist, facialist, and manicurist.

Candidates for the Cosmetology Program must file a supplementary application. Applications are available in the Cosmetology Department C101A. Orientation meeting attendance is required prior to enrollment. A grade of “C” or better is required in each major and certificate theory and lab course. Candidates who successfully complete the applicable degree requirements may be granted an Associate in Science Degree in Cosmetology.

Upon completion of program, students will be able to:

• Demonstrate firm understanding and working knowledge of safety, sanitation and client protect rules and regulations
• Be prepared to become Board-Certified Licensed Cosmetologist in the State of California,
• Use developed analytical skills to make informed decisions about hair color formulations, design decisions, chemical texturizing, skin care, and nail care
• Recognize hair and skin types to customize appropriate treatments to client’s hair and skin type
• Multi-task when working the front desk by maintaining the client appointment sheet, directing clients to their operator, and practicing professional phone etiquette
• Select proper professional products, to support client’s style, after leaving clinic
• Read and comprehend manufacturer’s direction to successfully and accurately perform client hair, skin, and nail services
• Communicate with clients through a client consultation to ensure a high level of client satisfaction
• Practice high ethical standards in all contact with faculty, staff, clients, peers, and the general campus community
• Demonstrate the ability to act with integrity and honesty to choose the most ethical course of action when working with faculty, staff, clients, peers, and the general campus community
• Demonstrate the ability to relate and interact effectively in trams consisting of individuals with diverse backgrounds, genders, ethnicities, professions and interests.
• Be socially aware of the needs of the community in which they live and work by volunteering their time and professional skills
Career Options:
- Esthetician
- Nail Technician
- Makeup Artist
- Barber Stylist
- Salon Owner/Manager
- Manufacturer Representative
- Platform Stylist

Certificates/Degrees:
- Certificate of Achievement – Level 3
- A.S. Degree

Certificate/Degree requirements:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>COS 010A</td>
<td>Cosmetology Freshman Theory*</td>
<td>5</td>
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<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>
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**A.S. DEGREE REQUIREMENT:**

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<th>Requirement</th>
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<td>Completion of Certificate of Achievement – Level 3</td>
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<tr>
<td>General Education Pattern/Graduation Requirements</td>
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<td>Physical Activity</td>
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<tr>
<td>TOTAL REQUIRED UNITS</td>
<td>78.5</td>
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* Course meets the A.S. degree lab science general education requirement for the Cosmetology major only and may not be used to meet lab science general education requirements for any other major.

For additional information, see a counselor, visit the career/transfer center, or contact the following:

- Cosmetology Department 408-288-3710
- Cosmetology Coordinator 408-298-2181 ext. 3904
- Business and Workforce Development Division 408-288-3131

**DENTAL ASSISTING**

About the Program

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

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

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

Students are admitted to the program in the fall and spring semester. Advisory Level 2 Basic Language Skills are critical for entry into DENT 151, 152, 153, 154, 155 and 156 as well as all other Dental Assisting courses. It is recommended that students planning to enter the program take the placement test as early as possible to determine their level. Those needing to improve their language skills may do so in courses offered by the college prior to admissions to the program.

Costs of uniforms, books, safety items, and miscellaneous supplies are estimated at $1,000-$1,500 for the 11 months of the program. Costs are spread out over the 11 months. Approximately $600 is needed at the start of the program.

Students develop laboratory skills in role-playing situations with mannequins on campus and are assigned to dental offices in the community to develop clinical experience and receive training in a professional working environment. Students are responsible for their own transportation to clinical facilities. Students are required to work 120 hours full time during the Summer Internship rotation. Students should have current certification in C.P.R., provide proof of a Negative TB Test as well as current vaccinations Hepatitis B before entering the second semester.

Upon completion of program, student will be able to:

- Be prepared as an entry level dental assistant to be successful in the field of dentistry with the knowledge and skill required to assist the dentist during patient care while preparing for state and national licensure examinations.
- Demonstrate competence of the knowledge and skills required to perform a variety of chair side skills during comprehensive patient care and treatment.
- Analyze and follow mandated and prudent techniques in the prevention of the transmission of diseases through accurate detailed execution of infection control procedures, blood-borne pathogen standards, standard precautions, standard operating procedures, engineering controls and safe work practices.
- Communicate effectively including reading, writing, speaking and listening.
- Demonstrate patient management during patient care, by phone or computer interaction with patients.
- Practice communication to establish professional working relationships, team work and better dental office working environment.
- Analyze problems using evidence and sound reasoning to make decisions.
- Discriminate, organize and execute assisting the dentist and/or hygienist during different dental procedures.
- Develop systems to standardize dental care, infection control procedures, equipment and instrument maintenance while complying with all agencies’ recommendation, laws and regulations.
- Demonstrate an awareness of social, economic, ecological, historical and cultural differences and their implications.
- Display and deliver patient care to diverse, socio-economic backgrounds, disabilities, cultures, religions, sexual orientations, ethnicities, nationalities and differences as it pertains to working as a dental health paraprofessional, patient advocate, and employee in the dental office setting.
- Demonstrate ability to exercise professional and ethical responsibility as a member of the dental profession.
- Demonstrate working within the laws outlined in the state Dental Practice Act and understand the legal and ethical consequences of performing illegal duties.
• Demonstrate ethics by reporting all illegal duties to the Dental Board of California or OSHA, if appropriate.
• Utilize technology effectively for informational, academic, personal and professional needs. Demonstrate knowledge and skills in the area of business management, charting, treatment planning/ recording, filing, billing, and digital radiography with the use of computer systems, Software and digital sensors/scanners.
• Demonstrate basic computer skills.
• Participate in Community Health Projects where they are able to demonstrate creativity and artistic ability in the construction of presentation costumes, visual aids and patient education materials.

Career Options:
• Registered Dental Assistant
• Registered Dental Hygienist
• Registered Dental Hygienist Alternative Practice (RDHP)
• Dental Laboratory Technician
• Dental X-Ray Technician
• Dental Assisting Instructor
• Dental Officer Manager
• Dental Sedation Assistant (DSA)
• Orthodontic Assistant

Certificates/Degrees:
• Certificate – Level 3
• A.S. Degree

Certificate/Degree requirements:
A student in the Dental Assisting Program must enroll full time in the major classes. A student who meets the certificate requirements is eligible for the R.D.A. and C.D.A. examinations. Prior to, or after finishing the major classes, the student may complete the General Education requirements for the A.S. Degree. A grade of “C” or better is required in all major, certificate and major elective courses. An advanced course in the major must be taken at San José City College.

CERTIFICATE OF ACHIEVEMENT - LEVEL 3:  

<table>
<thead>
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<th>Course</th>
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<tr>
<td>DENT 151</td>
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<tr>
<td>DENT 152</td>
<td>3.0</td>
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<td>DENT 154</td>
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<td>DENT 155</td>
<td>3.0</td>
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<tr>
<td>DENT 156</td>
<td>1.5</td>
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<td>DENT 161</td>
<td>3.0</td>
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<td>DENT 162</td>
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<td>DENT 173</td>
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A.S. DEGREE REQUIREMENTS:

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* Course meets the A.S. degree lab science general education requirement for the Dental Assisting major only and cannot be used to meet the lab science general education requirement for any other major.

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

Wendy Pio, wendy.pio@sjcc.edu  408-298-2181 x3256
Dental Assisting Department  408-288-3133
Business and Workforce Development Division  408-288-3131

EARLY CHILDHOOD EDUCATION

About the Program
San José City College offers a certificate and Associate in Science degree in Early Childhood Education. Graduates of the Associate in Science Degree Program qualify through academic preparation and field experience for work in child centers, pre-schools, day care facilities, infant and toddler centers and other programs serving young children. They are able to use instructional techniques, which promote intellectual, social, emotional, physical, and creative growth in children. After completing the Associate in Science degree, students will be eligible for the Teacher Level of the State of California Children’s Center Permit, and qualify for employment as teachers or site supervisors in government and privately funded early care and education programs. A grade of “C” or better is required in all ECE major, certificate and major elective courses.

Upon completion of the program, students will be prepared to:

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

Please note these student learning outcomes are allied with completion of the Associate in Science degree. Student learning outcomes/goals for individual courses or certificates may include one or more of the outcomes described above.

Career Options *

• Child Care Assistant  
• Child Care Associate Teacher  
• Child Care Teacher  
• Child Care Master Teacher  
• Child Care Site Supervisor  
• Infant-Toddler Specialist  
• Children’s Center Teacher  
• Family Child Care Provider  
• Early Care Setting Program Director/Administrator

Certificates/Degrees:

• Certificate of Achievement – Level 2  
• A.S. Degree
Certificate/Degree requirements:

**CERTIFICATE OF ACHIEVEMENT - LEVEL 2:**

<table>
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<th>Course Name</th>
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<tr>
<td>ECE 101</td>
<td>Introduction to Curriculum</td>
<td>3</td>
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<tr>
<td>ECE 102</td>
<td>Introduction to Early Childhood Programs</td>
<td>3</td>
</tr>
<tr>
<td>*ECE 103</td>
<td>Child Studies Student Teaching</td>
<td>6</td>
</tr>
<tr>
<td>ECE 104</td>
<td>Art, Crafts, Creative Activities</td>
<td>2</td>
</tr>
<tr>
<td>ECE 105</td>
<td>Language Experiences for Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 107</td>
<td>Child, Family, and Community</td>
<td>3</td>
</tr>
<tr>
<td>ECE 108</td>
<td>Health, Safety and Nutrition in Child Care</td>
<td>3</td>
</tr>
<tr>
<td>ECE 109</td>
<td>Rhythm, Music, Movement Activities for Children</td>
<td>2</td>
</tr>
<tr>
<td>FCS 070</td>
<td>Child Development</td>
<td>3</td>
</tr>
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<td><strong>TOTAL</strong></td>
<td><strong>28</strong></td>
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*ECE 103 must be taken at San Jose City College.

**A.S. DEGREE REQUIREMENTS:**

**COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 2**

<table>
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<tr>
<td>PSYCH 092</td>
<td>Developmental Psychology</td>
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<td><strong>REQUIRED MAJOR ELECTIVES</strong></td>
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<tr>
<td><strong>GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS</strong></td>
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<td>24</td>
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<td>PHYSICAL ACTIVITY</td>
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<tr>
<td><strong>TOTAL REQUIRED UNITS</strong></td>
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**REQUIRED MAJOR ELECTIVE OPTIONS:**

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<tr>
<td>ECE 016</td>
<td>Storytelling for Children</td>
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<tr>
<td>ECE 017</td>
<td>Language Development and Early Literacy</td>
<td>2</td>
</tr>
<tr>
<td>ECE 018</td>
<td>Children’s Literature and Early Literacy</td>
<td>2</td>
</tr>
<tr>
<td>ECE 098</td>
<td>Directed Studies in ECE</td>
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<tr>
<td>ECE 106</td>
<td>Administration and Supervision of Early Childhood Programs I</td>
<td>3</td>
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<tr>
<td>ECE 110</td>
<td>Administration and Supervision of Early Childhood Programs II</td>
<td>3</td>
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<tr>
<td>ECE 138</td>
<td>Work Experience</td>
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<tr>
<td>ECE 145</td>
<td>Inclusion of Children with Special Needs</td>
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<td>ECE 146</td>
<td>Child Guidance and Discipline</td>
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<td>ECE 147</td>
<td>Teaching Young Children in a Diverse Society</td>
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<td>ECE 191</td>
<td>Infant Toddler Development</td>
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<td>ECE 195</td>
<td>The School Age Child: Development, Behavior, Curriculum Activities</td>
<td>3</td>
</tr>
<tr>
<td>FCS 019</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 010</td>
<td>General Psychology</td>
<td></td>
</tr>
</tbody>
</table>

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

Monette Reyes, monette.reyes@sjcc.edu
Humanities and Social Sciences Division 408-288-3705

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**ECONOMICS**

**About the Program**

The Associate in Arts in Economics for Transfer (AA-T) degree meets the lower division course requirements necessary for the California State University (CSU) system. Economics is the study of how people choose to use scarce resources to produce goods and services and how they make allocation decisions to satisfy their wants. In pursuing the Associate in Arts in Economics for Transfer degree, students acquire skills in analyzing problems using sound reasoning to make decisions. Students majoring in economics develop critical thinking, problem solving, and written and verbal communication skills. As economic majors, students have learning opportunities that are relevant to many types of careers, including public policy, government agencies and government related organizations (for example, the Federal Reserve System and the Bureau of Labor Statistics), business, data analysis, accounting and education.

After completing an AA-T in Economics, students will be able to:

- Apply macroeconomic models to describe the economy based on the laws of supply and demand.
- Explain the concepts of economic resources, scarcity, opportunity cost, rational behavior and elasticity.
- Describe our mixed capitalist system and the national output (GDP) of the United States.
- Analyze how monetary and fiscal policy impacts the economy.
- Explain how markets function and the role of the government into the economy.
- Describe how consumers try to maximize utilities and firms attempt to maximize profit within the context of the market structure in the United States.

**Degree:**

- A.A.-T Degree

**Degree requirements:**

**A.A.-T MAJOR REQUIREMENTS (CORE, List A and List B):**

**REQUIRED CORE COURSES (12 - 14 units):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 010A</td>
<td>Principles of Macroeconomic Theory</td>
<td>3</td>
</tr>
<tr>
<td>ECON 010B</td>
<td>Introduction of Microeconomic Theory</td>
<td>3</td>
</tr>
<tr>
<td>MATH 063</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 062</td>
<td>Calculus for Business and Social Science</td>
<td>3-5</td>
</tr>
<tr>
<td>MATH 071</td>
<td>Calculus I with Analytic Geometry</td>
<td>5</td>
</tr>
</tbody>
</table>

**LIST A – Select 1 course (3 - 5 units):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 020</td>
<td>Financial Accounting</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 021</td>
<td>Managerial Accounting</td>
<td>5</td>
</tr>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MATH 061</td>
<td>Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 072</td>
<td>Calculus II with Analytic Geometry</td>
<td>5</td>
</tr>
</tbody>
</table>

**LIST B – Select 1 course (3 - 5 units):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 073</td>
<td>Multivariable Calculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH 079</td>
<td>Linear Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Units for CORE, List A and List B**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 - 24</td>
</tr>
</tbody>
</table>

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

**A.A.-T DEGREE REQUIREMENTS:**

**MAJOR REQUIREMENTS**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 - 24</td>
</tr>
</tbody>
</table>

**CSU GE OR IGETC PATTERN**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>37 or 39</td>
</tr>
</tbody>
</table>

**TRANSFERABLE ELECTIVES**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 - 15</td>
</tr>
</tbody>
</table>

**TOTAL UNITS REQUIRED**

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

To be awarded the Associate in Arts in Economics for Transfer degree, students must:

1. Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University (CSU) system, including both of the following:
   
   (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
   
   (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Obtain a minimum grade point average of 2.0.
CHAPTER 6 — DEGREES/CERTIFICATES AND COURSE DESCRIPTIONS

While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.

Associate Degrees for Transfer (ADTs) also require that students must earn a C or better in all courses required for the major or area of emphasis.

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

Hung Trieu, hung.trieu@sjcc.edu
Humanities and Social Sciences Division 408-288-3785

ESTHETICS

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

To be considered for admission to the Esthetics program, students must apply to the Esthetics department first, followed by a general SJCC application for admission. Applications to the Esthetics department are available in the Cosmetology Department V-11 or by mail. The general SJCC application for admission can be completed by following the steps listed under “Apply and Register” on the SJCC Web Page. Orientation meeting attendance is required prior to enrollment.

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

Certificates:
- Certificate of Achievement – Level 2

Certificate requirements:

CERTIFICATE OF ACHIEVEMENT - LEVEL 2: Esthetician

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 130A Esthetics I</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>COS 130B Esthetics II</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>TOTAL REQUIRED UNITS</td>
<td>22</td>
<td></td>
</tr>
</tbody>
</table>

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

Esthetics Department 408-288-3766
Esthetics Coordinator 408-288-2181 ext.3973
Business and Workforce Development Division 408-288-3131

FACILITIES MAINTENANCE TECHNOLOGY

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

Upon completion of the program, students will be able to:
- Recognize the main Mechanical, Hydronic, Electrical, Controls and HVAC equipment associated with large Commercial Buildings. Perform in a safe and efficient manner Technical Maintenance duties associated with the operation of Commercial Buildings.
- Competence in analyzing, maintaining and servicing sophisticated Commercial Building equipment. Use sound judgment to execute competent repairs to Commercial Buildings.
- Ability to interpret and process Wiring Diagrams, Logic Control Diagrams and Pipe Diagrams. Demonstrate proficiency in writing service reports in both hard and soft copy. Ability to verbally communicate with Building Owners and Management.
- Competence and skills in performing retrofits to existing Control Systems. Integrating leading edge technology to enhance smooth efficient Facilities Maintenance Management.
- Demonstrate the ability to work as an individual and in groups of all social and economic backgrounds. Demonstrate awareness of Global Warming, Green House Gases Effect and Ozone Depletion as related to use of common Refrigerants. Demonstrate efficient use of Water and other natural resources.
- Demonstrate honesty and integrity when dealing with Building Owners, Building Managers, and Building occupants. Exercise professional courtesy in the workplace.
- Recognize proper attire and etiquettes expected of Professional Building Services Technicians. Perform Building Maintenance procedures that are safe and aesthetically acceptable.

Career Options:
- Building Maintenance Supervisor
- Building Operations Manager
- Facilities Manager
- Maintenance Operator

Certificates/Degrees:
- Certificate of Achievement – Level 3
- A.S. Degree
Certificate/Degree requirements:

**CERTIFICATE OF ACHIEVEMENT - LEVEL 3:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRC 121</td>
<td>Air Conditioning Principles</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 122</td>
<td>Refrigeration Principles</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 131</td>
<td>Intermediate Air Conditioning</td>
<td>4.5</td>
</tr>
<tr>
<td>AIRC 138</td>
<td>Air Conditioning Work Experience</td>
<td>2</td>
</tr>
<tr>
<td>AIRC 142</td>
<td>Air Conditioning Control Systems</td>
<td>4</td>
</tr>
<tr>
<td>AIRC 145</td>
<td>Sheet Metal Principles - OR -</td>
<td>2</td>
</tr>
<tr>
<td>FMT 130</td>
<td>Management of People in the Technical and Building Services Industry</td>
<td>2.5</td>
</tr>
<tr>
<td>FMT 100</td>
<td>Introduction to Facilities Maintenance Technicians</td>
<td>3.5</td>
</tr>
<tr>
<td>FMT 104</td>
<td>Electrical Concepts for Facilities Maintenance Technicians</td>
<td>2.5</td>
</tr>
<tr>
<td>FMT 120</td>
<td>Low and High Pressure Boilers</td>
<td>3</td>
</tr>
<tr>
<td>FMT 122</td>
<td>Introduction to Programmable Logic Controllers</td>
<td>4</td>
</tr>
<tr>
<td>FMT 123</td>
<td>Intermediate Programmable Logic Controllers</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL**

40

**A.S. DEGREE REQUIREMENTS:**

**COMPLETION OF CERTIFICATE OF ACHIEVEMENT – LEVEL 3**

40

**GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS**

24

**PHYSICAL ACTIVITY**

1

**TOTAL REQUIRED UNITS**

65

For additional information, see a counselor, visit the career/transfer center, or contact the following:

Steve Mansfield, stephen.mansfield@sjcc.edu
Kieron Connolly, kieron.connolly@sjcc.edu
Business and Workforce Development Division 408-288-3131

**KINESIOLOGY**

About the Program

The Associate in Arts in Kinesiology for Transfer (AA-T) degree will prepare students with the strong foundation necessary for pursuing studies at the university level in various careers in the health, fitness, and sports industries. Career options include: sport coach, strength and conditioning specialist, athletic director, physical therapist, personal trainer, health club owner, exercise physiologist, sport psychologist, sports management and athletic trainer.

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

Upon completion, the students will be able to:

- Demonstrate an understanding of the basic structure of the human body and how its various systems respond, and the implications for program design.
- Explain the importance of lifetime fitness in today’s society.
- Identify the values or code of ethics related to the major that reflects one’s respect for different ideas, peoples, and cultures.
- Demonstrate oral and written competence in the major field.

Degrees:

- A.A.-T Degree

Degree Requirements:

To be awarded the Associate in Arts in Kinesiology for Transfer degree, students must:

1. Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University (CSU) system, including both of the following:
   - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
   - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Obtain a minimum grade point average of 2.0.

While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.

Associate Degrees for Transfer (ADTs) also require that students earn a “C” or better in all courses required for the major or area of emphasis.

**REQUIRED CORE:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>KIN 005</td>
<td>Introduction to Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 071</td>
<td>Human Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 072</td>
<td>Human Physiology</td>
<td>5</td>
</tr>
</tbody>
</table>

**Movement based courses (3 units):**

Select a maximum of one course from each of the following areas for a maximum of 3 units.

**Area 1: Fitness**

- KINPE 008 Archery 1
- KINPE 009 Badminton 1
- KINPE 056 Weight Training 1

**Area 2: Wellness**

- KINPE 023 Cardio Kickboxing 1
- KINPE 030 Fit for Life 1
- KINPE 039 Hatha Yoga 1
- KINPE 041 Pilates Mat Workout 1
- KINPE 044 Core, Alignment, and Resistant Exercise on the Ball 1
- KINPE 055 Aerobics with Music 1

**Area 3: Team Sports**

- KINPE 012 Basketball 1
- KINPE 013 Advanced Football 1
- KINPE 038 Soccer-Recreational 1
- KINPE 040 Softball 1
- KINPE 052 Volleyball 1

**LIST A (select two courses):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 020</td>
<td>Human Biology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 001A</td>
<td>General Chemistry - OR -</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 032A</td>
<td>Fundamentals of Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>MATH 063</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 002A</td>
<td>General Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

Total units from CORE and LIST A 23-24
AA-T DEGREE REQUIREMENTS:

**MAJOR REQUIREMENTS** 23-24

- CSU GE OR IGETC 37 or 39
- TRANSFERABLE ELECTIVES (if necessary) 0-10

**TOTAL REQUIRED UNITS** 60

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

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

**LABOR STUDIES**

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

Upon completion this program students will be able to:

- Demonstrate a broad understanding of political economy, globalization and immigration policy, labor laws, and structures of labor organizations.
- Describe the structure of labor and community non-governmental organizations and the various roles and strategies that are available toward advancing their goals.
- Assess and use information technology to research issues, communicate with others, and organize activities supporting the organizational goals of labor and community organizations.

Career Options:

- Community Organizing
- Governmental Agencies Regulating Employment Relations
- Human Resource Management
- Labor Union Leadership
- Commercial Arbitration
- Conflict Resolution
- Employee Relations
- Labor Management Mediation
- Union Organizing

Certificates/Degrees:

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

Certificate/Degree requirements:

<table>
<thead>
<tr>
<th>CERTIFICATE OF ACHIEVEMENT - LEVEL 2</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LABOR 015 Local Union and Community Leadership</td>
<td>3</td>
</tr>
<tr>
<td>LABOR 020 Workers' Rights</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 022 Labor Negotiations and Dispute Resolutions</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 023 Labor in American Society</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 024 Leadership and Communication</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 025 Labor Organizing and Political Action</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 031 Survey of Contemporary Labor and Social Issues</td>
<td>1</td>
</tr>
</tbody>
</table>

LABOR 098 Directed Study 2
LABOR 138 Work Experience 4
COMS 040 Introduction to Argumentation 3
ECON 010A Principles of Macroeconomic Theory 3
SOC 011 Social Problems 3

**TOTAL** 24

A.S. MAJOR REQUIREMENTS:

<table>
<thead>
<tr>
<th>COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 2</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select ONE course from the following:</td>
<td></td>
</tr>
<tr>
<td>CIS 041 Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MATH 063 Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Select THREE courses from the following:</td>
<td></td>
</tr>
<tr>
<td>ANTH 062 Introduction to Physical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 063 Introduction to Social and Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>HED 011 Dynamic Health Concepts</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 010 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 060 Personal Growth and Adjustment</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 100 Human Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>SOC 010 Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL** 36

A.S. DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>MAJOR REQUIREMENTS</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LABOR 015 Local Union and Community Leadership</td>
<td>3</td>
</tr>
<tr>
<td>LABOR 020 Workers' Rights</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 022 Labor Negotiations and Dispute Resolutions</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 023 Labor in American Society</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 024 Leadership and Communication</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 025 Labor Organizing and Political Action</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 031 Survey of Contemporary Labor and Social Issues</td>
<td>1</td>
</tr>
</tbody>
</table>

| SELECT 12 UNITS from the following: |
| CIS 041 Introduction to Computer Information Systems | 3 |
| MATH 063 Elementary Statistics | 3 |
| PSYCH 012 Introduction to Social Psychology | 3 |
| SOC 011 Social Problems | 3 |

| SELECT 3 UNITS from the following: |
| CIS 041 Introduction to Computer Information Systems | 3 |
| MATH 063 Elementary Statistics | 3 |

**TOTAL** 27

A.A. DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>MAJOR REQUIREMENTS</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LABOR 015 Local Union and Community Leadership</td>
<td>3</td>
</tr>
<tr>
<td>LABOR 020 Workers' Rights</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 022 Labor Negotiations and Dispute Resolutions</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 023 Labor in American Society</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 024 Leadership and Communication</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 025 Labor Organizing and Political Action</td>
<td>1</td>
</tr>
<tr>
<td>LABOR 031 Survey of Contemporary Labor and Social Issues</td>
<td>1</td>
</tr>
</tbody>
</table>

| SELECT 12 UNITS from the following: |
| CIS 041 Introduction to Computer Information Systems | 3 |
| MATH 063 Elementary Statistics | 3 |

| SELECT 9 UNITS from the following: |
| CIS 041 Introduction to Computer Information Systems | 3 |
| MATH 063 Elementary Statistics | 3 |

**TOTAL** 27

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

Humanities and Social Sciences Division  408-288-3785
Laser Technology

About the Program
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 skyrocketing demand for personnel who are well-versed in laser technology for both technical and non-technical positions. We therefore give our students both theoretical and hands-on competencies needed to tackle most common problems and issues encountered in the laser/laser system environments through regular course and industry internships. Students must satisfactorily complete all the major and certificate courses with a grade of “C” or better and at least four courses must be completed at San José City College.

Upon completion of program, students will be able to:
- Comply with ANSI and OSHA laser safety standards.
- Verify the quality of laser parts and sub-assemblies, applying appropriate standards.
- Build lasers/laser systems following prescribed procedures.
- Write and/or follow procedures for lasers/laser systems testing and operation.
- Verify a laser/laser system’s reliability and compliance to performance specifications.
- Maintain and troubleshoot lasers/laser systems.

Career Options:
- Manufacturing Technician/Engineer
- Laser Systems Test Technician/Engineer
- R&D Technician/Engineer
- Laser Application Engineer/Technician
- NPI Engineer
- Opto-Mechanical Technician
- Sales and Marketing
- Customer Support

Certificates/Degrees:
- Certificate – Level 1
- Certificate – Level 3
- A.S. Degree

Certificate/Degree requirements:

**CERTIFICATE OF ACHIEVEMENT - LEVEL 1:**

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

**CERTIFICATE OF ACHIEVEMENT - LEVEL 3:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>FMT 105</td>
<td>Introduction to Industrial Electronics and Controls</td>
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<tr>
<td>LASER 100</td>
<td>Introduction to Photonics</td>
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</tr>
<tr>
<td>LASER 101</td>
<td>Laser Optics</td>
<td>4</td>
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<tr>
<td>LASER 102</td>
<td>Intermediate Laser Technology</td>
<td>4</td>
</tr>
<tr>
<td>LASER 103</td>
<td>Advanced Laser Technology</td>
<td>4</td>
</tr>
<tr>
<td>LASER 104</td>
<td>Fiber Laser Technology</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 002A</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 013</td>
<td>Intermediate Algebra</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>31.5</strong></td>
</tr>
</tbody>
</table>

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

A.S. MAJOR REQUIREMENTS:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
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<tbody>
<tr>
<td>COMPLETION OF THE CERTIFICATE OF ACHIEVEMENT - LEVEL 3</td>
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</tr>
<tr>
<td>APPROVED MAJOR ELECTIVES</td>
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</tr>
<tr>
<td>GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS</td>
<td>24</td>
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<tr>
<td>PHYSICAL ACTIVITY</td>
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<td><strong>TOTAL REQUIRED UNITS</strong></td>
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</table>

**APPROVED MAJOR ELECTIVES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACH 160</td>
<td>Introduction to CNC Laser Applications - OR-</td>
<td>5</td>
</tr>
<tr>
<td>LASER 160</td>
<td>Introduction to CNC Laser Applications</td>
<td>5</td>
</tr>
<tr>
<td>LASER 138</td>
<td>Work Experience</td>
<td>1-4</td>
</tr>
<tr>
<td>PHYS 002B</td>
<td>General Physics</td>
<td>4</td>
</tr>
</tbody>
</table>

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

Sydney Sukuta, PhD, sydney.sukuta@sjcc.edu  408 298-2181 x3805
Business and Workforce Development Division  408-288-3781

Liberal Arts

About the Program
San José City College offers an Associate in Arts in Liberal Arts with 3 different possible areas of emphasis: Arts and Humanities, Scientific Inquiry and Quantitative Reasoning or Social and Behavioral Sciences. A grade of “C” or better is required in all coursework for the major.

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.

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

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

TRANSFERABILITY:
This major can prepare students with either a specific or interdisciplinary focus in the Arts and Humanities in order to pursue similar majors at four-year institutions. Student should refer to the catalog of their prospective transfer institution and consult a counselor. General Education courses for the A.A. degree should be selected carefully to meet the requirements of the intended transfer institution.
Degrees:

- A.A. Degree

MAJOR REQUIREMENTS:

EMPHASIS: ARTS AND HUMANITIES

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, 040, 046A, 046B, 055A, 055B, 060, 061, 071, 072, 074, 076, 078, 079A, 079B, 084A, 084B, 089, 091, 092, 095, 096, 098
CHIN 001A, 001B
ETH 020, 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, 084A, 084B, 091, 095, 098, 099
PHIL 010, 011, 012, 051, 065, 070
PHOTO 022, 062, 076, 077, 079
SL 001A, 001B, 002A, 002B
SPAN 001A, 001B, 002A, 002B, 022A, 022B
THEAT 002, 003, 020, 030, 031, 032, 033, 040

A.A. LIBERAL ARTS – ARTS AND HUMANITIES:  UNITS

MAJOR REQUIREMENTS 18
GENERAL ELECTIVES IF NECESSARY TO REACH 60 2
GENERAL EDUCATION/GRADUATION REQUIREMENTS 39
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 60

EMPHASIS: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

CHOOSE 18 UNITS FROM THE COURSES LISTED BELOW:

ASTRO 010, 010L
BIOL 004A, 004B, 020, 021, 061, 063, 066, 067, 071, 072, 074
CHEM 001A, 001B, 012A, 012B, 015, 032A, 032B, 065
ENVIR 010
GEOL 010, 010L
METEO 010
MATH 021, 022, 025, 051, 052, 061, 062, 063, 070, 071, 072, 073, 078, 079
OCEAN 010
PHYS 002A, 002B, 004A, 004B, 004C, 004D

A.A. LIBERAL ARTS – SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING:  UNITS

MAJOR REQUIREMENTS 18
GENERAL ELECTIVES IF NECESSARY TO REACH 60 2
GENERAL EDUCATION/GRADUATION REQUIREMENTS 39
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 60

EMPHASIS: SOCIAL AND BEHAVIORAL SCIENCES

CHOOSE 18 UNITS FROM THE COURSES LISTED BELOW:

AJ 010, 011, 013, 014, 015, 110, 111, 112, 113, 114
ANTH 062, 063
COMS 035

CIS 041
ECON 010A, 010B
ENGL 033, 080
ETH 020, 026, 027, 030, 031, 041
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, 033, 060, 092, 099, 100
SL 015
SOC 010, 011

A.A. LIBERAL ARTS – SOCIAL AND BEHAVIORAL SCIENCES:

MAJOR REQUIREMENTS 18
GENERAL ELECTIVES IF NECESSARY TO REACH 60 2
GENERAL EDUCATION/GRADUATION REQUIREMENTS 39
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 60

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

Counseling Division  408-288-3750

LIBERAL STUDIES

About the Program

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

Certificates/Degrees:

- A.A. Degree

Degree requirements:

Area A: Communication in the English Language  9 UNITS
A-1: COMS 20
A-2: ENGL 1A
A-3: ENGL 001C; PHIL 060; COMS 040

Area B: Physical Universe and Life Forms  11 – 17 UNITS
B-1: AND B-3 CHEM 32A, CHEM 15, or CHEM 1A and PHYS 2A, or PHYS 4A
B-2: AND B-3 BIOL 20 (preferred) or BIOL 21
B-4: MATH 52

Area C: Arts and Humanities  9 UNITS
C-1: MUSIC 99 (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 002, 020, 040
C-2: ENGL 1B (preferred); A “C” or better is required, a C- is not acceptable
- or - any other C2 course certified for the Letter; ENGL 010, 033, 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 UNITS

HIST 017A
HIST 017B
Any certified D-7 course; COMS 035; CIS 041; ECE 107; ETH 020; GLOBL 001, 002; JOURN 021; LABOR 015; SL 015; POLSC 005

Area E: Lifelong Learning 5 UNITS

FCS 70 or PSYCH 092
Kinesiology PE (2 units - must be different activities)

AREA A – E TOTAL 43-49 UNITS

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 list below

COMS 035; ENGL 033, 080; ETH 020, 026, 027, 030, 31, 041; HIST 009, 021, 024; HUMNT 003; PSYCH 035; SL 015

TOTAL REQUIRED UNITS 60-66

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

Counseling Division 408-288-3750

MACHINERY TECHNOLOGY

About the Program
San José City College offers an Associate in Science in CNC Machining and three certificates: CNC Machine Operator, Entry Level Machinist, and CNC, CAD/CAM Machinist. Successful completion of program prepares the graduate for entry into the machinist trade and positions in industry requiring technical skill and understanding of precision metalworking. Most courses applying to a degree or certificate have basic language/math requirements and/or course prerequisites. A grade of “C” or better is required in all major, certificate and major elective courses.

Upon completion of program, students will be able to:

• Demonstrate the proper use of machine tools, methods, recognition of different type of materials; and follow safety practices and procedures used in the industry.
• Demonstrate understanding of machine technology vocabulary, and be able to apply concepts in a practical manner. Students will solve problems related to set up applications.
• Read and interpret blueprints, sketches, ANSI specifications, shop drawings, and communicate with various groups the practical application of such interpretations.
• Apply and use new technologies that emerge in this changing field.

Career Options:

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

Certificates/Degrees:

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

Certificate/Degree requirements:

CERTIFICATE OF ACHIEVEMENT - LEVEL 2: CNC MACHINE OPERATOR

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
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<tbody>
<tr>
<td>MACH 120 Basic CNC Machining Center</td>
<td>4.5</td>
</tr>
<tr>
<td>MACH 123 CNC Turning Center</td>
<td>4.5</td>
</tr>
<tr>
<td>MACH 126 Advanced CNC Machining Center</td>
<td>4.5</td>
</tr>
<tr>
<td>MACH 129 CNC Operator Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>TOTAL</td>
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</tr>
</tbody>
</table>

CERTIFICATE OF ACHIEVEMENT - LEVEL 2: ENTRY LEVEL MACHINIST

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACH 100 Shop Math and Drawing</td>
<td>4</td>
</tr>
<tr>
<td>MACH 101 Introduction to Machine Technology</td>
<td>3</td>
</tr>
<tr>
<td>MACH 151A Advanced Lathe Practices</td>
<td>4</td>
</tr>
<tr>
<td>MACH 151B Advanced Milling Machine Practices</td>
<td>4</td>
</tr>
<tr>
<td>* MACH 151B must be taken at San Jose City College</td>
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</tr>
<tr>
<td>APPROVED MAJOR ELECTIVES</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td>18</td>
</tr>
</tbody>
</table>

CERTIFICATE OF ACHIEVEMENT - LEVEL 3: CNC, CAD/CAM MACHINIST

| COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 2: CNC MACHINE 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 |
| * MACH 110 must be taken at San Jose City College |
| APPROVED MAJOR ELECTIVE | 1 |
| TOTAL | 33 |

A.S. MAJOR REQUIREMENTS – CNC MACHINIST

DAY PROGRAM

<table>
<thead>
<tr>
<th>COURSE</th>
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<tr>
<td>MACH 110 Geometric Dimensioning &amp; Tolerancing (GD&amp;T) Measurements *</td>
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<tr>
<td>MACH 120 Basic CNC Machining Center</td>
<td>4.5</td>
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<tr>
<td>MACH 123 CNC Turning Center</td>
<td>4.5</td>
</tr>
<tr>
<td>MACH 126 Advanced CNC Machining Center</td>
<td>4.5</td>
</tr>
<tr>
<td>MACH 129 CNC Operator Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>MACH 153A Operator/Programmer I</td>
<td>5</td>
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<tr>
<td>MACH 153B Operator/Programmer II</td>
<td>5</td>
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<tr>
<td>* MACH 110 must be taken at San Jose City College</td>
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<tr>
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<td>TOTAL</td>
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</table>

- OR -
EVENING PROGRAM

MACH 100 Shop Math and Blueprint Reading 4
MACH 101 Introduction to Machine Technology 3
MACH 110 Geometric Dimensioning & Tolerancing (GD&T) Measurements 4
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
* MACH 110 and 151B must be taken at San Jose City College

APPROVED MAJOR ELECTIVES 4

TOTAL 33

A.S. DEGREE REQUIREMENTS:

MAJOR REQUIREMENTS: DAY OR EVENING PROGRAM 33
GENERAL ELECTIVES 2
GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS 24
PHYSICAL ACTIVITY 1

TOTAL REQUIRED UNITS 60

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

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

Isai Ulate, isai.ulate@sjcc.edu (408) 298-2181 ext. 3836
Business and Workforce Development Division (408) 288-3781

MATHEMATICS

About the Program

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

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

To be awarded the Associate in Science in Mathematics for Transfer degree, students must:

1. Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University (CSU) system, including both of the following:

   (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

   (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Obtain a minimum grade point average of 2.0.

   While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.

   Associate Degrees for Transfer (ADTs) also require that students must earn a C or better in all courses required for the major or area of emphasis.

   Upon completion of program, students will be able to:

   • Demonstrate the ability to use symbolic, graphical, numerical, and written representations of mathematical ideas.

   • Use mathematical reasoning to develop mathematical models to solve real life applications.

   • Use appropriate technology to enhance their mathematical thinking, solve mathematical problems, and judge the reasonableness of their results.

   Certificates/Degrees:

   • A.S.-T

   Degree requirements:

   MAJOR REQUIREMENTS (CORE, List A and List B)

   REQUIRED CORE (15 units):

   MATH 071 Calculus I with Analytic Geometry 5
   MATH 072 Calculus II with Analytic Geometry 5
   MATH 073 Multivariable Calculus 5

   Total Core units 15

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

   LIST A (3 - 4 units):

   MATH 078 Differential Equations 4
   MATH 079 Linear Algebra 3

   LIST B (3 - 5 units):

   CIS 054 C/C++ Programming - OR -
   CIS 084 Java Programming 3
   MATH 063 Elementary Statistics 3
   MATH 070 Discrete Mathematics 3
   MATH 078 Differential Equations 4
   MATH 079 Linear Algebra 3
   PHYS 004A General Physics 5

   Total units from CORE, LIST A and List B 21 - 24

   AS-T DEGREE REQUIREMENTS:

   MAJOR REQUIREMENTS 21 - 24
   CSU GE OR IGETC 37 or 39
   TRANSFERABLE ELECTIVES 2 - 6

   TOTAL REQUIRED UNITS 60

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

   Michael Divinia, michael.divinia@sjcc.edu 408-288-2981 ext. 3998
   Mathematics and Sciences Division 408-288-3716
MEDIA ARTS

About the Program

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

The Associate in Arts in Media Arts provides a core foundation of media and visual literacy, a foundation of technical skills, and principles of design and information hierarchy, as well as specialization skill development in: Information gathering and reporting in journalistic formats, visual and photo journalism concepts and skills, and application of theory and skill to journalistic practice.

Certificates and Associate in Science degrees emphasizing three major areas in Media Arts are available: Print Media, Motion Arts, and Web/Interactive Design. The Certificates of Achievement and the Associate in Science degrees provide a core foundation of coursework for further study, and emphasizes the integration of visual literacy, communication media and technology, and critical thinking. The certificate can also offer a level of competency in communications media for those who are pursuing other fields of study, or for those in the workplace who need communications skills training to perform their job function or to assume additional job responsibilities. A grade of “C” or better is required for all major and certificate courses.

Upon completion of the program, students will be able to:

• Create digital projects that demonstrate an understanding of the formal elements and principles of design.
• Communicate an idea through digital project by skillfully using materials and techniques to achieve the desired effect.
• Develop a balance of technical ability and design skills which together enrich the appreciation of making and viewing digital art.
• Recognize and list major historical benchmarks and trends in the development of digital art, and place digital art in a contemporary context.
• Analyze the objective and subjective qualities of digital project in order to evaluate and assess its worthiness

Career Options:

• Web Designers
• Video Producers
• Photo Journalists
• Graphic Designers
• Animators
• Illustrators

Certificates/Degrees:

• Certificate – Level 2
• Certificate – Level 3
• A.A. Degree
• A.S. Degree

Certificate/Degree requirements:

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

<table>
<thead>
<tr>
<th>JOURN</th>
<th>032A</th>
<th>Newspaper Lab – Introduction to News Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOURN</td>
<td>032B</td>
<td>Newspaper Lab - Photojournalism</td>
</tr>
<tr>
<td>JOURN</td>
<td>032D</td>
<td>Newspaper Lab – Production and Design</td>
</tr>
</tbody>
</table>

TOTAL 18

A.A. DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>MAJOR REQUIREMENTS</th>
<th>18</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL ELECTIVES</td>
<td>2</td>
</tr>
<tr>
<td>GENERAL EDUCATION/GRADUATION REQUIREMENT</td>
<td>39</td>
</tr>
<tr>
<td>PHYSICAL ACTIVITY</td>
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</table>

TOTAL REQUIRED UNITS 60

PRINT MEDIA

CERTIFICATE OF ACHIEVEMENT - LEVEL 2: PRINT MEDIA

<table>
<thead>
<tr>
<th>ART</th>
<th>012</th>
<th>Two Dimensional Design</th>
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</thead>
<tbody>
<tr>
<td>ART</td>
<td>014</td>
<td>Color Theory</td>
</tr>
<tr>
<td>ART</td>
<td>072</td>
<td>Computer Graphics</td>
</tr>
<tr>
<td>CA</td>
<td>100D</td>
<td>Microsoft Office</td>
</tr>
<tr>
<td>JOURN</td>
<td>021</td>
<td>Mass Media and Society</td>
</tr>
<tr>
<td>PHOTO</td>
<td>022</td>
<td>Beginning Photography</td>
</tr>
<tr>
<td>PHOTO</td>
<td>076</td>
<td>Photoshop 1</td>
</tr>
<tr>
<td>PHOTO</td>
<td>077</td>
<td>Photoshop 2</td>
</tr>
</tbody>
</table>

TOTAL 24

CERTIFICATE OF ACHIEVEMENT - LEVEL 3: PRINT MEDIA

COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 2 24

<table>
<thead>
<tr>
<th>ART</th>
<th>074</th>
<th>Media Arts Project Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART</td>
<td>076</td>
<td>Portfolio Practices and Portfolio Development I</td>
</tr>
</tbody>
</table>

CHOOSE ONE COURSE FROM THE FOLLOWING:

| PHOTO | 062 | Intermediate Photography |
| PHOTO | 079 | Digital Photography |

TOTAL 33

A.S. DEGREE REQUIREMENTS: PRINT MEDIA

COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 3 33

| GENERAL ELECTIVES | 2  |
| GENERAL EDUCATION /GRADUATION REQUIREMENTS | 24 |
| PHYSICAL ACTIVITY | 1  |

TOTAL REQUIRED UNITS 60

MOTION ARTS

CERTIFICATE OF ACHIEVEMENT - LEVEL 2: MOTION ARTS

<table>
<thead>
<tr>
<th>ART</th>
<th>024</th>
<th>Beginning Drawing</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART</td>
<td>072</td>
<td>Computer Graphics</td>
</tr>
<tr>
<td>ART</td>
<td>078</td>
<td>Digital Video</td>
</tr>
<tr>
<td>ART</td>
<td>079A</td>
<td>Web Design 1</td>
</tr>
<tr>
<td>ART</td>
<td>084A</td>
<td>Web Animation 1</td>
</tr>
<tr>
<td>JOURN</td>
<td>021</td>
<td>Mass Media and Society</td>
</tr>
<tr>
<td>PHOTO</td>
<td>076</td>
<td>Photoshop 1</td>
</tr>
</tbody>
</table>

TOTAL 21

A.A. MAJOR REQUIREMENTS: UNITS

<table>
<thead>
<tr>
<th>ART</th>
<th>072</th>
<th>Computer Graphics</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART</td>
<td>079A</td>
<td>Web Design 1</td>
</tr>
<tr>
<td>JOURN</td>
<td>021</td>
<td>Mass Media and Society</td>
</tr>
<tr>
<td>JOURN</td>
<td>022</td>
<td>News Writing and Reporting for the Media</td>
</tr>
<tr>
<td>PHOTO</td>
<td>076</td>
<td>Photoshop 1</td>
</tr>
</tbody>
</table>

TOTAL 33
CERTIFICATE OF ACHIEVEMENT - LEVEL 3: MOTION ARTS

COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 2 21
ART 074 Media Arts Project Development 3
ART 076 Portfolio Preparation and Professional Development 3
PLUS ONE (1) COURSES FROM THE FOLLOWING:
ART 055A Life Drawing I 3
ART 084B Web Animation 2 3
TOTAL 30

A.S. DEGREE REQUIREMENTS: MOTION ARTS

COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 3 30
GENERAL ELECTIVES 5
GENERAL EDUCATION/GRADUATION REQUIREMENTS 24
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 60

WEB/INTERACTIVE DESIGN

CERTIFICATE OF ACHIEVEMENT - LEVEL 2:
WEB/INTERACTIVE DESIGN
ART 071 Introduction to Media Arts 3
ART 072 Computer Graphics 3
ART 079A Web Design 1 3
ART 079B Web Design 2 3
ART 084A Web Animation 1 3
JOURN 021 Mass Media and Society 3
JOURN 022 News Writing and Reporting for the Media 3
PHOTO 076 Photoshop 1 3
TOTAL 24

CERTIFICATE OF ACHIEVEMENT - LEVEL 3:
WEB/INTERACTIVE DESIGN
COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 2 24
ART 074 Media Arts Project Development 3
ART 076 Portfolio Practices and Portfolio Development 3
PLUS ONE COURSE FROM THE FOLLOWING:
ART 084B Web Animation 2 3
CIS 020 XML Fundamentals 3
CIS 023 JavaScript Programming 3
TOTAL 33

A.S. DEGREE REQUIREMENTS: WEB/INTERACTIVE DESIGN

COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 3 33
GENERAL ELECTIVES 2
PHYSICAL ACTIVITY 1
GENERAL EDUCATION /GRADUATION REQUIREMENTS 24
TOTAL REQUIRED UNITS 60

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

Judith Bell, judith.bell@sjcc.edu  408-298-2181 ext. 3226
Ciaran MacGowan, ciaran.macgowan@sjcc.edu  408-298-2181x3227
Humanities and Social Sciences Division  408-288-3785

MEDICAL ASSISTING: ADMINISTRATIVE

About the Program
San José City College offers an Associate in Science and certificate in Medical Assisting: Administrative. The Medical Assisting: Administrative program prepares the student for employment as an administrative (front office) medical assistant in a physician’s office or clinic. This program is designed to prepare the student to schedule appointments, perform medical reception duties, handle financial matters (including medical collection), manage medical records, and insurance billing. The externship in the front office of a physician’s office will provide the student with the administrative experience necessary to enter the workforce.

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

Upon completion of program, student will be able to:
- Execute administrative medical front office skills including billing and coding procedures, health insurance form processing, patient and patient record/chart management, and public relations.
- Apply knowledge of the human body, medical terminology and disease to front office administrative protocols and procedures.
- Exercise compliance with regard to HIPAA privacy practices, and be able to explain these guidelines to both patients and other health professionals.
- Adhere to, and support, OSHA and other regulatory agency safety guidelines overseeing the practice of medicine and implement such safety protocols.
- Prepare for Certified Medical Assistant/CMA exam and/or the Registered Medical Assistant (RMA) exam.
- Effectively communicate with patients and other health care personnel while exercising the highest level of professional conduct.
- Integrate practical experience during an externship within a medical office setting.
- Service the community by filling a need for certified, well-trained front office medical assistants.

Career Options:
- Medical Office
- Medical Clinic
- Hospitals

Certificates/Degrees:
- Certificate of Achievement – Level 3
- A.S. Degree

Certificate/Degree requirements:

CERTIFICATE OF ACHIEVEMENT - LEVEL 3:

<table>
<thead>
<tr>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 007A Business Language Skills - OR -</td>
</tr>
<tr>
<td>BUS 008 Business English and Writing</td>
</tr>
<tr>
<td>CA 100D Microsoft Office</td>
</tr>
<tr>
<td>HSCI 008 Medical Terminology</td>
</tr>
<tr>
<td>MA 005 Medical Office Emergencies</td>
</tr>
<tr>
<td>MA 006 Introduction to Medical Assisting</td>
</tr>
<tr>
<td>MA 007 Medical Front Office Procedures</td>
</tr>
<tr>
<td>MA 008 Medical Office Financial Procedures</td>
</tr>
<tr>
<td>MA 009 Electronic Health Record and Medical Billing</td>
</tr>
<tr>
<td>MA 011 Medical Coding</td>
</tr>
<tr>
<td>MA 012 Medical Assisting Administrative Practicum</td>
</tr>
<tr>
<td>MA 004 Structure and Function of Human Anatomy -OR-</td>
</tr>
<tr>
<td>BIOL 020 Human Biology -OR-</td>
</tr>
<tr>
<td>BIOL 071 Human Anatomy</td>
</tr>
</tbody>
</table>

TOTAL 33-34
A.S. DEGREE REQUIREMENTS:          UNITS
COMPLETION OF CERTIFICATE OF ACHIEVEMENT - LEVEL 3 33-34
GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS 24
APPROVED MAJOR ELECTIVES 2
PHYSICAL ACTIVITY 1
TOTAL 60-61

APPROVED MAJOR ELECTIVES:
ADS 071 Pharmacology/Physiology of Addiction 3
BIOL 061 Human Heredity 3
CA 005 Computer Literacy 2
CA 010A Computer Keyboarding 1
CA 011 Speed and Accuracy 1
FCS 019 Nutrition 3
FCS 070 Child Development 3
HED 011 Dynamic Health Concepts 3
MA 020 Physical Examination Procedures 3
MA 021 Medical Office Laboratory Procedures 3
MA 022 Medical Asepsis and Surgical Procedures 3
MA 023 Medical Administration for Medical Assistants 3
PSYCH 010 General Psychology 3

FOR ADDITIONAL INFORMATION, SEE A COUNSELOR, VISIT THE CAREER/TRANSFER CENTER, OR CONTACT THE FOLLOWING:
Jagrup Kahlon, jagrup.kahlon@sjcc.edu
Business & Workforce Development Division  (408) 288-3131

MEDICAL ASSISTING: CLINICAL

About the Program
San José City College offers an Associate in Science and certificate in Medical Assisting: Clinical. The Medical Assisting: Clinical program prepares the student for employment as a clinical (back office) medical assistant in a physician’s office, clinic, or hospital setting. The student performs a variety of clinical medical assisting procedures including physical examination, medication administration, electrocardiography, minor surgery assist, medical asepsis, phlebotomy, and laboratory specimen handling, processing, and analysis. An externship in the clinical area of a physician’s office, clinic, or hospital will provide the student with the necessary experience to enter the workforce.

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

Upon completion of program, student will be able to:
• Utilize the practical experience acquired during a clinical externship performed in a doctor’s office, clinic, hospital, or laboratory to successfully integrate into a similar clinical health care environment upon post-graduate employment.
• Service the community by filling a need for qualified, well-trained clinical medical assistants.

Career Options:
• Medical Office
• Medical Clinic
• Hospitals

Certificate/Degrees:
• A.S. Degree

Degree requirements:
MAJOR REQUIREMENTS:          UNITS
BUS 007A Business Language Skills - OR - 3
BUS 008 Business English and Writing 3
HSCI 008 Medical Terminology 3
MA 005 Medical Office Emergencies 2
MA 006 Introduction to Medical Assisting 3
MA 020 Physical Examination Procedures 3
MA 021 Medical Office Laboratory Procedures 3
MA 022 Medical Asepsis and Surgical Procedures 3
MA 023 Medication Administration for Medical Assistants 3
MA 004 Structure and Function of the Human Body - OR - 4 - 5
BIOL 020 Human Biology - OR - 4
BIOL 071 Human Anatomy 3
TOTAL 31-32

A.S. DEGREE REQUIREMENTS:
MAJOR REQUIREMENTS 31-32
GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS 24
APPROVED MAJOR ELECTIVES 3 - 4
PHYSICAL ACTIVITY 1
TOTAL REQUIRED UNITS 60-61

APPROVED MAJOR ELECTIVES:
ADS 071 Pharmacology/Physiology of Addiction 3
BIOL 061 Human Heredity 3
CA 1000 Microsoft Office 3
CA 005 Computer Literacy 2
CA 010A Computer Keyboarding 1
CA 011 Speed and Accuracy 1
FCS 019 Nutrition 3
FCS 070 Child Development 3
HED 011 Dynamic Health Concepts 3
MA 007 Medical Front Office Procedures 3
MA 008 Medical Office Financial Procedures 3
MA 009 Electronic Health Record and Medical Billing 3
MA 011 Medical Coding 2
PSYCH 010 General Psychology 3

FOR ADDITIONAL INFORMATION, SEE A COUNSELOR, VISIT THE CAREER/TRANSFER CENTER, OR CONTACT THE FOLLOWING:
Jagrup Kahlon, jagrup.kahlon@sjcc.edu
Business & Workforce Development Division  (408) 288-3131
CHAPTER 6 — DEGREES/CERTIFICATES AND COURSE DESCRIPTIONS

PSYCHOLOGY

About the Program

The Associate in Arts in Psychology for Transfer (AA-T) degree meets the lower division course requirements necessary for the California State University (CSU) system. Psychology is the scientific study of human behavior and mental processes, including cognition, emotion, sensation, perception, and interaction. In the 21st century, psychology is moving rapidly as an integrative, multidisciplinary science. In pursuing the Associate in Arts in Psychology for Transfer degree, students acquire skills in research, information gathering, and analytic thinking. Students majoring in psychology develop critical thinking, problem solving, and written and verbal communication skills. As psychology majors, students have learning opportunities that are relevant to many types of careers, including business, education, government, nonprofit organizations, and within health and human services.

Upon completion of program, students will be able to:

- Describe and interpret various theoretical approaches in the field of Psychology
- Analyze applications of psychological principles and practices
- Select and employ relevant research techniques to obtain knowledge and solve problems
- Identify and critique trends and issues in contemporary society related to the field of psychology
- Evaluate psychology as a discipline in the social sciences

To be awarded the Associate in Arts in Psychology for Transfer degree, students must:

1. Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University (CSU) system, including both of the following:
   
   (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

   (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Obtain a minimum grade point average of 2.0.

While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.

Associate Degrees for Transfer (ADTs) also require that students must earn a C or better in all courses required for the major or area of emphasis.

Degree:
- A.A-T Degree

Degree Requirements:

MAJOR REQUIREMENTS (CORE, List A, List B and List C):

<table>
<thead>
<tr>
<th>REQUIRED CORE COURSES – 9 units</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 063  Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 010  General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 022  Research Methods in Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIST A – 3 units</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 031  Biological Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

LIST B – Select 1 course (3 units):

- PSYCH 012  Social Psychology 3
- PSYCH 092  Developmental Psychology 3

LIST C – Select 1 course not taken in LIST B - or - (3 units)

- PSYCH 020  Psychology of Stress Reduction 3
- PSYCH 035  Psychology of Women 3
- PSYCH 060  Personal Growth and Adjustment 3
- PSYCH 100  Human Sexuality 3

Total Units from CORE, List A, List B and List C 18

A.A-T DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAJOR REQUIREMENTS</td>
<td>18</td>
</tr>
<tr>
<td>CSU GE OR IGETC PATTERN</td>
<td>37 or 39</td>
</tr>
<tr>
<td>TRANSFERABLE ELECTIVES</td>
<td>12 - 18</td>
</tr>
</tbody>
</table>

TOTAL REQUIRED UNITS 60

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

Mary Conroy, mary.conroy@sjcc.edu
Suzanne Gutierrez, suzanne.gutierrez@sjcc.edu

Humanities and Social Sciences Division 408-288-3785

REAL ESTATE

About the Program

San José City College offers an Associate in Science and a Certificate in 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. A grade of “C” or better or a “credit” grade is required in all major and certificate courses.

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; completing the Certificate of Achievement - Level 2 satisfies this requirement.

Upon completion of program, students will be able to:

- Complete the educational requirements of the required courses which are prerequisite for taking the real estate salesperson exam.
- Complete the educational requirement of an elective course which is meets the prerequisite for taking the real estate salesperson exam.
- Complete the educational requirements of the required courses which are prerequisite for taking the real estate brokers exam.
- Explain the relationship structure and basic responsibilities between salespersons, brokers, customers, clients, agency law, contract law, and Department of Real Estate regulations.
- Apply an understanding and working knowledge of basic real estate terminologies.
- Demonstrate familiarity with operating skills in the technology driven real estate information market.
- Interpret and communicate findings of real estate information for brokerage management, investors, clients, customers, and other interested users.
- Demonstrate the basic applications of presentation, advertising, and promotion which emphasize communication in compliance with appropriate laws and regulations.
• Practice effective written and oral skills in explaining solutions to practical real estate problems.
• Provide an intelligent interpretation of and show a proper use of real estate forms.
• Explain how legal concepts are sustained by the various laws and regulations from the Department of Real estate.
• Identify key issues, research relevant data, and show evidence of analytical thinking about possible solutions for real estate opportunities and problems.
• Demonstrate the ability to work and interact effectively with individuals of differing interests, genders, orientations, backgrounds, and professions in the real estate market.
• Examine the impacts of solutions to economic, ethical, and legal dilemmas presented with working in the real estate market with individuals of foreign orientation.
• Explain the importance of the practice high ethical standards in all contacts with various third party participants in the real estate market.
• Demonstrate how to develop, recognize, and practice high ethical standards in all contacts direct with clients and customers in the real estate market which demonstrates equity and fair business practices.
• Describe the inter-relationship of legal, ethical, social, and philanthropic efforts of a real estate business as it relates to the business services and activities.
• Collect, classify, and record data used to create intelligent information for real estate decision making.
• Show familiarity with applications of technology in the communication and marketing of real estate services.
• Create and produce documentable solutions to real estate problems and challenges.
• Prepare reports and papers consistent with the goals and objectives of real estate communication in a proper format.

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

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

Certificate/Degree requirements:

<table>
<thead>
<tr>
<th>MAJOR REQUIREMENTS:</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>CERTIFICATE OF ACHIEVEMENT - LEVEL 2</td>
<td>21-23</td>
</tr>
<tr>
<td>Plus choose 12 units which can be from any of the previous listed courses and must include at least one course from Group A (Economics) and at least one of the options in Group B (Computers)</td>
<td>12</td>
</tr>
<tr>
<td>GROUP A: ONE COURSE FROM THE FOLLOWING:</td>
<td></td>
</tr>
<tr>
<td>ECON 010A Principles of Macroeconomic Theory</td>
<td>3</td>
</tr>
<tr>
<td>ECON 010B Introduction to Microeconomics Theory</td>
<td>3</td>
</tr>
<tr>
<td>GROUP B: PLUS ONE OF THE FOLLOWING OPTIONS:</td>
<td></td>
</tr>
<tr>
<td>Option 1</td>
<td></td>
</tr>
<tr>
<td>CIS 041 Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>Option 2</td>
<td></td>
</tr>
<tr>
<td>CA 040D Microsoft Word Specialist</td>
<td>1</td>
</tr>
<tr>
<td>CA 050D Microsoft Excel Specialist</td>
<td>1</td>
</tr>
<tr>
<td>CA 060D Microsoft Access Specialist</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>33-35</td>
</tr>
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</table>

A.S. DEGREE REQUIREMENTS:

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<th>MAJOR REQUIREMENTS</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>33-35</td>
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<tr>
<td>GENERAL ELECTIVES (if needed)</td>
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<tr>
<td>GENERAL EDUCATION PATTERN/GRADUATION REQUIREMENTS</td>
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</tr>
<tr>
<td>PHYSICAL ACTIVITY</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL REQUIRED UNITS</td>
<td>60</td>
</tr>
</tbody>
</table>

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

James Black, james.black@sjcc.edu 408-298-2181 ext. 3805
Business and Workforce Development Division 408-288-3131
**Accounting**

**ACCTG-020  -  Financial Accounting  Units: 5**

This introductory financial accounting course is designed for transfer students in business, information systems, and/or accounting. Students will study topics which include the accounting cycle, preparation and analysis of financial statements, internal control, depreciation, inventories, receivables, liabilities, stockholders' equity, ethical issues, and accounting as a decision-making tool.

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

Prerequisite: ACCTG 101 with C or better, or MATH 111 with P grade

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

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

CSU GE: None  District GE: None  IGETC: None

**ACCTG-021  -  Managerial Accounting  Units: 5**

Students are introduced to managerial decision-making using accounting information. Students will study topics including the master budget, static and flexible budgets, Statement of Cash Flows, capital budgeting techniques, cost-volume-profit relationships, contribution margin approach to decision-making, cost behavior analysis, job order and process costing, activity-based costing and just-in-time manufacturing, standard costing, responsibility accounting, cost performance reporting, special business decisions, financial statement analysis, incremental analysis, break-even analysis, and pricing under absorption and variable costing.

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

Prerequisite: ACCTG 020 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

**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-062  -  Cost Accounting  Units: 5**

This course provides students with cost accounting principles, including essentials of job order, process cost, and standard cost accounting systems. The central focus of the course is how cost accounting helps managers make better decisions for planning, controlling, and profitability analysis in a business environment as well as costing concepts for products, services, and customers. Topics covered in this course are of significant value in personal financial management as well.

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

Prerequisite: ACCTG 021 with C or better

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

Transfer Status: CSU  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

**ACCTG-063  -  Intermediate Accounting  Units: 5**

Students will cover comprehensive and up-to-date accounting topics. Topics will include the conceptual framework of accounting, income statement, balance sheet and statement of cash flows, inventory, plant assets, depreciation, intangible assets and investments. Emphasis will be placed on the study of Generally Accepted Accounting Principles and their impact on the financial statement presentation required by the Financial Accounting Standards Board.

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

Prerequisite: ACCTG 021 with C or better

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

Transfer Status: CSU  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

**ACCTG-097  -  Accounting for Income Taxes  Units: 3**

This course provides students with an introduction to Federal Individual Income Taxation with emphasis on statutory materials, principles, procedures and terminology. Special attention is given to tax problems encountered by individual taxpayers and the basic concepts of gross income, exclusions, adjusted gross income, deductions, exemptions, and tax credits. Tax avoidance and tax planning techniques will be explored. Other tax entities, such as corporations, partnerships and fiduciaries will be discussed. Issues of gift and estate taxation will be reviewed. A comparative analysis of California tax law will be provided.

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

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

Transfer Status: CSU  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

**ACCTG-098  -  Directed Study in Accounting  Units: 0.5 - 9**

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

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

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

AJ-013 - Criminal Procedures Units: 3
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: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

AJ-014 - Contemporary Police Issues Units: 3
Students will focus on both the historical and contemporary role of police in American society. Emphasis is placed on police hiring and training procedures, ethical issues, use of police discretion, police corruption, policing strategies, and the role of women and minorities in law enforcement.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: 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 interrogations. 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

Adapted Physical Education

APE-030E - Adapted Physical Education - Adapted Fitness for Life Units: 0.5 - 1
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: No Grading: O
Open Curriculum: An assessment test is required prior to first day of class
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

APE-056E - Adapted Physical Education - Adapted Weight Training Units: 0.5 - 1
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: No Grading: O
Open Curriculum: An assessment test is required prior to first day of class
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

Administration of Justice

ACCTG-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: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None 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: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: D0 District GE: D0 IGETC: None

AJ-013 - Criminal Procedures Units: 3
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: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

AJ-014 - Contemporary Police Issues Units: 3
Students will focus on both the historical and contemporary role of police in American society. Emphasis is placed on police hiring and training procedures, ethical issues, use of police discretion, police corruption, policing strategies, and the role of women and minorities in law enforcement.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: 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

Acctg-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: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

Adapted Physical Education

APE-030E - Adapted Physical Education - Adapted Fitness for Life Units: 0.5 - 1
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: No Grading: O
Open Curriculum: An assessment test is required prior to first day of class
Advisory Level: Read: None Write: None Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: E District GE: E IGETC: None

APE-056E - Adapted Physical Education - Adapted Weight Training Units: 0.5 - 1
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: No Grading: O
Open Curriculum: An assessment test is required prior to first day of class
Advisory Level: Read: None Write: None Math: None
Transfer Status: 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: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D0 District GE: D0 IGETC: None
AJ-016  -  Street Law  
Units: 4
Students will learn about practical aspects of civil, criminal, constitutional, family, immigration, and consumer law in a diverse society with an orientation toward civic involvement in the local community. This course will cover the evaluation, debate, and critical analysis of law and legal issues that affect individuals, their families, and communities. This course will also examine information on careers in law. Students will be required to participate in a community-based event.
Lecture Hours: 4  Lab Hours: 0  Grading: L
Advisory Level:  
Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: D0, D8  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: 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-019  -  Law Enforcement in Multicultural Communities  
Units: 3
Students examine the complex, dynamic relations between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics may include the consensus and conflicting values in culture, religion, and law.
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: D0  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: 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-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: 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-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-114 - Terrorism Units: 3
Students will study the ideology, history, motives, and causes of domestic and international terrorism. Students will also cover topics including terrorist behavior, typologies of terrorism and extremism as a basis for terrorist behavior, as well as the response of the government and law enforcement in combating terrorism in multiple arenas.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

AJ-115 - Introduction to Forensic Science Units: 3
Students examine principles, concepts, and practices of forensic science including identification, collection, comparison, and analysis of different types of physical evidence. Emphasis on standard analytical techniques to identify and examine evidence such as biological fluids, ballistics, impression marks, fingerprints, hair and fibers, documents, drugs, and explosives are explored.
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-116 - Introduction to Corrections Units: 3
Students learn about the history, theory, and practice of the correctional process in America with critical analysis of adult and juvenile correctional institutions, probation, parole, and community-based alternatives. Specific issues facing correctional systems such as inmate constitutional rights, effects of institutionalization, cost, overcrowding, ethnicity, gender, and aging are also explored.
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-117 - Introduction to Homeland Security Units: 3
Students will study the agencies necessary for the protection of the United States and their interrelationships. Students will examine the individual and cooperative roles of federal, state, and local law enforcement agencies, as well as the roles of private security agencies and first responders, in implementing the Homeland Security Act.
Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

AJ-119 - Introduction to Intelligence and Security Management Units: 3
Analysis and Security Management
The student is introduced to intelligence analysis and security management, focused on management of terrorist attacks and other threats to national security. Students will learn about our national defense system, including the private sector, and will explore the vulnerabilities of these systems. Students will learn about the intelligence community and how it operates, and will discuss issues regarding intelligence support of Homeland Security measures.
Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: AJ 118 with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

AJ-121 - Advancement in Judicial Branch Careers Units: 6
This is a course to provide appropriate career skills for employment in the California Judicial Branch of government. Students will focus upon developing appropriate career skills with emphasis upon leadership, team building and performance, business communications, interpersonal communications, and human resource management.
Lecture Hours: 6 Lab Hours: 0 Repeatable: No Grading: O
Recommended: Work experience in justice related field.
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

AJ-122 - Transporation and Border Security Units: 3
Students are introduced to U.S. border and transportation security as well as the U.S. International and national threats and their countermeasures will be examined as will the function and cooperation of local, state, and federal security agencies.
Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L
Prerequisite: AJ 118 with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

AJ-125 - Fundamentals of Court Operations-Court Case Types Units: 3
Students are introduced to the types of cases adjudicated in the California State court system. Students will review case types and their characteristics as well as partners of the justice system.
Lecture Hours: 3 Lab Hours: 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
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ-126</td>
<td>Fundamentals of Court Operations-Legal Processing</td>
<td>3</td>
<td>Students will review and analyze the procedures and case-flow of the variety of case types processed in California Courts. Legal terminology unique to the judicial branch will be covered. Students examine the duties of court clerks in the processing of legal documents and in their role as custodians of judicial records. Attendance at a court session will be required.</td>
</tr>
<tr>
<td>AJ-127</td>
<td>Introduction to Government and the Judicial Branch</td>
<td>3</td>
<td>In this course students will study the evolution of American Government and the relationship among the three branches of government. Specifically, this core course will examine government at the federal, state and local levels with strong emphasis on the California judicial branch. Field trips will be required.</td>
</tr>
<tr>
<td>AJ-128</td>
<td>Public Trust and Confidence in the Judicial Branch</td>
<td>3</td>
<td>Students will review and analyze the importance of court accountability, transparency, and procedural fairness to instill the public's trust and confidence in the courts. Students will discuss purposes and tools of court performance and how court performance directly relates to the public's perception of the court system. Students will identify the relationship among the court, the media, and the community.</td>
</tr>
<tr>
<td>AJ-129</td>
<td>Fundamentals of Court Operations-Courtroom Support</td>
<td>3</td>
<td>Students will review and analyze the role and responsibilities of courtroom support personnel: role of jury services, courtroom clerks, court reporters, court security (bailiffs), and interpreters. The functions of records management including public access, retention, and destruction of records will also be covered. Students will identify and examine services available for self-represented litigants and alternate methods of resolution.</td>
</tr>
<tr>
<td>AJ-131</td>
<td>Judicial Branch Workplace: Relationships and Communications</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>AJ-132</td>
<td>Introduction to Court Administration</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>AJ-133</td>
<td>Career Readiness in the Justice System</td>
<td>3</td>
<td>Students will explore public sector employment opportunities in the justice system and navigate public employment hiring processes. Students will focus on how to best present themselves through application, testing, and the interview process. Topics will include current trends in résumé writing, preparation and use of references, strategies for taking written and practical employment tests and preparation for oral interviews. Students will learn the general expectations public sector employers have of employees, the dos and don'ts of the workplace, and how to build and maintain workplace relationships in the public sector.</td>
</tr>
<tr>
<td>AJ-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>
</tr>
</tbody>
</table>
**Administration of Justice**

**AJ-139 - Introduction to Public Safety**
Community Service Officer

This course is designed to prepare students for public safety professional support careers including Community Service Officer, Explorer, and other ancillary-support functions. Role and responsibility of law enforcement support staff and basic duties including crime reporting, investigations, parking enforcement, integrity of evidence, and interacting with a diverse community will be explored.

Lecture Hours: 3  Lab Hours: 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

**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

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

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

Credit by Exam: Yes

Prerequisite: AIRC 121 and AIRC 122, both with C or better

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

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

**AIRC-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

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 oil 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

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

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

Transfer Status:  CSU  Degree Applicable:  AA/AS

CSU GE:  None  District GE:  None  IGETC:  None

AIRC-145 - Sheet Metal Principles  Units: 2

Students are introduced to the concepts of design, construction, and installation of sheet metal for the air conditioning industry. Students will learn the fundamentals of sheet metal working processes, such as layout, cutting, forming, and fabrication, and will apply these fundamentals to hands-on lab projects.

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

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

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

ADS-072 - Codependency & Family Dynamics  Units: 3

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

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-073 - Case Management  Units: 3

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.

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-074 - Ethics, and Personal and Professional Growth  Units: 3

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.

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-075 - Individual, Family, Group Counseling  Units: 3

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.

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-076 - Law and Prevention: Community Response
Students learn how the community responds to addiction by examining alcohol and drug laws, prevention programs, education programs, outreach programs, and referral programs.

<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></td>
<td>No</td>
<td>L</td>
</tr>
</tbody>
</table>

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

**Transfer Status:**
- CSU GE: None
- District GE: None
- IGETC: None

**Units:** 3

---

### ADS-077A - Supervised Practicum A
Students begin the clinical counseling experience hours in an approved chemical dependency treatment facility. Direct supervision is provided by a staff person meeting CAADAC approved standards. Students apply and integrate acquired knowledge and values. This "learning by doing" practicum fulfills the 255 hours required for certification and to adequate preparation for professional practice.

<table>
<thead>
<tr>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Repeatable</th>
<th>Grading</th>
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</thead>
<tbody>
<tr>
<td>3</td>
<td>0</td>
<td>No</td>
<td>L</td>
</tr>
</tbody>
</table>

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

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

**Transfer Status:**
- CSU GE: None
- District GE: None
- IGETC: None

**Units:** 3

---

### ADS-077B - Supervised Practicum B
Students complete the clinical counseling experience hours in an approved chemical dependency treatment facility. Direct supervision is provided by a staff person meeting CAADAC approved standards. Students apply and integrate acquired knowledge and values. This "learning by doing" practicum fulfills the 255 hours required for certification essential to adequate preparation for professional practice.

<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></td>
<td>No</td>
<td>L</td>
</tr>
</tbody>
</table>

**Prerequisite:** ADS 077A with C or better

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

**Transfer Status:**
- CSU GE: None
- District GE: None
- IGETC: None

**Units:** 3

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### ADS-138 - Work Experience
Occupational Work Experience is designed for students who work or volunteer in a field related to their vocational major. Students are required to provide evidence that they are enrolled in a vocational program (e.g., educational plan or coursework in a vocational subject area). The Alternate Plan is designed to allow students 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.

<table>
<thead>
<tr>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Repeatable</th>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>1.81</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

**Units:** 1 - 8

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### ADS-172 - LAADC Codependency and Family Dynamics
Students will learn approaches to codependency from an attachment theory, behavioral, and physical perspective. Course covers topics that include attachment theory definitions and characteristics, Pia Mellody's Five Core Symptoms, genograms, dysfunctional and healthy family systems, parenting, culture and codependency, reparenting, and approaches to recovery. This is one of six required courses for LAADC (Licensed Advanced Alcohol and Drug Counselor) advanced certification. This course is not transferable and does not meet requirements of the AS Degree in Alcohol and Drug Studies.

<table>
<thead>
<tr>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Repeatable</th>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5</td>
<td>0</td>
<td>No</td>
<td>L</td>
</tr>
</tbody>
</table>

**Prerequisite:** ADS 070 and ADS 075, all with C or better

**Advisory Level:**
- Read: 4
- Write: 4
- Math: None

**Transfer Status:**
- CSU GE: None
- District GE: None
- IGETC: None

**Units:** 1.5

---

### ADS-173 - LAADC Case Management
Students will learn to conduct assessment, orientation, treatment planning, recordkeeping, and relapse prevention (aftercare planning) from both medical and social models in case management. This is one of six required courses for LAADC (Licensed Advanced Alcohol and Drug Counselor) advanced certification. This course is not transferable and does not meet requirements of the AS Degree in Alcohol and Drug Studies.

<table>
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<tbody>
<tr>
<td>1.5</td>
<td>0</td>
<td>No</td>
<td>L</td>
</tr>
</tbody>
</table>

**Prerequisite:** ADS 070 and ADS 075, all with C or better

**Advisory Level:**
- Read: 4
- Write: 4
- Math: None

**Transfer Status:**
- CSU GE: None
- District GE: None
- IGETC: None

**Units:** 1.5

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### ADS-174 - LAADC Ethics, Personal and Professional Growth
Students will learn to address ethical, personal, and professional concerns of alcohol and drug counselors with an emphasis on continued individual growth and development. Ethical and professional standards, credentialing requirements, and assessment of personal strengths and weaknesses will be examined. This is one of six required courses for LAADC (Licensed Advanced Alcohol and Drug Counselor) advanced certification. This course is not transferable and does not meet requirements of the AS Degree in Alcohol and Drug Studies.

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<tr>
<td>1.5</td>
<td>0</td>
<td>No</td>
<td>L</td>
</tr>
</tbody>
</table>

**Prerequisite:** ADS 070 and ADS 075, all with C or better

**Advisory Level:**
- Read: 4
- Write: 4
- Math: None

**Transfer Status:**
- CSU GE: None
- District GE: None
- IGETC: None

**Units:** 1.5

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### ADS-176 - LAADC Law and Prevention: Community Response
Students in this course will learn to examine how the community responds to addiction through alcohol and drug laws, prevention, education, outreach, and referral programs. This is one of six required courses for LAADC (Licensed Advanced Alcohol and Drug Counselor) advanced certification. This course is not transferable and does not meet requirements of the AS Degree in Alcohol and Drug Studies.

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<tr>
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</tr>
</tbody>
</table>

**Prerequisite:** ADS 070 and ADS 075, all with C or better

**Advisory Level:**
- Read: 4
- Write: 4
- Math: None

**Transfer Status:**
- CSU GE: None
- District GE: None
- IGETC: None

**Units:** 1.5
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: None District GE: D1 IGETC: 4A

ANTH-063 - Introduction to Social and Cultural Anthropology

Students are introduced to the field of social and cultural anthropology. Topics include the development of the field of anthropology, the concept of culture, language and communication, patterns of subsistence and economic systems. Other topics covered are sex and marriage, family, kinship and descent, political systems, spirituality, religion, the arts, and the challenge of globalization.

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: D1 District GE: D1 IGETC: 4A
ART-014  -  Color Theory  Units: 3
Students study the principles, theories, and applications of additive and subtractive color in two dimensions. Topics will include major historical and contemporary color systems and the elements of design as they apply to color. Students will produce projects in applied color.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-024  -  Beginning Drawing  Units: 3
Students are introduced to the fundamental elements and compositional principles of drawing. Lecture and studio practice will emphasize a variety of media, tools, and techniques in studying the elements and principles of drawing, including line, shape, value, perspective, proportion, balance, and unity. The course may include field trips and sketchbooks.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-025  -  Expressive Drawing  Units: 3
Students will explore artistic concepts, styles, and creative expression related to expressive drawing, focusing on complex subject matter and concepts using a variety of drawing mediums, techniques, and methodologies. Students in this course will build on fundamental drawing skills to develop personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Prerequisite: ART 024 with C or better
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-026  -  Representational Drawing and Perspective  Units: 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: No  Grading: L
Prerequisite: ART 024 with C or better
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-040  -  Ceramic Sculpture 1  Units: 3
Students are introduced to expressive and technical principles in ceramic sculpture. Students will study the techniques and history of ceramic sculpture and develop a personal mode of expression and aesthetic development through class projects and research. Field trips will be required.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Prerequisite: ART 046A or ART 013 with C or better
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-042  -  Beginning Sculpture 1  Units: 3
Students are introduced to three-dimensional sculptural principles, techniques, and concepts utilizing a range of materials and practices. Students will practice various sculptural methods and be practiced with attention to creative self-expression and historical context. A field trip may be required.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: 2
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-046A  -  Beginning Ceramics I  Units: 3
Students study fundamentals of clay construction including hand building techniques, use of the potter's wheel, surface decoration and glazing, and firing. The theories and practices of the ceramic medium and its place in human history and world culture will be covered. Field trips may be required.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

ART-046B  -  Beginning Ceramics II  Units: 3
Students continue study of clay construction including hand building, wheel throwing, surface decoration, and firing. Emphasis is on individual aesthetic development and personal expression. Field trips may be required.
Lecture Hours: 2  Lab Hours: 4  Repeatable: No  Grading: L
Prerequisite: ART 046A with C or better
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
ART-055A - Life Drawing I

This is an advanced transfer-track course of the Visual Art program. It teaches students to draw the human figure from live models. Through practicing from life, and not photos, students will be able to develop and refine their observation and rendering skills. Various methods of approach and techniques will be explored. 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.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L
Prerequisite: ART 024 with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ART-055B - Life Drawing II

This course is a continuation of drawing the human figure, with emphasis on continued practice of technique while developing a personal artistic direction. Topics covered will include development of full-page composition, use of multiple figures, integration of color, theme development, and refinement of personal style. Traditional and non-traditional approaches will be explored.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L
Prerequisite: ART 055A with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ART-060 - Beginning Painting I

Beginning Painting is an introductory studio course in acrylic and oil painting media. Students will explore a variety of methods of approach, learn various techniques, test the effects of different color schemes, become familiar with tools and materials of the craft, and develop skills related to painting through illustrated lectures, demonstrations, and studio practice.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L
Prerequisite: ART 014 and ART 024, both with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ART-061 - Beginning Painting II

Art 61 expands the students knowledge gained in Art 60, emphasizing development of personal aesthetics and composition. Conceptual issues will be introduced. Students will experiment with media, content and technique to further explore and develop their aesthetic style.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: O
Prerequisite: ART 060 with C or better, or equivalent
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ART-071 - Introduction to Media Arts

Students will study key concepts of interactive media. Topics include its hardware and software, current applications, tools and techniques, aesthetics, and content development. Students will also develop a short multimedia piece.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L
Recommended: Students should be familiar with computers and external devices such as cameras
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ART-072 - Computer Graphics

Students learn fundamental concepts and practices of creating computer graphics. Topics will include using design elements, creating layouts, working among software programs, using scanners, digital cameras and other input devices, and printing. Students will apply the foundational principles and elements of design in a computer setting.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L
Recommended: Cross-platform computer literacy and file management competency are highly recommended
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ART-074 - Media Arts Project Development

Students will acquire the skills to produce media arts projects including content development, project management, selection of appropriate hardware/software, skills development, editing and production methods. Students will work independently or in teams to produce media arts projects.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L
Prerequisite: ART 072 or ART 076 or ART 079B or ART 084B; all with C or better
Advisory Level: Read: 3 Write: 3 Math: 1
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

ART-076 - Professional Practices and Portfolio Development

Students focus on career exploration and portfolio development in their area of concentration. Students research their chosen field of art and create a portfolio that showcases their unique styles and strengths. Students will research, write resumes, and develop portfolios.
Lecture Hours: 2 Lab Hours: 4 Repeatable: No Grading: L
Prerequisite: Student must complete a min. of 12 units: ART 012 or ART 013 or ART 014 or ART 024 or ART 025 or ART 026 or ART 040 or ART 042 or ART 046A or ART 046B or ART 055A or ART 055B or ART 060 or ART 061 or ART 071 or ART 072 or ART 074 or ART 078 or ART 079A or ART 079B or ART 084A or ART 084B or ART 089 or ART 095 or ART 095B or PHOTO 022 or PHOTO 062 or PHOTO 076 or PHOTO 077 or PHOTO 079; all with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None 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>ART-076B</td>
<td>Professional Practices and Portfolio Development 2</td>
<td>3</td>
<td>Students refine their artistic vision and goals to produce a professional quality portfolio. Students work individually and in teams to curate and install exhibitions, and create capstone projects in their area of concentration.</td>
</tr>
<tr>
<td>ART-078</td>
<td>Digital Video</td>
<td>3</td>
<td>Students will learn how to shoot, download, edit, and digitize video for use in a variety of media. Topics will include analysis of tools available for digital video production, selecting and/or creating video, audio and graphic elements, digitizing and editing video and audio elements. Copyright and legal issues will be discussed. Field trips may be required.</td>
</tr>
<tr>
<td>ART-079A</td>
<td>Web Design 1</td>
<td>3</td>
<td>Students will study the key concepts of building well-designed and functional web sites. Topics will include analysis of web architecture, an introduction to HTML and CSS (Cascading Style Sheets), creation of web appropriate graphics, designing for different devices, and web accessibility issues.</td>
</tr>
<tr>
<td>ART-079B</td>
<td>Web Design 2</td>
<td>3</td>
<td>Students who have completed Web Design 1 will take their skills to the next level. Students will study topics that will include analysis and reconstruction of web sites, advanced design concepts, integrating media, designing for multiple platforms, and an exploration of the latest technology. Students will be expected to work independently.</td>
</tr>
<tr>
<td>ART-084A</td>
<td>Web Animation 1</td>
<td>3</td>
<td>Students will learn animation skills and techniques to produce a variety of animated presentations for the web using current software and programming languages. Projects will include animated banners, cartoons, web pages, and interactive presentations, and may include basic game construction.</td>
</tr>
<tr>
<td>ART-084B</td>
<td>Web Animation 2</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ART-089</td>
<td>Special Projects in Ceramics</td>
<td>3</td>
<td>Students will improve and develop skills in a specialized area of ceramic art. Field trips will be required.</td>
</tr>
<tr>
<td>ART-091</td>
<td>Survey of Art History: Prehistoric Through Gothic</td>
<td>3</td>
<td>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.</td>
</tr>
</tbody>
</table>
**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 - Watercolor 1**

Units: 3

Students will learn techniques and the use of basic materials of watercolor painting. Course content includes tool and material selection, and standard techniques. Topics covered may include wash, wet into wet, wet on dry, glazing, and the use of masking. Color theory and composition are emphasized to enable students to create a series of finished paintings.

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

Recommended: ART 014 and ART 024

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

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

CSU GE: None District GE: None IGETC: None

**ART-095B - Watercolor 2**

Units: 3

Students expand their technique and knowledge of materials of watercolor painting in this intermediate-level course. Course content includes intermediate techniques and further exploration of tools and materials. Students will use creative problem-solving and experimentation to develop their aesthetic expression.

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

Prerequisite: ART 095 with C or better

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**ART-096 - Survey of Asian Art**

Units: 3

This course provides a select overview of art and architecture from India, Southeast Asia, China, Korea, and Japan from pre-history to modern times. Students will apply critical evaluation and comparative analysis of secular and religious trends to assess and appreciate how historical trends have influenced and shaped the arts in Asia today. A field trip will be required.

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: 0

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

Students will study astronomical processes related to the structure and origin of the solar system, the Milky Way, the lives of stars, galaxies, and the search for extraterrestrial life. The relationship of these processes to each other and to overarching astronomy concepts, such as the evolution of our universe and the laws of physics will be examined. Major focus includes the impact these processes have on civilization and recent research. The scientific method is illustrated as it relates to analyzing astronomy problems. ASTRO 010 taken with ASTRO 010L meets the lab science requirement for graduation/transfer.

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 those properties. They will also explore astronomy in the news including current NASA missions and the search for signs of life's footprints outside of Earth. ASTRO 10L satisfies the CSU lab science requirement if taken in the same semester with ASTRO 010.

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

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/UC Degree Applicable: AA/AS

CSU GE: B3 District GE: BL IGETC: 5C
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL-004A</td>
<td>General Principles and Cell</td>
<td>5</td>
<td>BIOL 004A with C or better</td>
</tr>
<tr>
<td></td>
<td>Biology</td>
<td></td>
<td>This course 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.</td>
</tr>
<tr>
<td>BIOL-004B</td>
<td>Organismal Biology and Biodiversity</td>
<td>5</td>
<td>BIOL 004A with C or better</td>
</tr>
<tr>
<td></td>
<td>Biology</td>
<td></td>
<td>This 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.</td>
</tr>
<tr>
<td>BIOL-020</td>
<td>Human Biology</td>
<td>4</td>
<td>BIOL 004B with C or better</td>
</tr>
<tr>
<td></td>
<td>Biology</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>BIOL-021</td>
<td>General Biology</td>
<td>4</td>
<td>BIOL 004A with C or better</td>
</tr>
<tr>
<td></td>
<td>Biology</td>
<td></td>
<td>This is an introductory course for non-science majors. Students will study the general principles and basic concepts of biology. The course includes the characterization of and classification of living systems, the cell, metabolism, development, health, reproduction, genetics, evolution, ecology and dissection. This course is not a course designed for biology or related pre-professional majors.</td>
</tr>
</tbody>
</table>

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

**Transfer Status:**
- CSU/UC Degree Applicable: AA/AS
  - CSU GE: B2,B3
  - District GE: District GE: B2
  - IGETC: 5B,5CCSU GE: B2,B3
- CSU GE: B2,B3
  - District GE: District GE: B2
  - IGETC: 5B,5CCSU GE: B2,B3
- CSU GE: B2,B3
  - District GE: District GE: B2
  - IGETC: 5B,5CCSU GE: B2,B3

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</tr>
</thead>
<tbody>
<tr>
<td>BIOL-061</td>
<td>Human Heredity</td>
<td>3</td>
<td>BIOL 004A with C or better</td>
</tr>
<tr>
<td></td>
<td>Biology</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>BIOL-063</td>
<td>Ecology</td>
<td>3</td>
<td>BIOL 004B with C or better</td>
</tr>
<tr>
<td></td>
<td>Biology</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>BIOL-064</td>
<td>Marine Biology</td>
<td>4</td>
<td>BIOL 063 with C or better</td>
</tr>
<tr>
<td></td>
<td>Biology</td>
<td></td>
<td>This is a lecture, laboratory, and field course where students will investigate animals, plants, microorganisms, plankton, and human impact on marine ecosystems. In addition, physical factors of the sea, human oceanic history, technology, and uses of the sea will be considered. 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.</td>
</tr>
<tr>
<td>BIOL-066</td>
<td>Botany</td>
<td>3</td>
<td>BIOL 064 with C or better</td>
</tr>
<tr>
<td></td>
<td>Biology</td>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

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

**Transfer Status:**
- CSU/UC Degree Applicable: AA/AS
  - CSU GE: B2,B3
  - District GE: District GE: B2
  - IGETC: 5B,5CCSU GE: B2,B3
- CSU GE: B2,B3
  - District GE: District GE: B2
  - IGETC: 5B,5CCSU GE: B2,B3
- CSU GE: B2,B3
  - District GE: District GE: B2
  - IGETC: 5B,5CCSU GE: B2,B3
BIOL-071 - Human Anatomy Units: 5
Students will study the structure of the human body, identifying its parts and systems, understanding interrelationships between the parts and systems, and making clinical applications. Laboratory activity includes the study of models, dissection of a human cadaver and other selected mammalian organs, and use of the microscope. This course is required for four-year nursing and pre-professional majors such as Occupational Therapy, Physical Therapy, Respiratory Therapy, and Chiropractic.
Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L
Prerequisite: BIOL 021, with C or better
Advisory Level: Read: 3 Write: 3 Math: 3
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B2,B3 District GE: IGETC: SB

BIOL-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, urinary, 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: 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
CSU GE: B2,B3 District GE: IGETC: SB

BIOL-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 015 or CHEM 030A or CHEM 032A or CHEM 065) and ( BIOL 071 or BIOL 072); all with C or better
Advisory Level: Read: 3 Write: 3 Math: 3
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B2,B3 District GE: IGETC: SB

BIOL-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
CSU GE: None District GE: None IGETC: None

BIOL-099 - Biotechnology Boot Camp Seminar Units: 1.5
Biology 099 is an introductory class in biology and biotechnology designed for students attending college for the first time. Students will study how cellular and molecular tools are used in the field of biotechnology. They will also study practical applications for biotechnology and will collect samples and perform experiments in biotechnology. Field trips will be required.
Lecture Hours: 1 Lab Hours: 1.5 Repeatable: Yes Grading: K
Recommended: High School biology and chemistry
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

BROAD-042A - Introduction to Radio Broadcast and Theory Units: 3
Students will be introduced to the theory, fundamentals, and practices of radio broadcast. They will begin to develop performance, interview, and research skills with respect to live broadcasting.
Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

BROAD-042B - Intermediate Theory and Practices of Radio Broadcast Units: 3
Students will increase their knowledge of the fundamentals of broadcasting for radio, including history, government regulations, industry standards, station operations, on-air performance, and technical skills.
Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L
Prerequisite: BROAD 042A with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

BROAD-042C - Advanced Theory and Practices of Radio Broadcast Units: 3
Students will study advanced on-air presentation, station management and operations, multi-platform broadcasting, and American electronic media culture. Students will manage, operate and perform on-air duties for the campus radio station.
Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L
Prerequisite: BROAD 042B with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
**BUS-007A - Business Language Skills**  
**Units: 3**  
Students 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**  
Students determine the content, styles, medium, and audience considerations for business communications. Students will acquire the skills to write successful memorandums, letters, email messages, and reports. The grammar skills acquired in BUS 007A will facilitate successful completion of this course. Prior completion of BUS 007A is highly recommended.  
Lecture Hours: 3  
Lab Hours: 0  
Repeatable: No  
Grading: L  

**Recommended:** BUS 007A and competent use of Microsoft Word and Excel programs  

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

**Transfer Status:** CSU  
Degree Applicable: AA/AS  
CSU GE: None  
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 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**  
Students are introduced to statistics with an emphasis on business applications. Students will learn how to collect, analyze, interpret, and present numerical data for the purpose of making more effective decisions. Students will cover topics including collection and presentation of data, measures of central value and spread, probability, sampling methods, estimation via confidence intervals, hypothesis testing, and regression and correlation. This course requires the use of quantitative skills acquired in intermediate algebra and finite math.  
Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L  

**Prerequisite:** MATH 013 with C or better  

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

**Transfer Status:** CSU/UC  
Degree Applicable: AA/AS  
CSU GE: B4  
District GE: B4  
IGETC: 2A  

**BUS-068 - Small Business Management**  
**Units: 3**  
Students will study the basic elements of starting and managing a small business. Students study management fundamentals including planning, organizing, staffing, directing, and controlling the business. Students learn how to develop a business plan which includes: site location, legal form of business, capital requirements, raising capital, cash flow budget, and marketing and promotional plans.  
Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L  

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

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

**BUS-098 - Directed Study in Business**  
**Units: 0.5 - 9**  
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.  
Lecture Hours: None  
Lab Hours: 1.5 - 27  
Repeatable: 17  
Grading: L  

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

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

**IGETC:** 2A  

**CSU GE:**  None  

**District GE:**  None  

**Transfer Status:** CSU  

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

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

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

**Transfer Status:** IGETC: None  

**CSU GE:**  None  

**District GE:**  None  

**Transfer Status:** CSU  

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

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

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

**Transfer Status:** IGETC: None  

**CSU GE:**  None  

**District GE:**  None
### Business

**BUS-112 - Advertising, Promotion, and Sales**

- Units: 3
- Students are introduced to the fast-changing field of advertising and promotion. Students will study advertising through the integrated marketing communications approach. Topics include the marketing communication (Marcom) process and challenges, advertising decision making and management, and product and service promotion. Students will also study ethical, environmental and regulatory issues in Marcom and examine the role of various kinds of advertising media in product and service promotion.
- Lecture Hours: 3
- Lab Hours: 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-113 - Principles of Management**

- Units: 3
- Students study fundamental theories of management, staffing, planning, organizing, controlling and leading as well as management concepts of motivation and communications. Students will also examine the application of formal organizational structure and study the impact of individual and small group behavior on organizational processes and performance. Case studies are included.
- Lecture Hours: 3
- Lab Hours: None
- Repeatable: No
- Grading: L
- Advisory Level: Read: 3
- Write: 3
- Math: 1
- Transfer Status: CSU
- Degree Applicable: AA/AS
- CSU GE: None
- District GE: None
- IGETC: None

**BUS-120 - Marketing Principles**

- Units: 3
- Students are introduced to the philosophies and practices of marketing. Students will study topics such as the marketing process, ethics, research, and promotion strategies. Additional topics studied include: government regulations, management of product and services, pricing policies and strategies, channels of distribution, and logistics management.
- Lecture Hours: 3
- Lab Hours: 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-124 - International Marketing**

- Units: 3
- Students study the essentials of marketing in the global market emphasizing areas necessary for developing and implementing a successful international marketing operation. Topics include: the dynamic global economy, differences in cultural, legal, political, social and economic systems, product development, pricing strategies, selection of distribution channels, logistics management, promotional strategies, negotiation styles, and personal selling.
- Lecture Hours: 3
- Lab Hours: 0
- Repeatable: No
- Grading: L
- Advisory Level: Read: 3
- Write: 3
- Math: 2
- Transfer Status: CSU
- Degree Applicable: AA/AS
- CSU GE: None
- District GE: None
- IGETC: None

**BUS-126 - Retail Management**

- Units: 3
- Students are introduced to the principles and practices of retail management. Topics covered include: site location, store design, staffing, merchandise strategy, pricing, advertising, and promotion.
- Lecture Hours: 3
- Lab Hours: 0
- Repeatable: No
- Grading: L
- Advisory Level: Read: 3
- Write: 3
- Math: 2
- Transfer Status: CSU
- Degree Applicable: AA/AS
- CSU GE: None
- District GE: None
- IGETC: None

**BUS-135 - Human Relations and Leadership**

- Units: 3
- Students study basic concepts of individual, group, and organizational human behavior in relationship to interpersonal skills affecting productivity, performance, and human relations in the workplace. Students will focus on the interpersonal, informal, and formal communication processes, development of leadership, employer-employee and cross cultural relationships.
- Lecture Hours: 3
- Lab Hours: None
- Repeatable: No
- Grading: L
- Advisory Level: Read: 3
- Write: 3
- Math: 1
- Transfer Status: CSU
- Degree Applicable: AA/AS
- CSU GE: None
- District GE: None
- IGETC: None

**BUS-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

### Chemistry

**CHEM-001A - General Chemistry**

- Units: 5
- This course is the first semester of the one year college level general chemistry sequence. Students will study basic chemical principles: classification of matter, atomic structure and periodicity, chemical nomenclature, types of reactions, stoichiometry, thermochemistry, chemical bonds, physical states of matter and solution chemistry. This course is required for students majors in physical and biological sciences and pre-professional majors, such as pre-medicine and dentistry.
- Lecture Hours: 3
- Lab Hours: 6
- Repeatable: No
- Grading: L
- Prerequisite: CHEM 015 and MATH 013, both 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, 5C
CHEM-001B - General Chemistry Units: 5
Students will study topics including organic chemistry, thermodynamics, chemical kinetics, chemical equilibrium, electrochemistry, coordination compounds, and nuclear chemistry. The laboratory emphasizes qualitative and quantitative analysis of inorganic compounds and introduces electronic instrumentation. This course is a continuation of CHEM 001A, the second semester of a one year college level general chemistry sequence.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L
Prerequisite: CHEM 001A with C or better
Advisory Level:
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1,B3 District GE: B1, B3 IGETC: 5A, 5C

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 kinetics. Students will study topics that include nomenclature, stereochemistry, mechanisms, reactions, and spectroscopic studies of organic compounds. They will use problem-solving techniques in order to elucidate mechanistic, structural, and stereochemical features of reactions and molecules, respectively. In lectures and laboratory students will implement methods that focus on synthesis, isolation, purification, elucidation, and identification of organic structures, instrumental methods, and data interpretation.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L
Prerequisite: CHEM 001B with C or better
Advisory Level:
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1,B3 District GE: B1, B3 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 compounds. Students will use problem-solving techniques in order to elucidate mechanistic and structural and stereochemical features of reactions and molecules, respectively. In lectures and laboratory students will implement methods that focus on synthesis, isolation, purification, elucidation and identification of organic structures, instrumental methods and data interpretation.

Lecture Hours: 3 Lab Hours: 6 Repeatable: No Grading: L
Prerequisite: CHEM 012A with C or better
Advisory Level:
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1,B3 District GE: B1, B3 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 111 with P grade
Recommended: MATH 013 may be taken prior to or concurrent with CHEM 015.
Advisory Level:
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1,B3 District GE: B1, B3 IGETC: 5A, 5C

CHEM-032A - Intro to General, Organic, & Biological Chemistry Units: 4
Students will learn the basic principles of chemistry with emphasis on descriptive rather than theoretical chemistry. Students will study topics including the scientific method, classification and properties of matter; measurement and the metric system, atomic structure; chemical periodicity; states of matter; chemical nomenclature; ionic and covalent bonding; types of chemical reactions; mass relationships; the mole concept; properties of electrolytes; chemical equilibria and energetics; and a brief introduction to nuclear medicine. This course is designed to support students majoring in allied health-related fields. This is a first semester course in introductory chemistry.

Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
Advisory Level:
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1,B3 District GE: B1, B3 IGETC: 5A, 5C

CHEM-032B - Intro to General, Organic & Biological Chemistry Units: 4
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:
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1,B3 District GE: B1, B3 IGETC: None

CHEM-065 - Quantitative Analysis Units: 4
Students are introduced to the theory and practice of traditional gravimetric and volumetric analysis. Students will investigate the tools and techniques of electronanalytical and spectrophotometric analytical methods. This course is highly recommended for students who are majoring in chemistry, biochemistry, biology, and bioengineering, and for those who want to gain practical analytical laboratory techniques.

Lecture Hours: 2 Lab Hours: 6 Repeatable: No Grading: L
Prerequisite: CHEM 001B with C or better
Advisory Level:
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CHEM-098 - Directed Study Units: 0.5 - 9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division Office. Repeatable to a maximum of 9 units across all disciplines.

Lecture Hours: None Lab Hours: 1.81 Repeatable: 17 Grading: O
Advisory Level:
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 Official Standard Chinese for students with no background in the Chinese language. Students will be introduced to the grammatical structure of Chinese sentences, the pronunciation and intonation of spoken Chinese, and the reading and writing of Chinese characters in simplified and/or traditional style. Students will develop listening, speaking, reading, and writing skills in elementary Chinese used in daily life and survival situations. This course corresponds to two years of high school study.

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

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 6A

CHIN-001AL - Foreign Language Lab - Chinese
Units: 0.5

CHIN-001B - Elementary Chinese
Units: 5
This course continues CHIN 001A, an introduction to elementary Official Standard Chinese. Students will develop language skills using more sophisticated language structures such as additional Chinese characters, phrases with idiomatic expressions, the Pinyin Romanization, and the four-tone system in Chinese pronunciation and words. Aspects of Chinese culture such as Chinese characters and writing, shopping, taking public transportation, and celebrating Chinese New Year will be discussed.

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

Prerequisite: CHIN 001A with C or better

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 6A

CHIN-001BL - Foreign Language Lab - Chinese
Units: 0.5

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

Communication Studies

COMS-010 - Interpersonal Communication
Units: 3
Students will study the basic principles of interpersonal communication and their applications. Students will learn to develop better interpersonal effectiveness through communication theory. Topics will include perception, conflict, listening, and non-verbal and computer-mediated communication.

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

Recommended: Prior completion of ENGL 001A is highly recommended

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: A1 District GE: A1 IGETC: 1C

COMS-018 - Introduction to Communication Studies
Units: 3
Students will study the principles of communication theory and the skills necessary to put them into practice in their daily lives. Students will focus on the basic elements: communication competence, foundations of interpersonal communication, foundations of small group communication, and public speaking skills.

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

Recommended: Prior completion of ENGL 001A is highly recommended

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

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

Recommended: Prior completion of ENGL 001A is highly recommended

Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: A1 District GE: A1 IGETC: 1C

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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
Recommended: Prior completion of ENGL 001A is highly recommended
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: D3, D7  District GE: D3, D7, ES  IGETC: 4C, 4G

COMS-040  -  Introduction to Argumentation  Units: 3
Students develop skills in argumentation theory, including methods of research, organization, and delivery of arguments. The primary emphasis is on developing logical and articulate arguments for claims. Critical listening and analytical thinking are developed through the application of argumentation theory to exemplary speeches, cases, debates, and briefs.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Recommended: Prior completion of ENGL 001A is highly recommended
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: A1, A3  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
Recommended: Prior completion of ENGL 001A is highly recommended
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: A1  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

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: No  Grading: L
Prerequisite: Touch keyboarding speed of 25 net words per minute
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: None  Degree Applicable: AS
CSU GE: None  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 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-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 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-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 Microsoft Excel to create Pivot Table and Pivot Chart reports, audit worksheets, analyze and summarize data, create macros, and work with visual basic for applications. Students will also import data from other applications, use database statistics, manage workgroup collaboration, and prepare a workbook for final distribution. 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 a minute and completion of CA 050D is 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-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 is strongly recommended.

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

Transfer Status: None  Degree Applicable: AS

CSU GE: None  District GE: None  IGETC: None
Computer Applications

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

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-080D - Microsoft Outlook

Units: 1

Students will communicate with the most current version of Microsoft Outlook (e-mail), use calendars, schedule appointments, and create and manage contacts, tasks, and notes. The course content reflects current academic and industry trends leading to Microsoft Office Specialist (MOS) certification.

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

Recommended: Basic touch keyboarding skill of 25 net words a minute

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

CA-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-138 - Work Experience

Units: 1 - 8

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

Lecture Hours: None  Lab Hours: 1.81  Repeatable: 15  Grading: O

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

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

CA-302 - Getting Started with Microsoft Windows

Units: 0.5

Students will study fundamental Microsoft Windows computer skills in this open entry/open exit lab. Course topics include usage of the mouse, opening and closing programs, and saving information in electronic format in folders.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K

Open Curriculum: No prerequisite, corequisite or levels

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

CA-303 - Getting Started with Microsoft Word

Units: 0.5

Students will study fundamental Microsoft word processing skills in this open entry/open exit lab. Course topics include creating, saving, revising, formatting, and adding graphics to a document.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K

Open Curriculum: No prerequisite, corequisite or levels

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

CA-304 - Getting Started with Microsoft Excel

Units: 0.5

Students will study fundamental Microsoft Excel skills in this open entry/open exit lab. Course topics include how to use spreadsheets to display information, calculate formulas, and replicate formulas.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K

Open Curriculum: No prerequisite, corequisite or levels

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

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Students acquire skills installing, planning, implementing, configuring and maintaining the Windows Server 2008 operating system. Students are introduced to Active Directory and account management, printing, managing data storage, network services, deploying Internet Information Server (IIS) services and Certificate Authority, remote access services, server and network monitoring. The course also includes information on virtualization, application services, data provisioning, backup and data recovery, and managing system reliability and availability.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L
Prerequisite: CIS 017A with C or better
Advisory Level: Read: 3 Write: 3 Math: 4
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CIS-017C - Microsoft Windows Server

Active Directory

Students learn various aspects of planning, implementing, configuring, and maintaining Microsoft Windows Active Directory infrastructure. Students will acquire skills of Active Directory design and security concepts, account management, and group policy configuration. Students will also learn new features of Windows Active Directory such as Active directory federation services, Active directory certificate services, read only domain controllers, and Hyper-V.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L
Prerequisite: CIS 017B with C or better
Advisory Level: Read: 3 Write: 3 Math: 4
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CIS-017D - Microsoft Windows Server

Network Infrastructure

Students acquire in-depth knowledge of Windows Server, TCP/IP networking, Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP), Active Directory Domain services, file services, printers and print services, network policy and access service, security, and managing the Windows server network infrastructure.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L
Prerequisite: CIS 017B with C or better
Advisory Level: Read: 3 Write: 3 Math: 4
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CIS-017E - Microsoft Exchange Server

Students acquire skills needed to install, upgrade, and maintain Microsoft Exchange Servers. Topics include configuration of mailbox servers and mailbox server components, and management of message transport, recipient objects, and Exchange server security.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L
Prerequisite: CIS 017C with C or better
Advisory Level: Read: 3 Write: 3 Math: 4
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None
## SJCC Course Catalog
### Computer Information Systems

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C00-018A</td>
<td>CCNA R&amp;S: Introduction to Networks</td>
<td>3</td>
<td>Students are introduced to the fundamentals of networking concepts and technologies. Students acquire the skills necessary to plan and implement small networks across a range of applications. Topics include the OSI model and industry standards, network topologies, IP addressing, subnet masks, networking components, and basic network design.</td>
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<tr>
<td></td>
<td>Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C00-018B</td>
<td>CCNA R&amp;S: Routing and Switching Essentials</td>
<td>3</td>
<td>Students acquire knowledge of how a router learns about remote networks and determines the best path to those networks. Students study topics including static routing and dynamic routing protocols. Students acquire the skills necessary to plan and implement small networks using Cisco IP routers and basic switches.</td>
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<tr>
<td></td>
<td>Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: C00-018A with C or better</td>
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</tr>
<tr>
<td>C00-018C</td>
<td>CCNA R&amp;S: Scaling Networks</td>
<td>3</td>
<td>Students acquire knowledge of how Cisco switches are interconnected and configured to provide network access to LAN users. Students also learn how to integrate wireless devices into a LAN. Students acquire the skills necessary to plan and implement small networks using IP routers, basic switches, and wireless access points.</td>
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<tr>
<td></td>
<td>Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L</td>
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<td></td>
<td>Prerequisite: C00-018B with C or better</td>
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<tr>
<td>C00-018D</td>
<td>CCNA R&amp;S: Connecting Networks</td>
<td>3</td>
<td>Students acquire knowledge of WAN technology used to provide network access to resources across large geographical locations. Students study topics including network security and dynamic IP addressing services that are necessary to implement small networks for a range of applications. Students acquire the skills necessary for implementing WAN using Cisco networks.</td>
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<tr>
<td></td>
<td>Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L</td>
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<tr>
<td></td>
<td>Prerequisite: C00-018C with C or better</td>
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<tr>
<td>C020</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.</td>
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<td></td>
<td>Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L</td>
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<tr>
<td></td>
<td>Advisory Level: Read: 3 Write: 3 Math: None Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None</td>
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<tr>
<td>C020A</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.</td>
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<tr>
<td></td>
<td>Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L</td>
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<tr>
<td></td>
<td>Recommended: C00-020: XML Fundamentals or equivalent strongly recommended.</td>
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<tr>
<td>C022</td>
<td>Database Technology</td>
<td>3</td>
<td>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.</td>
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<tr>
<td></td>
<td>Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L</td>
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<td></td>
<td>Advisory Level: Read: 3 Write: 3 Math: None Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None</td>
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<tr>
<td>C023</td>
<td>JavaScript Programming</td>
<td>3</td>
<td>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.</td>
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<td></td>
<td>Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L</td>
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<td>Advisory Level: Read: 3 Write: 3 Math: None Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None</td>
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<td>Course Code</td>
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<td>Description</td>
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<tr>
<td>CIS-023A</td>
<td>Advanced JavaScript - Web 2.0</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>CIS-024A</td>
<td>Perl Programming</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>CIS-024B</td>
<td>PHP Programming</td>
<td>3</td>
<td>PHP is the leading Web-server, Web-Site Dynamic Language used in the industry. More Web sites use PHP than any other scripting language. Knowledge of PHP will prepare students to use this leading Web technology to develop, create, and maintain industry-standard websites.</td>
</tr>
<tr>
<td>CIS-024C</td>
<td>Python Programming</td>
<td>3</td>
<td>Students will study how to use Python, a programming language, to create stand-alone and web-based applications. Students will acquire skills necessary for open source web development.</td>
</tr>
<tr>
<td>CIS-036</td>
<td>Web 2.0 Programming</td>
<td>3</td>
<td>Web 2.0 Programming is about using different mature technologies in innovative ways. Students will study how to use and integrate the technologies that form the foundation of Web 2.0 (such as HTML, CSS, HTTP, JavaScript, XML, Server-Side Programming, etc.) to produce rich Web applications.</td>
</tr>
<tr>
<td>CIS-037</td>
<td>SQL Fundamentals</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>CIS-038</td>
<td>Programming the Mobile Web</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>CIS-041</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
<td>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.</td>
</tr>
</tbody>
</table>
CIS-047 - Apache, PHP, MySQL Units: 3
Students will study how to build and maintain industry-class websites. Students will study the basics of open-source web-server (Apache). Students will gain knowledge to use and implement the most widely used open-source server-side scripting language (PHP) along with the most popular open-source relational database (MySQL).
Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CIS-054 - C/C++ Programming Units: 3
Students will study C, a general-purpose programming language, which features brevity of expression, modern control flow and data structures, and a rich set of operators. Students will also study C++, an object oriented programming language that is built using the C language as a base. Students will learn the importance of portability and efficiency through a variety of programming assignments. This course includes application programs and/or systems software.
Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L
Recommended: CIS 041
Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CIS-055 - Data Structures Units: 3
Students learn a language-independent treatment of topics including computer organization, data formats, recursion, and abstract data types. Data structures covered include abstract data types, arrays, pointers, link lists, stacks, queues, trees, heaps, hash tables, and graphs. Applications of recursion are discussed in detail. Techniques for sorting and searching, as well as measuring algorithm performance and data structure efficiency using Big-O notation, are presented.
Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L
Prerequisite: CIS 054 or CIS 084, both with C or better
Advisory Level: Read: 3 Write: 3 Math: 5
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CIS-059 - Object Oriented Design and Programming Units: 3
Students learn the fundamentals and techniques of Object Oriented Programming (OOP). Topics covered include the elements of OOP, classes and objects, inheritance, polymorphism, overloading, overriding, member functions, member access, virtual functions, constructors, derived classes, dynamic objects, and exception handling. Modern programming and debugging techniques will be stressed throughout the course. Design Patterns and UML will also be introduced.
Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L
Prerequisite: CIS 054 or CIS 084, both with C or better
Advisory Level: Read: 3 Write: 3 Math: 4
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CIS-060 - Systems Analysis and Design Units: 3
Students apply the concepts of the systems analysis development cycle which includes problem definition, data collection, and analysis, analysis of system alternatives, determination of feasibility, development of the system proposal, pilot or prototype systems development, systems design, program development, systems implementation, systems review, and evaluation.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Recommended: CIS 041 or CIT 010
Advisory Level: Read: 3 Write: 3 Math: 3
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

CIS-062A - Introduction to PC Hardware and Diagnostics Units: 2
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 Write: 3 Math: 2
Transfer Status: None Degree Applicable: AS
CSU GE: None District GE: None IGETC: None

CIS-062B - A+ Core PC Hardware Technology Units: 2
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 Units: 2
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

Students acquire skills needed to install and upgrade Microsoft SQL database. Topics include database storage configuration, database backup and restore, data security, disaster recovery, data replication, high availability, and troubleshooting. Students study guidelines for effective data management and administration of SQL server environment.

Lecture Hours: 2.5 Lab Hours: 1.5 Repeatable: No Grading: L
Prerequisite: CIS 017B with C or better

Advisory Level:
Read: 3 Write: 3 Math: 4

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

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 Degree Applicable: AA/AS
CSU GE: None District GE: None 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

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

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

Construction Technology

CNSTR-098 - Directed Study in Construction

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
### Construction Technology

#### 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.

<table>
<thead>
<tr>
<th>Lecture Hours: 1</th>
<th>Lab Hours: 0</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
</tr>
</thead>
</table>

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

**Transfer Status:**
- CSU GE: None
- District GE: None
- 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. Students also learn how to choose the best tool for the job at hand and to use that tool efficiently and safely. This entry-level course to the construction industry is a prerequisite for several of the other Construction Technology courses.

<table>
<thead>
<tr>
<th>Lecture Hours: 3</th>
<th>Lab Hours: 3</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
</tr>
</thead>
</table>

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

**Transfer Status:**
- CSU GE: None
- District GE: None
- 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.

<table>
<thead>
<tr>
<th>Lecture Hours: 3</th>
<th>Lab Hours: 3</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
</tr>
</thead>
</table>

**Prerequisite:** CNSTR 101A with C or better

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

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

**Transfer Status:**
- CSU GE: None
- District GE: None
- 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 fixture installation and repair.

<table>
<thead>
<tr>
<th>Lecture Hours: 2</th>
<th>Lab Hours: 3</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
</tr>
</thead>
</table>

**Credit by Exam:** Yes

**Prerequisite:** CNSTR 101A with C or better

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

**Transfer Status:**
- CSU GE: None
- District GE: None
- 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.

<table>
<thead>
<tr>
<th>Lecture Hours: 3</th>
<th>Lab Hours: 3</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
</tr>
</thead>
</table>

**Recommended:** General math skills are needed for calculations.

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

**Transfer Status:**
- CSU GE: None
- District GE: None
- IGETC: None

#### CNSTR-103 - Roof Framing Systems

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.

<table>
<thead>
<tr>
<th>Lecture Hours: 3</th>
<th>Lab Hours: 3</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
</tr>
</thead>
</table>

**Prerequisite:** CNSTR 101A with C or better

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

**Transfer Status:**
- CSU GE: None
- District GE: None
- IGETC: None

#### CNSTR-104 - Interior/Exterior Finish

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.

<table>
<thead>
<tr>
<th>Lecture Hours: 3</th>
<th>Lab Hours: 3</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
</tr>
</thead>
</table>

**Credit by Exam:** Yes

**Prerequisite:** CNSTR 101A with C or better

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

**Transfer Status:**
- CSU GE: None
- District GE: None
- IGETC: None

#### CNSTR-105 - Concrete Construction

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.

<table>
<thead>
<tr>
<th>Lecture Hours: 3</th>
<th>Lab Hours: 3</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
</tr>
</thead>
</table>

**Prerequisite:** CNSTR 101A with C or better

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

**Transfer Status:**
- 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 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
### Construction Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNSTR-120</td>
<td>Building Code for the Construction Industry</td>
<td>1</td>
<td>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.</td>
</tr>
<tr>
<td>CNSTR-124</td>
<td>Careers in Construction</td>
<td>2</td>
<td>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.</td>
</tr>
<tr>
<td>CNSTR-125</td>
<td>Green Construction</td>
<td>3</td>
<td>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 earthenite. Field trips are required.</td>
</tr>
<tr>
<td>CNSTR-128</td>
<td>National Electrical Code &amp; Calculations</td>
<td>4</td>
<td>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 &amp; residential service sizing.</td>
</tr>
<tr>
<td>CNSTR-130</td>
<td>House Building Practicum</td>
<td>4.5</td>
<td>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.</td>
</tr>
<tr>
<td>CNSTR-133</td>
<td>LEED Green Associate Exam Preparation</td>
<td>3</td>
<td>Students will prepare for the United States Green Building Council (USGBC) Green Associate exam, which must be taken prior to sitting for the Leadership in Energy and Environmental Design (LEED)® AP BD+C exam. Students will gain knowledge about the USGBC, current LEED® BD+C commercial construction rating system credit intents and requirements for building certification. Students will also learn how to implement the process and coordinate a project team. This course will satisfy educational requirement eligibility for the Green Associate exam. San Jose City College does not administer the USGBC exam.</td>
</tr>
<tr>
<td>CNSTR-134</td>
<td>LEED AP BD+C Exam Preparation</td>
<td>3</td>
<td>Students will prepare for the Leadership in Energy and Environmental Design (LEED)® BD+C Building Design and Construction exam. Students will gain knowledge of the BD+C LEED® rating system credit intents, requirements, certification. Students will learn how to implement the process, coordinate a project team, and verify technical analyses. Students are responsible to meet the LEED Project requirement. San Jose City College does not administer the USGBC exam.</td>
</tr>
<tr>
<td>CNSTR-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>
</tr>
</tbody>
</table>
Cosmetology

COS-010A - Cosmetology Freshman Theory Units: 5

Cosmetology 010A is the first course in sequence required of majors in Cosmetology. This class gives a general introduction to Cosmetology, including chemical compounds commonly found in soaps, shampoos, bleaches, hair colors, permanent waving, chemical straightening, and disinfectants. Bacteriology and sanitation processes are stressed as well as the political, social and economic aspects of the role of Cosmetology in today's society. All students are required to keep an information notebook and create projects demonstrating deductive reasoning and critical thinking. This course, with its corequisite, COS 105A, meets the District lab science requirement.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L
Corequisite: COS 105A

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

COS-010B - Cosmetology Senior Theory Units: 5

Cosmetology 10B is a continuation of the course in the sequence required of majors in Cosmetology. This class gives more in-depth information of Cosmetology including chemistry, electricity, light therapy, anatomy, physiology, State rules and regulations, business management and people skills. Laboratory assignments are performed with an emphasis on safety and critical thinking. Students are required to keep a note-book and to write reports which include deductive reasoning and critical thinking. This course, with its corequisite, COS 105B, meets the District lab science requirement.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L
Prerequisite: COS 010A with C or better
Corequisite: COS 105B

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

COS-098 - Directed Study in Cosmetology Units: 0.5 - 9

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

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: No Grading: L
Prerequisite: COS 010A and COS 105A both with C or better

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

COS-105A - Cosmetology Freshman Laboratory Units: 16

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: No Grading: L
Corequisite: COS 010A

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

COS-105B - Cosmetology Senior Laboratory Units: 16

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: No 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
CSU GE: None District GE: BL IGETC: None

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
CSU GE: None District GE: None IGETC: None
Cosmetology

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
CSU GE: None  District GE: None  IGETC: None

COS-130A - Esthetics I  Units: 11
Students will acquire the skills required to perform professional services as an Esthetician. Students are provided with basic knowledge of the theory and practice pertaining to esthetics and skin care. Theory and practical training includes professional image and ethics, sanitation, disinfection, and safety. Standard massage, client consultation, skin analysis, and makeup color theory. Students begin to prepare for the State board examination to obtain the Esthetician license. Students are required to attend a field trip. Esthetics I is the first course in a sequence of two in which students are required to complete 300 hours of practice on one another.

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

Advisory Level:  Read: 3  Write: 3  Math: 2
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

COS-130B - Esthetics II  Units: 11
Students continue to develop skills required to render professional services on clients in the skin care industry. Theory and practical training includes the application of chemical peels, waxing, essential oils, and electrical apparatus. Students are required to attend a field trip. Esthetics II is designed for continuing students to complete the state board requirement of 600 hours.

Lecture Hours: 6  Lab Hours: 15  Repeatable: No  Grading: L
Prerequisite: COS 130A with C or better

Advisory Level:  Read: 3  Write: 3  Math: 2
Transfer Status: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

COS-130C - Trends in Esthetics  Units: 2
Students are introduced to the newest techniques and trends in the esthetics industry to increase their competitiveness in the job market. Students develop the skills required to perform these professional services in a salon or spa setting. Theory and practical training includes hair removal methods for face and body, advanced facial message techniques, superficial chemical peels, and body scrubs/wraps.

Lecture Hours: 1.5  Lab Hours: 1.5  Repeatable: No  Grading: L
Prerequisite: COS 130A with C or better

Advisory Level:  Read: 3  Write: 3  Math: 2
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

COS-X109 - Senior Laboratory Special Problems  Units: 1 - 13
This course is designed for continuing students who must meet the California Cosmetology State Board requirements of 1600 hours. This is a laboratory class only for those needing to finish hours and credits before applying for the State Board examination. Repeatable to a maximum of 13 units.

Lecture Hours: None  Lab Hours: 3 - 39  Repeatable: No  Grading: L
Prerequisite: COS 010B and COS 105B, both with C or better

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

DANCE

DANCE-002 - Dance Appreciation  Units: 3
Students will explore dance from an aesthetic, historic, and cultural point of view. Students will examine the elements of dance including body, space, time, and dynamic qualities and develop a vocabulary with which to analyze and write critically about dance. Dance will be explored in many of its genres including social dance, jazz dance, ballet, modern, and dance from cultures around the globe from historical and contemporary perspectives. Attendance at a live dance performance may be required.

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

Recommended: A solid command of the English language, particularly strong writing skills

Advisory Level:  Read: None  Write: 4  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C1  District GE: C1  IGETC: 3A

DANCE-009 - Ballet, Fundamentals  Units: 1
Students will be introduced to fundamental aspects of ballet technique. Students will explore principles of alignment, port de bras, positions and articulation of the feet, as well as concepts of musicality and rhythm. The students will gain an appreciation of their unique bodies in relation to ballet at the most basic level. Attendance at a live dance performance may be required. No previous dance experience necessary.

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

Open Curriculum: No prerequisite, corequisite or levels

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

DANCE-010 - Ballet, Beginning  Units: 1
Students will focus on the beginning level of ballet technique while learning traditional French ballet terminology through barre and centre work. Students will explore principles of alignment, port de bras, coordination, and musicality while developing strength, flexibility, control, and performance quality. The student will gain an appreciation of their unique bodies in relation to ballet as a classical art form. Attendance at a live dance performance may be required. It is recommended that students take DANCE 009, Ballet Fundamentals, or have some previous dance experience before taking this course.

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

Recommended: Completion of DANCE 009 or previous dance experience

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-011 - Ballet, Intermediate  Units: 1
This course works to develop the student's artistry and technique of classical ballet at the intermediate level. The student will apply theory and technique with attention to musicality and performance in the execution of intermediate level barre and centre combinations. The class will draw from the beginning level class while increasing the difficulty in coordination, complexity, tempo, stamina, and the use of traditional French ballet vocabulary. Attendance at a live dance performance may be required.
Lecture Hours: None  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: DANCE 010 with C or better, or assessment based on instructor evaluation
Advisory Level:
Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  District GE: E  IGETC: None

DANCE-011B - Ballet, High-Intermediate  Units: 1
This course works to develop the student's artistry and technique of classical ballet at a high-intermediate level. The student will apply theory and technique with attention to musicality and performance in the execution of high-intermediate level barre and centre combinations. The high-intermediate level class will draw from the previous level classes while increasing the difficulty in coordination, complexity, tempo, stamina, and the use of traditional French ballet vocabulary. Attendance at a live dance performance may be required.
Lecture Hours: 0  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: DANCE 011 with C or better, or assessment based on instructor evaluation
Advisory Level:
Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  District GE: E  IGETC: None

DANCE-011C - Ballet, Advanced  Units: 1
This course works to develop the student's artistry and technique in classical ballet at the advanced level. The student will apply theory and technique with attention to musicality and performance in the execution of advanced level barre and centre combinations. The advanced level class will draw from the previous level classes while increasing the difficulty in coordination, complexity, tempo, stamina, and the use of traditional French ballet vocabulary. Attendance at a live dance performance may be required.
Lecture Hours: 0  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: DANCE 011B with C or better, or assessment based on instructor evaluation
Advisory Level:
Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  District GE: E  IGETC: None

DANCE-013A - Dancers' Workshop - Student, Large Group  Units: 0.5 - 1
Students will be involved in the dance rehearsal process which culminates in a public performance. Students participate as dancers, rehearsing and performing newly created, original student choreography. Dancers in this course will be required to perform in a large group using six or more dancers.
Lecture Hours: 0  Lab Hours: 2 - 3  Repeatable: No  Grading: L
Recommended: Completion of one or more courses in beginning ballet, jazz, hip-hop, tap, modern dance, or ballroom.
Advisory Level:
Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

DANCE-013B - Dancers' Workshop - Student, Small Group  Units: 0.5 - 1
Students will be involved in the dance rehearsal process which culminates in a public performance. Students participate as dancers, rehearsing and performing newly created, original student choreography. Dancers in this course will be required to perform in a small group using three to five or more dancers.
Lecture Hours: 0  Lab Hours: 2 - 3  Repeatable: No  Grading: L
Recommended: Completion of one or more courses in beginning ballet, jazz, hip-hop, tap, modern dance, or ballroom.
Advisory Level:
Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

DANCE-013C - Dancers' Workshop - Student, Solo/Duet  Units: 0.5 - 1
Students will be involved in the dance rehearsal process which culminates in a public performance. Students participate as dancers, rehearsing and performing newly created, original student choreography. Dancers in this course will be required to perform a solo or a duet.
Lecture Hours: 0  Lab Hours: 2 - 3  Repeatable: No  Grading: L
Advisory Level:
Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

DANCE-014A - Rehearsal and Performance - Modern Dance  Units: 0.5 - 1.5
Students will be involved in the dance rehearsal process which culminates in public performances. Students participate as dancers, rehearsing, and performing newly created or restaged faculty or guest artist choreography in the modern dance genre. This class will require some evening and/or weekend commitments.
Lecture Hours: 0  Lab Hours: 2 - 4.5  Repeatable: 2  Grading: L
Recommended: DANCE 049, DANCE 050, DANCE 051 or DANCE 051B
Advisory Level:
Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

DANCE-014B - Rehearsal and Performance - Jazz Dance  Units: 0.5 - 1.5
Students will be involved in the dance rehearsal process which culminates in public performances. Students participate as dancers, rehearsing, and performing newly created or restaged faculty or guest artist choreography in the jazz dance genre. This class will require some evening and/or weekend commitments.
Lecture Hours: 0  Lab Hours: 2 - 4.5  Repeatable: 2  Grading: L
Recommended: DANCE 019, DANCE 020, DANCE 021, DANCE 021B
Advisory Level:
Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
### Dance

#### DANCE-014C - Rehearsal and Performance - Hip-hop Dance

Students will be involved in the dance rehearsal process which culminates in public performances. Students participate as dancers, rehearsing, and performing newly created or restaged faculty or guest artist choreography in the hip-hop dance genre. This class will require some evening and/or weekend commitments.

**Lecture Hours:** 0  **Lab Hours:** 2 - 4.5  **Repeatable:** 2  **Grading:** L

**Recommended:** DANCE 023A, DANCE 023B or DANCE 023C

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

**Transfer Status:**
- **CSU GE:** None  
- **District GE:** None  
- **IGETC:** None

**Units:** 0.5 - 1.5

#### DANCE-014D - Rehearsal and Performance - Tap Dance

Students will be involved in the dance rehearsal process which culminates in public performances. Students participate as dancers, rehearsing and performing newly created or restaged faculty or guest artist choreography in the tap dance genre. This class will require some evening and/or weekend commitments.

**Lecture Hours:** 0  **Lab Hours:** 2 - 4.5  **Repeatable:** 2  **Grading:** L

**Recommended:** DANCE 040A, DANCE 040B or DANCE 040C

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

**Transfer Status:**
- **CSU GE:** None  
- **District GE:** None  
- **IGETC:** None

**Units:** 0.5 - 1.5

#### DANCE-014E - Rehearsal and Performance - Ballroom Dance

Students will be involved in the dance rehearsal process which culminates in public performances. Students participate as dancers, rehearsing and performing newly created or restaged faculty or guest artist choreography in the ballroom dance genre. This class will require some evening and/or weekend commitments.

**Lecture Hours:** 0  **Lab Hours:** 2 - 4  **Repeatable:** 2  **Grading:** L

**Recommended:** DANCE 064, DANCE 065, DANCE 066 or DANCE 067

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

**Transfer Status:**
- **CSU GE:** None  
- **District GE:** None  
- **IGETC:** None

**Units:** 0.5 - 1.5

#### DANCE-014F - Rehearsal and Performance - Ballet Dance

Students will be involved in the dance rehearsal process which culminates in public performances. Students participate as dancers, rehearsing and performing newly created or restaged faculty or guest artist choreography in the ballet dance genre. This class will require some evening and/or weekend commitments.

**Lecture Hours:** 0  **Lab Hours:** 2 - 4  **Repeatable:** 2  **Grading:** L

**Recommended:** DANCE 010, DANCE 011, DANCE 011B or DANCE 011C

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

**Transfer Status:**
- **CSU GE:** None  
- **District GE:** None  
- **IGETC:** None

**Units:** 0.5 - 1.5

#### DANCE-019 - Jazz Dance, Fundamentals

Students will be introduced to the fundamental skills of jazz dance technique. Students will learn primary positions, isolations, and locomotor movements. Exploration of movement qualities, basic rhythms, and musical phrasing unique to jazz dance, will be a focus of the course. The students will gain an appreciation of their unique bodies in relation to jazz dance as a dynamic art form. Attendance at a live performance may be required.

**Lecture Hours:** None  **Lab Hours:** 3  **Repeatable:** No  **Grading:** O

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

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

**Transfer Status:**
- **CSU GE:** None  
- **District GE:** None  
- **IGETC:** None

**Units:** 1

#### DANCE-020 - Jazz Dance, Beginning

Students will be introduced to beginning skills of jazz dance technique. The student will integrate beginning positions, isolations, and locomotor movements into full body actions and explore movement qualities, polyrhythms, and musical phrasing unique to jazz dance. The students will gain an appreciation of their unique bodies in relation to jazz dance as a dynamic art form. Attendance at a live performance may be required. It is recommended that students take DANCE 019, Jazz Dance Fundamentals, or have some previous dance experience before taking this course.

**Lecture Hours:** None  **Lab Hours:** 3  **Repeatable:** No  **Grading:** O

**Recommended:** DANCE 019, or previous dance experience

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

**Transfer Status:**
- **CSU/UC GE:** None  
- **District GE:** None  
- **IGETC:** None

**Units:** 1

#### DANCE-021 - Jazz Dance, Intermediate

This course works to develop the students' artistry and jazz dance technique at the intermediate level. The student will apply theory and technique with attention to musicality and performance in the execution of intermediate jazz dance combinations. The course will draw from the beginning level class while increasing the difficulty in coordination, complexity, tempo, stamina, artistry, and the use of vocabulary. Attendance at a live performance may be required.

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

**Prerequisite:** DANCE 020 with C or better, or assessment based on instructor evaluation

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

**Transfer Status:**
- **CSU/UC GE:** None  
- **District GE:** E  
- **IGETC:** None

**Units:** 1

#### DANCE-021B - Jazz Dance, High-Intermediate

This course continues to develop the student's artistry and jazz dance technique at the high-intermediate level. The student will apply theory and technique with attention to musicality and performance in the execution of high-intermediate jazz dance combinations. The course will draw from the intermediate level class while increasing the difficulty in coordination, complexity, tempo, stamina, artistry, and the use of vocabulary. Attendance at a live performance may be required.

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

**Prerequisite:** DANCE 021 with C or better, or assessment based on instructor evaluation

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

**Transfer Status:**
- **CSU GE:** None  
- **District GE:** None  
- **IGETC:** None

**Units:** 1

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DANCE-023A - Hip-hop Dance, Fundamentals  Units: 1
Students will be introduced to the fundamental aspects of hip-hop dance technique. Students will learn primary positions, isolations, gestures, traveling and jumping steps, turns and level changes as well as rudimentary rhythm and phrasing unique to hip-hop dance and music. The students will gain an appreciation of their unique bodies in relation to hip-hop as an expressive art form. Attendance at a live dance performance may be required.
Lecture Hours: 0  Lab Hours: 3  Repeatable: No  Grading: O

Recommended: DANCE 023A
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU GE: None  District GE: None  Degree Applicable: NAA  IGETC: None

DANCE-023B - Hip-hop Dance, Beginning  Units: 1
This course works to develop the student's artistry and technique in hip-hop dance at the beginning level. The student will learn positions, isolations, gestures, traveling and jumping steps, turns, and level changes. The student will explore the syncopated rhythm and phrasing unique to hip-hop dance. The students will gain an appreciation of their unique bodies in relation to dance as an expressive art form. It is recommended that students take DANCE 023A, Hip-Hop, Fundamentals, before enrolling in this course. Attendance at a live dance performance may be required.
Lecture Hours: 0  Lab Hours: 3  Repeatable: No  Grading: O

Recommended: DANCE 023A
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU GE: E  District GE: E  Degree Applicable: AA/AS  IGETC: None

DANCE-023C - Hip-hop Dance, Intermediate  Units: 1
This course works to develop the student's artistry and technique in hip-hop dance at the intermediate level. Students continue to gain knowledge of hip-hop history and intermediate level positions, isolations, gestures, traveling and jumping steps, turns and level changes with increasingly more complicated patterns and weight changes. The student will explore the syncopated and polyrhythmic phrasing unique to hip-hop dance. Attendance at a live performance may be required.
Lecture Hours: 0  Lab Hours: 3  Repeatable: No  Grading: L

Prerequisite: DANCE 023B with C or better, or assessment based on instructor evaluation
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU GE: E  District GE: E  Degree Applicable: AA/AS  IGETC: None

DANCE-024 - Dance Production Workshop  Units: 0.5
In this course students gain an overview of the scope and integration of the technical, design, and management aspects necessary to a dance production. The student will participate in the application of one or more of these elements in the process of producing a dance concert for public presentation.
Lecture Hours: None  Lab Hours: 2  Repeatable: No  Grading: O

Open Curriculum: No prerequisite, corequisite or levels
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: CSU GE: None  District GE: None  Degree Applicable: AA/AS  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: No  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/UC  Degree Applicable: AA/AS  IGETC: None

DANCE-034A - Choreography Workshop - Large Group  Units: 0.5
Students will apply concepts of dance choreography and composition to create a large group work of 6 or more dancers for public performance. Choreographers will also craft the look and feel of his/her dance through design elements of costume, lighting, set design, and music.
Lecture Hours: 0  Lab Hours: 2  Repeatable: No  Grading: L
Prerequisite: DANCE 032 with C or better
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS  IGETC: None

DANCE-034B - Choreography Workshop - Small Group  Units: 0.5
Students will apply concepts of dance choreography and composition to create a small group work of 3 to 5 dancers for public performance. Choreographers will also craft the look and feel of his/her dance through design elements of costume, lighting, set design, and music.
Lecture Hours: 0  Lab Hours: 2  Repeatable: No  Grading: L
Prerequisite: DANCE 032 with C or better
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS  IGETC: None

DANCE-034C - Choreography Workshop - Solo/Duet  Units: 0.5
Students will apply concepts of dance choreography and composition to create a solo or duet work for public performance. Choreographers will also craft the look and feel of his/her dance through design elements of costume, lighting, set design, and music.
Lecture Hours: 0  Lab Hours: 2  Repeatable: No  Grading: L
Prerequisite: DANCE 032 with C or better
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS  IGETC: None
### DANCE-040A - Tap Dance, Fundamentals

Students will be introduced to the fundamental techniques of tap dance including steps, rhythms, and elements of improvisation. Students will gain an understanding and appreciation of their own physical coordination and rhythmic sense in relation to tap dance as a traditional and contemporary performing art. Attendance at a live dance performance may be required. No previous dance experience necessary.

**Lecture Hours:** 0  
**Lab Hours:** 2  
**Repeatable:** No  
**Grading:** O

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### DANCE-040B - Tap Dance, Beginning

Students will be introduced to beginning techniques of tap dance including steps, rhythms and elements of improvisation. Students will gain an understanding and appreciation of their own physical coordination and rhythmic sense in relation to tap dance as a traditional and contemporary performing art. Attendance at a live dance performance may be required. It is recommended that students take DANCE 040A, Tap Dance Fundamentals, or have some previous tap dance experience before taking this course.

**Lecture Hours:** 0  
**Lab Hours:** 2  
**Repeatable:** No  
**Grading:** L

**Recommended:** Completion of DANCE 040A, or previous tap dance experience

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

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### DANCE-040C - Tap Dance, Intermediate

This course works to develop the students' tap dance technique at an intermediate level. Students will continue to learn steps, rhythms and elements of improvisation and will work to increase speed and rhythmic clarity. Students will gain an understanding and appreciation of their own physical coordination and rhythmic sense in relation to tap dance as a traditional and contemporary performing art. Attendance at a live dance performance may be required.

**Lecture Hours:** 0  
**Lab Hours:** 2  
**Repeatable:** No  
**Grading:** L

**Prerequisite:** DANCE 040B with C or better, or assessment based on instructor evaluation

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### DANCE-049 - Modern Dance, Fundamentals

Students will be introduced to modern dance technique at the fundamental level. Students will learn basic positions, gestures, traveling and jumping steps, turns, level changes, and spatial orientation. The students will gain an appreciation of their unique bodies in relation to modern dance as an expressive art form. Attendance at a live dance performance may be required.

**Lecture Hours:** None  
**Lab Hours:** 3  
**Repeatable:** No  
**Grading:** O

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### DANCE-050 - Modern Dance, Beginning

This course works to develop the student's artistry and technique of modern dance at the beginning level. The student will learn beginning positions, gestures, traveling and jumping steps, turns and level changes, and spatial orientation. The students will gain an appreciation of their unique bodies in relation to dance as an expressive art form. It is recommended that students take DANCE 049, Modern Dance, Fundamentals, or have some previous dance experience before taking the class. Attendance at a live dance performance may be required.

**Lecture Hours:** None  
**Lab Hours:** 3  
**Repeatable:** No  
**Grading:** O

**Recommended:** DANCE 049, or previous dance experience

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

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### DANCE-051 - Modern Dance, Intermediate

This course works to develop the student's artistry and technique of modern dance at the intermediate level. The students will learn positions, gestures, traveling and jumping steps, turns, level changes and spatial orientation. The student will work towards a deeper level of artistry and expression through musicality and dynamic qualities of movement. The students will gain an understanding and appreciation of their unique bodies in relation to dance as an expressive art form. Attendance at a live dance performance may be required.

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

**Prerequisite:** DANCE 050 with C or better, or assessment based on instructor evaluation

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### DANCE-051B - Modern Dance, High-Intermediate

This course works to develop the student's artistry and technique at the high-intermediate level. The student will apply theory and technique with attention to musicality and performance in execution of high-intermediate positions, gestures, traveling and jumping steps, turns and level changes with increasingly more complicated patterns and weight changes. Attendance at a live performance may be required.

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

**Prerequisite:** DANCE 051 with C or better, or assessment based on instructor evaluation

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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.
Lecture Hours: None  Lab Hours: 2  Repeatable: No  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.
Lecture Hours: None  Lab Hours: 2  Repeatable: No  Grading: L
Prerequisite: DANCE 062 with C or better
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

DANCE-064 - Ballroom Dance  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, Foxtrot, Rumba, Cha-cha, Salsa, and others. During the course students will learn the stylistic origins and modern transformations in social and historical contexts. Additionally, students will be taught proper ballroom dance etiquette.
Lecture Hours: None  Lab Hours: 2  Repeatable: No  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, Foxtrot, Rumba, Cha-cha, Salsa and others. During the course students will learn the stylistic origins and modern transformations in social and historical contexts. Additionally, students will be taught proper ballroom dance etiquette.
Lecture Hours: None  Lab Hours: 2  Repeatable: No  Grading: L
Prerequisite: DANCE 064 with C or better
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

DANCE-066 - Intermediate Ballroom-Latin  Units: 1
Students gain in-depth instruction in the steps, rhythm, and partnering techniques of selected forms of Latin dance. Through improvisation and sequencing, students will explore the dynamics and style of various forms of Latin ballroom dances, such as: Rhumba, Cha-cha, Salsa, Mambo, and Samba. Attendance at a live performance may be required.
Lecture Hours: 0  Lab Hours: 3  Repeatable: No  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 the steps, rhythm, and partnering techniques of selected forms of swing dance. Through improvisation and sequencing, students will explore the dynamics and style of various forms of swing dances, such as: Foxtrot, Lindy, Jitterbug, Charleston, and Jive. Attendance at a live performance may be required.
Lecture Hours: 0  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: DANCE 064 or DANCE 065 both with C or better
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: E  District GE: E  IGETC: None

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

DENT-098 - Directed Study in Dental Assisting  Units: 0.5 - 9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None  Lab Hours: 1.5 - 27  Repeatable: 17  Grading: O
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
DENT-151 - Beginning Dental Assisting 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: None Degree Applicable: AS
CSU GE: None District GE: None 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: None Degree Applicable: AS
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-ray 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, instrumentation, handpieces, dental materials, assisting during restorative dentistry, facebow transfer, and an introduction to alginates 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

Students build on chairside assisting and materials manipulation skills learned in previous courses. Course focuses on the prosthodontic area of dentistry, which includes fixed and removable dental appliances such as dentures, partial dentures, and crowns and bridges. The properties, uses and manipulation of materials, and practicing the chairside assisting skills associated with prosthodontic procedures are emphasized.

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
Corequisite: DENT 154 and DENT 155
Advisory Level:
Read: 3 Write: 3 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
Students study the dental specialties: Orthodontics, Periodontics, 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 the level of competence. Completion of this course fulfills the State Board requirement for certification in coronal polishing. The importance of patient management and the legal/ethical issues are discussed throughout the course.
Lecture Hours: 2 Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: DENT 154 and DENT 155 and DENT 156, all with C or better
Corequisite: DENT 161 and 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-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 perform 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 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-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, elderly, 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
Recommended: 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
### 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  
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  
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  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None  

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**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 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  
Prerequisite: Students must possess a current R.D.A. license and C.P.R. card prior to enrollment  
Advisory Level: Read: 3  
Math: 1  
Transfer Status: None  
Degree Applicable: NAA  
CSU GE: None  
District GE: None  
IGETC: None

**ECE-020 - Observation and Assessment Methods in ECE**  
Units: 3  
Students will learn the appropriate use of formal and informal observation tools, case study portfolios, recording, and rating systems. The use of multiple assessment and observation strategies, in various early childhood settings, will be covered. Emphasis will be on use of assessment strategies that inform and provide for developmentally appropriate curriculum. To ensure accurate observations and assessments, the importance of collaboration between teacher, families, and other professionals will be examined.  
Lecture Hours: 3  
Lab Hours: 0  
Repeatable: No  
Grading: L  
Advisory Level: Read: 3  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None  

**ECE-098 - Directed Studies in Early Childhood Education**  
Units: 0.5 - 9  
Directed Studies is an independent study course that allows students to earn college credit by working on projects that they design and complete. Projects selected should improve vocational skill and/or increase knowledge of the theory and practice of Early Childhood Education. Specific objectives must be written in conjunction with the college instructor, and the student's progress is assessed in terms of meeting the stated objectives. This course is an elective in Early Childhood Education and applies to the AS degree. Repeatable to a maximum of 9 units across all disciplines.  
Lecture Hours: None  
Lab Hours: 1.81  
Repeatable: 17  
Grading: O  
Advisory Level: Read: 2  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None

**ECE-101 - Introduction to Curriculum**  
Units: 3  
Students will explore the major content areas in early childhood curriculum (birth to age 6) and plan, present, and evaluate activities in early childhood classrooms. This course provides developmentally appropriate teaching strategies based on observation and assessments across the curriculum, including 1) academic content areas, 2) play, art, and creativity, and 3) development of social-emotional, communication, and cognitive skills. Students will analyze their teaching experiences and utilize this knowledge to inform and improve skills in working with children.  
Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L  
Corequisite: ECE 102  
Advisory Level: Read: 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  
Math: None  
Transfer Status: CSU  
Degree Applicable: AA/AS  
CSU GE: None  
District GE: None  
IGETC: None
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

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### ECE-108 - Health, Safety, and Nutrition in Child Care

Students will study health, safety, and nutrition procedures and guidelines for child care providers. The course includes topics on germs and illnesses, daily health inspection skills, health practices, nutrition, food safety, chronic illness, and disaster planning. This course is required for a child care certificate and AS degree in Early Childhood Education.

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

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### 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

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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### ECE-110 - Administration and Supervision of Early Childhood Programs II

Students are introduced to the principles and practices of administration and supervision of early childhood education programs. Topics include program goals and philosophies, the roles and responsibilities of program directors, licensing requirements, and other regulations, program organization and planning, budgeting, staffing, working with parents and the community, and professionalism.

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

Recommended: Completion of 12 units in Early Childhood Education including core courses in Child Development, Child Family and Community and Programs/Curriculum.

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

Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
Students will also learn to support children in the development of self-regulation and communication, guidance, and discipline strategies. Students will learn to manage the behavior of children using a variety of approaches and techniques. Special needs will also be introduced.

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.

Students will study the factors that promote successful inclusion of children from birth to 5 years with special needs in typical early childhood classrooms. 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.

Students study how to manage the behavior of children using a variety of approaches and techniques. They 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.

Students will identify the principles and practices of implementing an Anti-Bias Curriculum (ABC) for children. Emphasis will be placed on culturally and linguistically appropriate anti-bias approaches as they impact the work with young children and their families in early education programs. Students will reflect on issues related to social identity, stereotypes, bias, prejudices, and media influence. This course promotes equity and a deeper understanding of how to best support children as they gain a sense of identity and become confident members of our complex and diverse society.

Students learn the developmentally appropriate practices, interactions, and environments for infant/toddler (development), as well as meaningful connections between program, family, and culture. Students will be required to complete off-campus classroom observations.

Students will study the physical, cognitive, social, and self-development of children ages five through twelve years. Students examine behavior characteristics, related techniques to modify conflicts, children with special needs, and community resources for program use and referral. Students also learn how to plan and develop age-appropriate curriculum for extended care programs.

Students are introduced to macroeconomic theory, including the principles of supply and demand, the market and banking systems. They will examine the forces affecting the national economy such as money and credit, income, employment, prices, and monetary and fiscal policies. They will study economic fluctuations including changes in aggregate demand, aggregate supply, employment, inflation, interest rates, and the international value of the dollar to output.
### Economics

**ECON-010B - Introduction to Microeconomic Theory**

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. Microeconomic problems, such as monopoly power of big business and big unions, government regulations and consumer protection, the energy crisis, taxes, and welfare will be covered.

- **Units:** 3
- **Lecture Hours:** 3
- **Lab Hours:** None
- **Grading:** L
- **Repeatable:** No
- **Advisory Level:** Read: 3, Write: 3, Math: None
- **Prerequisite:** MATH 111 with P grade
- **Transfer Status:** CSU GE: D2, District GE: D2, IGETC: 4B

### Emergency Medical Services

**EMS-005 - Emergency Medical Responder**

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.

- **Units:** 1.5
- **Lecture Hours:** 0.5
- **Lab Hours:** 3
- **Grading:** K
- **Repeatable:** No
- **Advisory Level:** Read: 3, Write: 3, Math: None
- **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.
- **Transfer Status:** None

**EMS-006 - EMT-B Refresher**

Students review the current National Registry EMT-B principles and concepts as well as refresh the skills required of an EMT-B. This EMT-B recertification course is approved by California Emergency Medical Service Authority and Santa Clara County Emergency Medical Services. A current California EMT-B certification with a lapse of less than 24 months is required. Additional Continuing Education Units (CEUs) may be required to meet certification requirements when the EMT-B is lapsed more than 6 months.

- **Units:** 0.5
- **Lecture Hours:** 0
- **Lab Hours:** 1.5
- **Grading:** K
- **Repeatable:** 3
- **Advisory Level:** Read: 3, Write: 3, Math: 1
- **Prerequisite:** Current EMT-B California certification with a lapse of no more than 24 months and current American Heart Association Healthcare provider CPR card
- **Transfer Status:** None

**EMS-010 - Emergency Medical Technician - 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 mandatory ride-along and clinical experience.

- **Units:** 6
- **Lecture Hours:** 4
- **Lab Hours:** 6
- **Grading:** L
- **Repeatable:** No
- **Advisory Level:** Read: 3, Write: 3, Math: None
- **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
- **Transfer Status:** None

### Education

**EDUC-010 - Introduction to Education in a Multicultural Society**

Students examine the role and function of the educational system in a multicultural society. The promise and challenges associated with kindergarten through grade twelve education in the United States will be explored. Topics will include teaching as profession and career pathways, historical and philosophical foundations of the educational system, California's content standards and frameworks, and contemporary educational issues. This course requires a minimum of 45 hours of structured fieldwork in a variety of public, elementary and middle school classrooms that reflect California's diverse student population.

- **Units:** 3
- **Lecture Hours:** 2
- **Lab Hours:** 3
- **Grading:** L
- **Repeatable:** No
- **Advisory Level:** Read: 4, Math: 2
- **Transfer Status:** CSU GE: None, District GE: D7, IGETC: None

**EDUC-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.

- **Units:** 1 - 8
- **Lecture Hours:** None
- **Lab Hours:** 1.81
- **Grading:** O
- **Repeatable:** 15
- **Advisory Level:** Read: 3, Write: 3, Math: None
- **Prerequisite:** 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
- **Transfer Status:** None
- **_transferable:** AS
- **IGETC:** None
ENGL-001A - English Composition  
Units: 3  
English 001A is the first transfer level English course designed to equip students with the skills necessary for writing college level compositions. Students learn expository writing, critical reading, and research techniques. Students will also learn to write academic essays including a documented research paper in conventional format using MLA style.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Prerequisite: Continuing students must complete ((ENGL 104 or ENGL 092) and (ENGL 102 or READ 101)) or ESL 091; all with C or better. New students will be placed based on the results of assessment.

Advisory Level:  
Read: None Write: None Math: None  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
CSU GE: A2 District GE: A2 IGETC: 1A

ENGL-001B - English Composition  
Units: 3  
English 001B is a second semester college composition course. Students will study expository and argumentative writing directed toward an analysis of ideas and concepts from a wide variety of literature. Students will read fiction, drama, poetry, and essays critically reading in these genres for the purpose of writing.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Prerequisite: ENGL 001A with C or better

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

ENGL-001C - Critical Thinking/Composition  
Units: 3  
This course presents the techniques of critical reasoning and advanced composition. Students will learn to identify the basic structures of arguments and the ways people use language to fortify or to falsify arguments. Students will analyze and demonstrate these techniques by writing and critiquing essays. This course is specifically designed to meet the IGETC critical thinking requirement.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Prerequisite: ENGL 001A with C or better

Advisory Level:  
Read: None Write: None Math: None  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
CSU GE: A3 District GE: A3 IGETC: 1B

ENGL-010 - Great Works of Literature  
Units: 3  
Students will read works considered influential throughout the world. The analysis of form, style, and rhetoric will lead students to an understanding of what comprises great literature. The course is designed to heighten critical awareness of universal themes in 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-033 - Women in Literature  
Units: 3  
Students will be introduced to literature focusing on images of women as depicted in drama, short stories, poetry, essays and novels. The relationship of self to characters in the literature will also be examined.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L  
Prerequisite: (ENGL 102 or READ 101) and (ENGL 104 or 092) or ESL 091 all with a C or better, or placement based on assessment

Advisory Level:  
Read: None Write: None Math: None  
Transfer Status: CSU/UC Degree Applicable: AA/AS  
CSU GE: C2,D4 District GE: C2,D4, ES IGETC: 3B

ENGL-065 - The Short Story  
Units: 3  
Students will develop the ability to analyze and interpret the short story. Elements of fiction, critical literary approaches, historical context, author-biographical information, and techniques for writing about literature will be covered.

Lecture Hours: 3 Lab Hours: 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-071A - Fundamentals of Creative Writing/Poetry  
Units: 3  
Students will be introduced to the fundamentals of writing poetry, such as the sonnet, blank verse, ballad, haiku, villanelle, and free verse. Students will discuss and analyze poems written by published writers and by their classmates.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L  
Prerequisite: (ENGL 092 or ENGL 104) 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: None District GE: None IGETC: None

ENGL-071B - Fundamentals of Creative Writing/Fiction  
Units: 3  
Students are introduced to the principles and forms of fiction, such as description, mood, tone, theme, character development, narration, short story, novella, and the novel. Students will read and produce works of fiction.

Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L  
Prerequisite: (ENGL 092 or ENGL 104) 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: 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>Transfer Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL-071C</td>
<td>Fundamentals of Creative Writing/Drama</td>
<td>3</td>
<td>Students are introduced to the principles and forms of drama such as conflict, setting, timing, pace, dialogue, scene-building, radio or television plays, one-act, and full-length plays for the theatre. Students will produce a portfolio of drama.</td>
<td>(ENGL 092 or ENGL 104) and (ENGL 102 or READ 101) or ESL 091; all with C or better or placement based on assessment</td>
<td>CSU/UC</td>
</tr>
<tr>
<td>ENGL-073</td>
<td>Introduction to Shakespeare</td>
<td>3</td>
<td>Students will study Shakespeare as a major figure in our literary heritage through the reading of selected plays, sonnets, and poems. The course is designed to heighten awareness of Shakespeare's literary contribution to society and the relationship of the student to his work.</td>
<td>(ENGL 102 or READ 101) and (ENGL 104 or ENGL 092) or ESL 091; all with C or better or placement based on assessment</td>
<td>CSU/UC</td>
</tr>
<tr>
<td>ENGL-079</td>
<td>Memoir Writing</td>
<td>3</td>
<td>Students will study the characteristics and techniques of memoir writing. They will analyze styles employed by authors in diverse autobiographical works. Students will incorporate this knowledge into their own autobiographical exercises.</td>
<td>(ENGL 092 or ENGL 104) and (ENGL 102 or READ 101) or ESL 091; all with C or better or placement based on assessment</td>
<td>CSU/UC</td>
</tr>
<tr>
<td>ENGL-080</td>
<td>Mexican-American Literature</td>
<td>3</td>
<td>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.</td>
<td>(ENGL 104 or ENGL 092) and (ENGL 102 or READ 101) or ESL 091; all with C or better or placement based on assessment</td>
<td>CSU/UC</td>
</tr>
<tr>
<td>ENGL-081</td>
<td>Introduction to African American Literature</td>
<td>3</td>
<td>Students are introduced to African American literature from the late 18th century to the present. The focus of the course is on African American literature as it relates to culture, society, and ideology. Topics such as heritage, racial pride, political struggle for respect, and gender issues will be included. Students will read representative literature including poetry, essays, short stories, drama, and novels from major periods of African American writing that influenced society. The course is designed to heighten awareness of African American literature as a major contribution to American literature.</td>
<td>(ENGL 104 or ENGL 092) and (ENGL 102 or READ 101) or ESL 091; all with C or better or placement based on assessment</td>
<td>CSU/UC</td>
</tr>
<tr>
<td>ENGL-084A</td>
<td>Survey of American Literature I</td>
<td>3</td>
<td>Students will study the progression of American literature from 1865 with emphasis on social and cultural backgrounds. This course includes works of writers of the Colonial, Revolutionary, and Romantic periods.</td>
<td>(ENGL 092 or ENGL 104) and (ENGL 102 or READ 101), all with C or better or placement based on assessment</td>
<td>CSU/UC</td>
</tr>
<tr>
<td>ENGL-084B</td>
<td>Survey of American Literature II</td>
<td>3</td>
<td>Students will study the progression of American literature from 1865 to the present with emphasis on social and cultural backgrounds. This course includes works of writers of the Realist, Naturalist, Modernist, and Contemporary movements.</td>
<td>(ENGL 092 or ENGL 104) and (ENGL 102 or READ 101), all with C or better or placement based on assessment</td>
<td>CSU/UC</td>
</tr>
<tr>
<td>ENGL-086A</td>
<td>Survey of British Literature I</td>
<td>3</td>
<td>Students are introduced to the development of British (Anglophone) literature from its beginnings in the 8th Century AD through the 18th Century. Students will read and discuss examples of epic, lyric, drama, and prose writings of authors writing in English (exclusive of American English).</td>
<td>(ENGL 092 or ENGL 104) and (ENGL 102 or READ 101), all with C or better or placement based on assessment</td>
<td>CSU/UC</td>
</tr>
</tbody>
</table>
ENGL-086B  - Survey of British Literature II  Units: 3
Students are introduced to the development of British (Anglophone) Literature from its beginnings in the 8th Century AD through the 18th Century. Students will read and discuss examples of epic, lyric, drama, and prose writings of authors writing in English (exclusive of American English).
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 302 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: None  Degree Applicable: AS
CSU GE: None  District GE: None  IGETC: None

ENGL-098  - Directed Study  Units: 0.5 - 9
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: None  Lab Hours: 1.81  Repeatable: 17  Grading: O
Prerequisite: ESL 302 or ENGL 322 and (ENGL 330 or 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

ENGL-091L  - ESL Skills Development Lab  Units: 0.5
This laboratory course is required learning assistance for students enrolled in ESL 091. Students will receive individualized instructional support and use educational software that expands students' experience with reading and writing essays at an advanced level and developing a research paper.
Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K
Corequisite: ESL 091
Advisory Level: Read: None  Write: None  Math: None
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

ESL-104  - Academic Listening and Speaking  Units: 3
Students will gain the academic listening and speaking skills at the advanced level of proficiency required to be successful in a 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 ESL 204 is highly recommended.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: K
Prerequisite: ESL 314 or (ESL 312 and 313) all with P grade or placement based on assessment
Recommended: Concurrent enrollment in ESL 204 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  Units: 3
ESL students will study English grammar and syntactic structure at the advanced level of proficiency. Students will explore the use of these structures in varying discourse contexts and for varied rhetorical purposes. Focus will be on expanding awareness and use of grammar and syntactic structures to express meaning accurately in oral and written discourse. Students will refine editing and revision skills.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: K
Prerequisite: ESL 312 with P grade or placement based on assessment
Recommended: Concurrent enrollment in ESL 206 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-203 - ESL Reading Lab  Units: None

This open-entry, open/exit course provides individualized support for ESL students in need of reading improvement. Students will use educational software, audio/visual materials, and online formats that expand and enrich the learning experience beyond the classroom. This lab supports students enrolled in ESL 313 or ESL 323 or ESL 333 or ESL 343.

Lecture Hours: 0  Lab Hours: 1.5  Repeatable: Yes  Grading: N

Corequisite: ESL 313 or ESL 323 or ESL 333 or ESL 343

Advisory Level:  

Transfer Status: None  Degree Applicable: NONC

CSU GE: None  District GE: None  IGETC: None

ESL-204 - ESL Listening/Speaking Lab  Units: None

This open-entry, open/exit course provides individualized support for ESL students in need of listening and speaking improvement. Students will use educational software, audio/visual materials, and online formats that expand and enrich the learning experience beyond the classroom. This lab supports students enrolled in ESL 314 or ESL 324.

Lecture Hours: 0  Lab Hours: 1.5  Repeatable: Yes  Grading: N

Corequisite: ESL 314 or ESL 324

Advisory Level:  

Transfer Status: None  Degree Applicable: NONC

CSU GE: None  District GE: None  IGETC: None

ESL-206 - ESL Grammar Lab  Units: None

This open-entry, open/exit course provides individualized support for ESL students in need of grammar improvement. Students will use educational software and online formats that expand and enrich the learning experience beyond the classroom. This lab supports students enrolled in ESL 106 or ESL 316.

Lecture Hours: 0  Lab Hours: 1.5  Repeatable: Yes  Grading: N

Corequisite: ESL 106 or ESL 316

Advisory Level:  

Transfer Status: None  Degree Applicable: NONC

CSU GE: None  District GE: None  IGETC: None

ESL-207 - ESL Pronunciation Lab  Units: None

This open-entry, open/exit course provides individualized support for ESL students in need of pronunciation improvement. Students will use educational software and online formats that expand and enrich the learning experience beyond the classroom. This lab supports students enrolled in ESL 317 or ESL 327 or ESL 337.

Lecture Hours: 0  Lab Hours: 1.5  Repeatable: Yes  Grading: N

Corequisite: ESL 317 or ESL 327 or ESL 337

Advisory Level:  

Transfer Status: None  Degree Applicable: NONC

CSU GE: None  District GE: None  IGETC: None

ESL-302 - Introduction to College Reading and Writing  Units: 6

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: None  Repeatable: No  Grading: K

Prerequisite: ESL 312 and ESL 313, both with P grade or placement based on assessment

Corequisite: ESL 302L

Advisory Level:  

Transfer Status: None  Degree Applicable: NAA

CSU GE: None  District GE: None  IGETC: None

ESL-302L - ESL Skills Development Lab  Units: 0.5

This laboratory course is required learning assistance for students enrolled in ESL 302. Students will receive individualized instructional support and use educational software that expands students’ experience with reading, grammar, and essay writing at an advanced-low proficiency level.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K

Corequisite: ESL 302

Advisory Level:  

Transfer Status: None  Degree Applicable: NAA

CSU GE: None  District GE: None  IGETC: None

ESL-312 - Introduction to the Essay  Units: 5

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:  

Transfer Status: None  Degree Applicable: NAA

CSU GE: None  District GE: None  IGETC: None

ESL-312L - ESL Skills Development Lab  Units: 0.5

This laboratory course is required learning assistance for students enrolled in ESL 312. Students will receive individualized instructional support and use educational software that demonstrates logical development of a thesis and grammatical and lexical proficiency at an intermediate-high proficiency level.

Lecture Hours: None  Lab Hours: 1.5  Repeatable: No  Grading: K

Corequisite: ESL 312

Advisory Level:  

Transfer Status: None  Degree Applicable: NAA

CSU GE: None  District GE: None  IGETC: None
ESL-313 - Introduction to College Reading Units: 3
Students will acquire reading and vocabulary skills at an intermediate-high level of English proficiency. They will read and respond to introductory college-level texts, develop literal and critical comprehension, and expand vocabulary for academic purposes. Concurrent enrollment in (ESL 312 or ESL 314 or ESL 317) and ESL 203 is strongly recommended.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K
Prerequisite: ESL 322 and ESL 332 and ESL 324, all with P grade, or placement based on assessment
Recommended: Concurrent enrollment in (ESL 312 or ESL 314 or ESL 317) and ESL 203 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 - Intermediate-High Listening and Speaking Skills Units: 3
Students refine listening comprehension and speaking skills in academic, vocational, and social contexts at the intermediate-high level. Students will participate in class activities and use multimedia materials focused on improving aural comprehension, oral communication, and clear pronunciation in a variety of contexts. Concurrent enrollment in (ESL 312 or ESL 313 or ESL 316 or ESL 317) and ESL 204 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 204 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-316 - Grammar for Writers 1 Units: 3
ESL 316 is an intensive grammar course for ESL writers at the intermediate-high level of language proficiency. Students study a wide range of grammatical and syntactical structures in meaningful contexts. Students will acquire skills in the use of grammar structures including verb phrases, noun phrases, modification structures, and various sentence structures, to express meaning appropriately and accurately in oral and written discourse. Concurrent enrollment in (ESL 312 or ESL 313 or ESL 314 or ESL 317) and ESL 206 is strongly recommended.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K
Prerequisite: ESL 322 with P grade or placement based on assessment
Recommended: Concurrent enrollment in (ESL 312 or ESL 313 or ESL 314 or ESL 317) and ESL 206 is strongly recommended
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

ESL-317 - English Pronunciation 3 Units: 3
Students develop native-like speech in American English. They utilize the International Phonetic Alphabet to distinguish the sounds of English and produce natural-sounding speech in connected discourse. They learn different intonation, stress, and pitch patterns to change sentence focus and to signal middle and end of sentences. They use contractions and reductions and assimilate sounds to produce natural speech. Multimedia and online resources supplement the course.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K
Prerequisite: Successful completion of ESL 324 or ESL 327 or placement based on assessment
Recommended: Concurrent enrollment in (ESL 312 or ESL 313 or ESL 314) and ESL 207 is strongly recommended
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

ESL-322 - Paragraph Development Units: 5
ESL 322 is an intermediate writing course for non-native speakers of English. Students write paragraphs and journals on various topics to acquire grammar, writing, and lexical skills. Concurrent enrollment in ESL 322L is required for computer-assisted grammar and writing practice with lab assistance.
Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: K
Prerequisite: ESL 322 with P grade or placement based on assessment.
Corequisite: ESL 322L
Recommended: Concurrent enrollment in ESL (323 or 324 or 327) 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-322L - ESL Skills Development Lab Units: 0.5
This laboratory course is required learning assistance for students enrolled in ESL 322. Students will receive individualized instructional support and use educational software that expands the students' experience with paragraphing and sentence grammar.
Lecture Hours: None Lab Hours: 1.5 Repeatable: No Grading: K
Corequisite: ESL 322
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

ESL-323 - Reading and Vocabulary Development Units: 3
Students acquire reading and vocabulary skills at the intermediate level of proficiency in English. Students will develop reading comprehension and vocabulary development and engage in discussion and writing activities. Concurrent enrollment in (ESL 322 or ESL 324 or ESL 327) and ESL 203 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 203 is strongly recommended
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None
ESL-324 - Listening and Speaking Skills Development
Units: 4

ESL 324 is an intermediate-mid listening/speaking course for non-native speakers of English. Students will learn listening skills such as inferring speaker’s point of view, intent, and tone, recognizing target vocabulary and idioms, identifying events in sequence, and applying note-taking skills. Students will also learn speaking skills at the intermediate-mid level of proficiency by using effective discussion techniques to exchange and verify information, request clarification, interrupt a conversation, express opinions, and prepare for, create, and deliver short oral presentations. Concurrent enrollment in ESL 322 or ESL 323 or ESL 327 and ESL 204 is strongly recommended.

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 204 is strongly recommended.

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

ESL-327 - English Pronunciation 2
Units: 3

ESL-327 is an intermediate-low grammar/writing course for non-native speakers of English. Students will develop speaking and writing skills at the intermediate-low level of proficiency such as restating main idea and supporting ideas, and asking questions and effective discussion techniques to exchange and verify information. Concurrent enrollment in ESL 332 or ESL 337 and ESL 203 is strongly recommended.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K
Prerequisite: Successful completion of ESL 334 or ESL 337 or placement based on assessment
Recommended: Concurrent enrollment in (ESL 322 or ESL 323 or ESL 324) and ESL 207 is strongly recommended.

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

ESL-332 - Basic Writing Skills 2
Units: 4

ESL 332 is an intermediate-low grammar/writing course for non-native speakers of English. Students will learn grammar and writing techniques for composing sentences and short paragraphs. Students also study grammar topics including simple and compound sentences, commonly used verb tenses, modal auxiliaries, gerunds, and infinitives. Concurrent enrollment in ESL 333 or ESL 334 or ESL 337 is strongly recommended. Concurrent enrollment in ESL 332L is required.

Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: K
Prerequisite: ESL 342 or ESL 345 with a P or placement by assessment
Corequisite: ESL 332L
Recommended: Concurrent enrollment in (ESL 333 and/or ESL 334 and/or ESL 337)

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

ESL-332L - ESL Skills Development Lab
Units: 0.5

This laboratory course is required learning assistance for students enrolled in ESL 332. Students will receive individualized instructional support and use educational software that expands the students’ experience with writing narrative and descriptive paragraphs and developing sentence skills.

Lecture Hours: None Lab Hours: 1.5 Repeatable: No Grading: K
Corequisite: ESL 332
Advisory Level: Read: None Write: None Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

ESL-333 - Basic Reading Skills 2
Units: 3

ESL 333 is an intermediate-low reading course for non-native speakers of English. Students expand reading and vocabulary skills by focusing on strategies for the literal and critical comprehension of text. Reading comprehension skills include identifying and analyzing organizational patterns, logical organizers, and author’s purpose. Students also develop speaking and writing skills through interactive activities based on the reading material. Concurrent enrollment in ESL 332 or ESL 334 or ESL 337 and ESL 203 is strongly recommended.

Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: K
Prerequisite: ESL 346 with P grade or placement based on assessment
Recommended: Concurrent enrollment in (ESL 332 and/or ESL 334 and/or ESL 337) and ESL 203 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

ESL 334 is an intermediate-low listening/speaking course for non-native speakers of English. Students will learn listening skills such as distinguishing main idea from details, and speaker’s role, intent, tone, and mood. Students will also learn speaking skills at the intermediate-low level of proficiency such as restating main idea and supporting ideas, and asking questions and effective discussion techniques to exchange and verify information. Concurrent enrollment in ESL 332 or ESL 333 is strongly recommended. Concurrent enrollment in 334L is required.

Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: K
Prerequisite: ESL 344 or ESL 347 with P grade or placement based on assessment
Corequisite: ESL 334L
Recommended: Concurrent enrollment in ESL 332 or ESL 333 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-334L - ESL Skills Development Lab
Units: 0.5

This laboratory course is required learning assistance for students enrolled in ESL 334. Students will receive individualized instructional support and use educational software that expands the students’ listening/speaking skills and cultural awareness.

Lecture Hours: None Lab Hours: 1.5 Repeatable: No Grading: K
Corequisite: ESL 334
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

Students are introduced to articulatory phonetics and basic intonation, stress, and rhythm patterns of English. Students will study the place and manner of the articulation of the sounds of English and spelling patterns for vowel and consonant sounds. Students will also be introduced to rhythm, stress, and intonation patterns in English. Multimedia and online resources supplement the course.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: K
Prerequisite: Placement based on assessment or satisfactory completion of ESL 347

Recommended: Concurrent enrollment in (ESL 332 or ESL 333 or ESL 334) and ESL 207 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

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ESL-342 - Basic Writing Skills 1
Units: 4

ESL 342 is a novice-high grammar and writing course for non-native speakers of English. Students will study the grammar and syntax of written discourse in sentences and short passages. Students will learn how to write, revise, and edit a variety of sentences and short paragraphs. 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

Recommended: Concurrent enrollment in ESL 344 and/or ESL 343 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

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ESL-342L - ESL Skills Development Lab
Units: 0.5

This laboratory course is required learning assistance for students enrolled in ESL 342. Students will receive individualized instructional support and use educational software that expands students' experience with writing and grammar at a novice-high proficiency level.

Lecture Hours: 0  Lab Hours: 1.5  Repeatable: No  Grading: K
Corequisite: ESL 342

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

Transfer Status: None  Degree Applicable: NAA

CSU GE: None  District GE: None  IGETC: None

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ESL-343 - Basic Reading Skills 1
Units: 3

ESL 343 is a novice-high reading course for non-native speakers of English. Students learn comprehension skills such as identifying and distinguishing main ideas and details and finding meaning of new words through context clues. Students also develop post-reading strategies such as paraphrasing important information and brief writing responses to readings. Concurrent enrollment in ESL 342 and ESL 344 is strongly recommended.

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

Recommended: Concurrent enrollment in (ESL 342 and/or ESL 344) and ESL 203 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

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ESL-344 - Basic Listening and Speaking 1
Units: 5

ESL 344 is an novice-high listening/speaking course for non-native speakers of English. Students will learn listening skills such as listening for main idea and details, phonemic differences, intonation and stress patterns, and sound reductions. Students will also learn speaking skills at novice-high level of restatement of important information, use of key words and phrases in questions and statements, description of speakers' opinions and feelings, and pronunciation of phonemic pairs, stress patterns, and sound reductions. Concurrent enrollment in ESL 344L is required for technology-based listening and speaking practice with lab assistance. Concurrent enrollment in ESL 342 or ESL 343 is strongly recommended

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

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Environmental Science

ENVIR-010 - Environmental Science
Units: 4

This interdisciplinary course examines the foundations for a sustainable future and interaction between human civilization and the environment. Students explore the major issues facing our planet: population growth, resource exploitation, pollution, and dwindling biodiversity. They analyze environmental policies and their effectiveness. Field trips are required. The course is designed for non-science majors to meet AA/AS general education laboratory science requirements in either biological or physical science.

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

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

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

CSU GE: B1,B2,B3  District GE: IGETC: 5A,5B,5C

Ethnic Studies

ETH-020 - African American Culture
Units: 3

This course is a survey of the African American experience in the United States. Students will critically examine past, present and evolving social, political, and economic dynamics that create African American culture.

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

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

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

CSU GE: C2, D3, D7  District GE: C2,D3,D7,ES  IGETC: 3B, 4C, 4G, 4J
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<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>
</tr>
<tr>
<td>ETH-027</td>
<td>Introduction to Race &amp; Ethnicity in American History</td>
<td>3</td>
<td>Students will critically explore the phenomena of race and ethnicity in the history of the United States. Examining the socio-political realities of power, students analyze the processes by which racial stratification occur. Particular emphasis is placed on the socio-historical experiences of major, subordinate ethnic groups in America -- African Americans, Mexican Americans, Asian Americans, and Native Americans. Students critically analyze major theoretical approaches to understanding the circumstances that have shaped present race relations in America and various Ethnic Studies paradigms.</td>
</tr>
<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 distribution, single phase motors, electrical efficiency, and power factor correction.</td>
</tr>
<tr>
<td>ETH-031</td>
<td>Contemporary Issues in Mexican American Communities</td>
<td>3</td>
<td>Students study political, economic, and social issues facing Mexican American communities in the United States. Students analyze several issues including: education, health care, immigrant rights, economic development, labor rights, the criminal justice system, and political empowerment.</td>
</tr>
<tr>
<td>ETH-041</td>
<td>Vietnamese American Culture</td>
<td>3</td>
<td>Students will analyze the transition and adaptation of the Vietnamese American community in the context of history, culture, family, religion, education, career, community leadership and internal politics by examining the experiences of Vietnamese Americans who have resettled in the United States since the Vietnam War ended in the mid '70s.</td>
</tr>
</tbody>
</table>

**Facilities Maintenance Technology**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FMT-100</td>
<td>Introduction to Facilities Maintenance</td>
<td>3.5</td>
<td>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.</td>
</tr>
<tr>
<td>FMT-104</td>
<td>Electrical Concepts for Facilities Maintenance Technicians</td>
<td>2.5</td>
<td>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.</td>
</tr>
<tr>
<td>FMT-105</td>
<td>Introduction to Industrial Electronics and Controls</td>
<td>2.5</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Advisory Level:**

- Read: 3
- Write: 3
- Math: None

**Transfer Status:**

- CSU
- UC
- IGETC
- District GE

**IGETC:**

- 3B, 4C
- 4D

**CSU GE:**

- D3, D4, ES
- D3, D4, ES
- D1, D3
- None

**District GE:**

- D3, D4, ES
- D3
- D1, D3
- None
FMT-120 - Low and High Pressure Boilers  Units: 3

The student will learn to identify, maintain, and operate small and large heating systems used in commercial, institutional, and industrial applications. Types of equipment include hot water, low-pressure and high-pressure steam boilers, auxiliary, safety and flame safeguard controls, steam traps, condensate return, and water treatment systems. Safe and efficient operation of boilers and related central plant machinery and equipment will be emphasized.

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

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
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: Student 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

FMT-130 - Management of People in Technical and Building Services Industries  Units: 2

Students will study management of people in the technical and building services industries. There will be emphasis on team-building, worker motivation, and leadership skills. The course highlights conflict management, selection and development of workers, and dealing with technological changes and skills advancement.

Lecture Hours: 2  Lab Hours: 0  Repeatable: No  Grading: L

Advisory Level:  Read: 3  Write: 3  Math: 2
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

FMT-160 - Smart Home Technology and Automation  Units: 2

Students will study smart home technology and automation systems, such as home security systems, environmental control and monitoring systems, and energy monitoring and control. The course highlights selection, planning, safety practices, building codes, permits, do-it-yourself (DIY), and professional installation. The student will also learn about wireless networking, smart phone monitoring, controlled lighting systems, infant, pet and elder care monitoring systems, emergency power back up, and smart appliance monitoring.

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

Advisory Level:  Read: 3  Write: 3  Math: 2
Transfer Status: None  Degree Applicable: NAA
CSU GE: None  District GE: None  IGETC: None

FCS-019 - Nutrition  Units: 3

Students are introduced to basic nutrition principles, including physiological, psychological, and sociological considerations. Students will analyze the human diet in relation to health, lifestyle choices, personal behaviors, and disease prevention. Individual recommended nutrient intake, the body's use of nutrients, and optimum dietary health across the lifespan will be discussed. Students will also examine the influence of culture, food supply, food choices, and nutritional status, as well as socioeconomic conditions, food fads, and diet misinformation.

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

Advisory Level:  Read: 3  Write: 3  Math: None
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 equivalent to CHAD 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: E  IGETC: None

FCS-138 - Work Experience  Units: 1 - 8

Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.

Lecture Hours: None  Lab Hours: 1.81  Repeatable: 15  Grading: O
Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per 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
**French**

**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

**FREN-001AL - Foreign Language Lab - French**  
Units: 0.5  
1A  
The Foreign Language Laboratory supplements classroom instruction for French 001A. The students will use audio and video media as well as computer programs and the Internet to improve fluency, comprehension and written expression in the target language as well as exploration of cultural components related to the target language. This course is a corequisite for FREN 001A.

- Lecture Hours: None  
- Lab Hours: 1.5  
- Repeatable: No  
- Grading: K  
- Corequisite: FREN 001A

**FREN-001B - Elementary French**  
Units: 5  
Students continue to develop skills in listening, reading, speaking and writing. Students acquire vocabulary and grammatical structures and patterns necessary for comprehension of standard spoken and written French.

- Lecture Hours: 5  
- Lab Hours: None  
- Repeatable: No  
- Grading: L  
- Prerequisite: FREN 001A with C or better

**FREN-001BL - Foreign Language Lab - French**  
Units: 0.5  
1B  
The Foreign Language Laboratory supplements classroom instruction for French 001B. The students will use audio and video media as well as computer programs and the Internet to improve fluency, comprehension and written expression in the target language as well as exploration of cultural components related to the target language. This course is a corequisite for FREN 001B.

- Lecture Hours: 0  
- Lab Hours: 1.5  
- Repeatable: No  
- Grading: K  
- Corequisite: FREN 001B

**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

**FREN-002AL - Foreign Language Lab - French**  
Units: 0.5  
2A  
The Foreign Language Laboratory supplements classroom instruction for French 002A. The students will use audio and video media as well as computer programs and the Internet to improve fluency, comprehension and written expression in the target language as well as exploration of cultural components related to the target language. This course is a corequisite for FREN 002A.

- Lecture Hours: 0  
- Lab Hours: 1.5  
- Repeatable: No  
- Grading: K  
- Corequisite: FREN 002A

**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 001B with C or better

**FREN-002BL - Foreign Language Lab - French**  
Units: 0.5  
2B  
The Foreign Language Laboratory supplements classroom instruction for French 002B. The students will use audio and video media as well as computer programs and the Internet to improve fluency, comprehension and written expression in the target language as well as exploration of cultural components related to the target language. This course is a corequisite for FREN 002B.

- Lecture Hours: 0  
- Lab Hours: 1.5  
- Repeatable: No  
- Grading: K  
- Corequisite: FREN 002B
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  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

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

GEOG-010 - Introduction to Physical Geography  Units: 3
Students study the earth’s physical environment with focus on atmosphere, weather, climate, internal and external landform formation, vegetation, human-caused changes, and the interrelationship among these elements. The spatial location of unique landscapes will be explored with maps, globes, mapping exercises, and possibly a field trip.
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

GEOG-012 - World Regional Geography  Units: 3
Students are introduced to the world’s cultural regions and nations as interpreted by geographers, including physical, cultural, and economic features. Spatial and historical influences on population growth, transportation networks, and natural environments are discussed. Identification and importance of the significant features of regions and their relationship to their respective cultures, economies, topography, climate, politics, and environmental issues are examined.
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: D5  IGETC: None
**Geology**

**GEOL-010 - Physical Geology**

Students are introduced to geologic processes related to volcanoes, earthquakes, landslides, erosion, tsunami, and Earth resources. The relationship of these processes to each other and to overarching geologic concepts, such as plate tectonics, the rock cycle and the water cycle will be examined. Major focuses include the impact these processes have on civilization and communicating geologic processes. The scientific method is illustrated as it relates to analyzing geologic problems. GEOL 010 taken with GEOL 010L meets the lab science requirement for graduation/transfer.

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

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

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

CSU GE: B1  District GE: B1  IGETC: 5A

**GEOL-010L - Physical Geology Laboratory**

Students will study minerals, rocks, and sediments and the processes that form them. These and other geologic processes will be related to plate tectonics, the rock cycle and the water cycle. A major focus is on using the scientific method to study these geologic processes and concepts. Projects will include using technology to conduct experiments that model geologic processes, interpreting maps and other images, and studying geologic processes in the field. Fieldtrip(s) will be required. GEOL 010 taken with GEOL 010L meets the lab science requirement for graduation/transfer.

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: 5C

**GEOL-015 - Earth Science**

Students survey the major fields of earth science including geology, astronomy, oceanography and meteorology. Plate tectonics, the lives of stars, earthquakes, tides, and extreme weather will be covered. The relationship of these processes to each other and to overarching earth science concepts, such as the rock cycle, the water cycle, and the evolution of the universe will be examined. Major focuses include the impact these processes have on civilization and communicating geologic processes. The scientific method is illustrated as it relates to analyzing earth science problems.

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: B1  IGETC: None

**GEOL-015L - Earth Science Laboratory**

Students will study the highlights of geology, astronomy, oceanography, and meteorology. Students will perform laboratory experiments and modeling activities covering topics such as plate tectonics, the lives of stars, earthquakes, tides and extreme weather. Students examine the relationship of these processes to each other and to overarching earth science concepts such as the rock and water cycles, ocean currents, weather patterns, and the solar system. A major focus is on using the scientific method to study these processes and concepts.

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

Corequisite: GEOL 015

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

Transfer Status: CSU  Degree Applicable: AA/AS

CSU GE: None  District GE: B1, B3  IGETC: None

**Global Studies**

**GLOBL-001 - Introduction to Global Studies**

This course provides students with an introduction to Global Studies. Students are offered an interdisciplinary view of globalization and global perspectives, and include consideration of social, cultural, religious, political, geographical, and environmental contexts.

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

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

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

CSU GE: D7  District GE: D7  IGETC: 4G

**GLOBL-002 - Global Issues**

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**

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

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

CSU GE: D7  District GE: D7  IGETC: 4G

**GLOBL-006 - America in Global Perspective**

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/UC  Degree Applicable: AA/AS

CSU GE: C2, D7  District GE: IGETC: 4G
**Global Studies**

**GUIDE-007 - Global Citizenship/Civics**

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  
Degree Applicable: AA/AS

CSU GE: D7  
District GE: D7, ES  
IGETC: None

**GUIDE-008 - Directed Study**

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

Lecture Hours: 0  
Lab Hours: 1.81  
Repeatable: 17  
Grading: L

Prerequisite: GLOBL 001 with C or better and project approval by sponsoring faculty, division dean, and Vice President of Academic Affairs

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

Transfer Status: CSU  
Degree Applicable: AA/AS

CSU GE: None  
District GE: None  
IGETC: None

**GUIDE-010 - Transfer Success**

Students study the requirements and processes for transferring to 4-year colleges or universities including college selection, transfer requirements, major and general education preparation, and admission procedures and deadlines. Students will actively participate in planning their transfer goals using college catalogues, publications, and internet resources. Financial resources to pay for college will be covered.

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

**GUIDE-085 - Blueprint for Success**

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**

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: None  
IGETC: None

**GUIDE-096 - Career and Life Planning**

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/UC  
Degree Applicable: AA/AS

CSU GE: E  
District GE: E  
IGETC: None

**GUIDE-097 - Orientation to College**

Students develop skills necessary to access information for college success, including goal setting, the identification of college facilities and resources, the understanding of policies, programs, course offerings, and services. Students will also learn about certificate programs, general education requirements for transfer and graduation, as well as the registration process and basic educational planning.

Lecture Hours: 1  
Lab Hours: None  
Repeatable: No  
Grading: O

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

Transfer Status: None  
Degree Applicable: AS

CSU GE: None  
District GE: None  
IGETC: None

**GUIDE-098 - Directed Study in Guidance**

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: 1.81  
Lab Hours: 0  
Repeatable: 17  
Grading: L

Prerequisite: GLOBL 001 with C or better and project approval by sponsoring faculty, division dean, and Vice President of Academic Affairs

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**

**GLOBL-007 - Global Citizenship/Civics**  
Units: 3

**GLOBL-008 - Directed Study**  
Units: 0.5 - 9

**GLOBL-009 - Global Citizenship/Civics**  
Units: 3

**GUIDE-007 - College Study Techniques**  
Units: 3

**GUIDE-008 - Career and Life Planning**  
Units: 3

**GUIDE-009 - Orientation to College**  
Units: 1

**GUIDE-010 - Directed Study in Guidance**  
Units: 0.5 - 9
GUIDE-100 - Diagnostic Learning Units: 0.5
This course is designed for students whose learning styles have impeded academic performance in traditional classroom settings. Using designated assessment tools students will learn their academic strengths and weaknesses. Students will also be introduced to services and accommodations provided through Disabilities Support Program and Services (DSP&S) for those who have a specific learning disability. Appropriate recommendations and referrals will be made.
Lecture Hours: 0.5 Lab Hours: None 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

GUIDE-102 - Diagnostic Learning - Reading Strategies Units: 1
This is an individualized course designed for students who have difficulty reading due to a weakness in one or more of the learning modalities involved in the reading process. Students will acquire skills in left-to-right visual tracking, decoding, sight vocabulary, reading rate, comprehension, and use of curriculum materials appropriate to their needs.
Lecture Hours: None Lab Hours: 3 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

GUIDE-104 - Diagnostic Learning - Writing Strategies Units: 1
This is an individualized course designed for students with specific learning disabilities that impede the mastery of writing skills. Students will study aspects of writing such as, organization, structure, coherence, punctuation, and grammar. Curriculum materials appropriate to the student's needs will be used in achieving course objectives.
Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: K
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-108 - Diagnostic Learning - Mathematical Strategies Units: 1
This is an individualized course designed for students who have difficulty with one or more of the learning modalities involved in the acquisition of math skills. Students will use curriculum materials and acquire learning strategies appropriate to their needs in achieving skills mastery in arithmetic and algebra.
Lecture Hours: None Lab Hours: 3 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

GUIDE-115 - Computer Assisted Instruction Units: 1
Students with disabilities will learn basic computer skills. Students will use adaptive hardware and software technology depending on their functional limitations and abilities. This is a self-paced introductory course.
Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: K
Open 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 Students with Disabilities Units: 1
This course orients students with disabilities to college. Students will gain information on the Disabilities Support Program & Services (DSP&S), SJCC college facilities, policies, programs, course offerings, and services including special needs, accommodations, technological assistive devices and software, and academic adjustments. Students also will be given an overview of general education requirements, vocational and transfer majors, degrees, registration process and educational planning.
Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: K
Open 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

GUIDE-130 - College Success Units: 3
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/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

GUIDE-150 - Adaptive MS Office and Word Processing Units: 2
Students with various disabilities will receive training on specialized adaptive hardware and software while learning introductory Microsoft (MS) Office and word processing skills. Students will use adaptive hardware and software technology depending on their functional limitations and abilities. This is a self-paced introductory course.
Lecture Hours: 1.5 Lab Hours: 1.5 Repeatable: No Grading: K
Recommended: Knowledge of the keyboard
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None
### Health Education

**HED-011 - Dynamic Health Concepts**  
Units: 3  
Students will explore current issues in health and wellness with emphasis on making lifelong healthy choices. Highlighted topics include global and national issues, mental health, use of tobacco, alcohol and illicit drugs, nutrition, infectious and noninfectious diseases including risk factors and prevention, human sexuality, and environmental health. Primary emphasis is directed to the individual’s total emotional, intellectual, and social health.

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<td>CSU GE: E</td>
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<td>IGETC: None</td>
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**HSCI-008 - Medical Terminology**  
Units: 3  
A medical terminology course including an introduction to body systems and functions. The student will analyze, pronounce, and spell medical terminologies. Students will develop a baseline knowledge of body systems through the further study of pathology, laboratory tests, and diagnostic and treatment procedures.

<table>
<thead>
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<td>Write: 3</td>
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<td>Transfer Status:</td>
<td>CSU</td>
<td>Degree Applicable: AA/AS</td>
<td></td>
</tr>
<tr>
<td>CSU GE: None</td>
<td>District GE: None</td>
<td>IGETC: None</td>
<td></td>
</tr>
</tbody>
</table>

**HSCI-098 - Directed Study in Health Science**  
Units: 0.5 - 9  
Individual or small groups of students who would benefit from independent study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division Office. Repeatable to a maximum of 9 units across all disciplines.

<table>
<thead>
<tr>
<th>Lecture Hours: None</th>
<th>Lab Hours: 1.81</th>
<th>Repeatable: 17</th>
<th>Grading: O</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisory Level:</td>
<td>Read: 3</td>
<td>Write: 3</td>
<td>Math: None</td>
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<td>Transfer Status: CSU</td>
<td>Degree Applicable: AA/AS</td>
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<tr>
<td>CSU GE: None</td>
<td>District GE: None</td>
<td>IGETC: None</td>
<td></td>
</tr>
</tbody>
</table>

**HSCI-138 - Work Experience**  
Units: 1 - 8  
Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, alone, or up to a maximum of 16 units. Internship/job placement is not guaranteed.

<table>
<thead>
<tr>
<th>Lecture Hours: None</th>
<th>Lab Hours: 1.81</th>
<th>Repeatable: 15</th>
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<tbody>
<tr>
<td>Corequisite:</td>
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<td></td>
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</tr>
<tr>
<td>Advisory Level:</td>
<td>Read: 3</td>
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<tr>
<td>Transfer Status: CSU</td>
<td>Degree Applicable: AA/AS</td>
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<tr>
<td>CSU GE: None</td>
<td>District GE: None</td>
<td>IGETC: None</td>
<td></td>
</tr>
</tbody>
</table>

### History

**HIST-001 - Survey of American History**  
Units: 3  
Students are provided a broad approach to the social, constitutional, economic, and political history of the U.S. with emphasis upon key events, issues and their backgrounds. HIST 001, along with POLSC 001, satisfies the District requirements in U.S. History and Constitution, and in state and local government.

<table>
<thead>
<tr>
<th>Lecture Hours: 3</th>
<th>Lab Hours: None</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
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<tr>
<td>Advisory Level:</td>
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<td>Transfer Status:</td>
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<td>CSU GE: D6, US-1</td>
<td>District GE:</td>
<td>IGETC: 4F</td>
<td></td>
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</tbody>
</table>

**HIST-002 - Survey of World History**  
Units: 3  
Students will survey the transformation of civilizations from antiquity to present times. Students 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.

<table>
<thead>
<tr>
<th>Lecture Hours: 3</th>
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<tr>
<td>CSU GE: D6</td>
<td>District GE: D6</td>
<td>IGETC: None</td>
<td></td>
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</tbody>
</table>

**HIST-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.

<table>
<thead>
<tr>
<th>Lecture Hours: 3</th>
<th>Lab Hours: 0</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
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<td>Advisory Level:</td>
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<td>Degree Applicable: AA/AS</td>
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<td>CSU GE: D3, D4, D6</td>
<td>District GE: D3,D4,D6</td>
<td>IGETC: 4C, 4D, 4F</td>
<td></td>
</tr>
</tbody>
</table>

**HIST-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 introduced to the ideas/accomplishments of significant men and women in each period.

<table>
<thead>
<tr>
<th>Lecture Hours: 3</th>
<th>Lab Hours: None</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
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<td>CSU GE: D6</td>
<td>District GE: D6</td>
<td>IGETC: 3B</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------</td>
<td>-------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>HIST-010B</td>
<td>Development of Western Culture</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>HIST-011A</td>
<td>World History to 1500</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>HIST-011B</td>
<td>World History From 1500</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>HIST-017A</td>
<td>History of the United States</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>HIST-017B</td>
<td>History of the United States</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>HIST-021</td>
<td>African American History</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>HIST-024</td>
<td>History and Culture of the American Indian</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>HIST-098</td>
<td>Directed Study in History</td>
<td>0.5 - 9</td>
<td>Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.</td>
</tr>
</tbody>
</table>
**Humanities**

**HUMNT-001 - Introduction to Visual and Performing Arts**

Units: 3

Students will be introduced to the basic conceptual vocabulary used in the perception and descriptive analysis of dance, music, theater, and visual art in this interdisciplinary course. Students will use these concepts to interpret art objects in context and in life situations. Examples presented are chosen for their artistic integrity and cultural diversity. Field trips at live art events are typically required.

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

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

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

CSU GE: C1
District GE: C1
IGETC: 3A

**HUMNT-002 - Introduction to World Literature**

Units: 3

Students are introduced to a variety of literary works from around the world, from the 17th to the 21st century, the present, 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

Prerequisite: ENGL 092 and READ 101 or ESL 091; all with C or better or 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

**HUMNT-003 - Introduction to Women's Studies**

Units: 3

Students will study the experiences and history of women in the United States and around the world. They will examine the effect of gender on issues such as race, class, sexual orientation, and globalization. Students will analyze the social, political, and economic conditions of women both past and present. This is an interdisciplinary course that incorporates perspectives from history, ethnic studies, anthropology/sociology, literature, economics, art, theater, and science.

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

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

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

CSU GE: C2, D4
District GE: C2,D4
IGETC: 3B, 4D

**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
District GE: C2
IGETC: 6A

**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 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, as well as Japanese cultural values.

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

Prerequisite: JAPAN 001B 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

**JAPAN-002B - Intermediate Japanese**

Units: 5

This 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 - Mass Media and Society**

Units: 3

Students will study mass media and its relationship to and impact on society. Students will cover topics including basic theories in mass communication, media history, and analysis of media production. Students will also explore legal, ethical, and social issues related to the media.

Lecture Hours: 3
Lab Hours: 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,4J
JOURN-022 - News Writing and Reporting for the Media

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: 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

JOURN-032A - Newspaper Lab - Introduction to News Reporting

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 - Newspaper Lab - Photojournalism

This course is an introduction to newspaper photojournalism and covers campus news for print and online editions of the college's newspaper. Students use a state-of-the-art publications laboratory with the latest industry software to prepare digital or 35 mm photos for print and online media.

Lecture Hours: 0 Lab Hours: 9 Repeatable: No Grading: L

Recommended: Successful completion of ENGL 092, consumption of commercial news, willingness to commit the time needed to produce the newspaper.

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

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

JOURN-032C - Newspaper Lab - Beginning 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-022 - News Writing and Reporting for the Media

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: 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

JOURN-032D - Newspaper Lab - Production and 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 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 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 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
**Journalism**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOURN-035D</td>
<td>Advanced Editorial Management</td>
<td>1</td>
<td>Students will acquire advanced level skills of managing the production and editorial function of the college print and online newspaper. They will focus on working with newspaper staff to create news and feature coverage of campus and community events and issues. Students will manage workflow, resolve conflicts, develop strategic plans, solve problems, work under pressure, meet deadlines, coach staff, and assume leadership skills. This course is designed for editors of the college print and online newspaper. Lecture Hours: 0.5 Lab Hours: 1.5 Repeatable: No Grading: L</td>
</tr>
<tr>
<td>JOURN-098</td>
<td>Directed Study</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</td>
</tr>
<tr>
<td>JOURN-138</td>
<td>Work Experience</td>
<td>1 - 8</td>
<td>Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed. Lecture Hours: None Lab Hours: 1.81 Repeatable: 15 Grading: O</td>
</tr>
</tbody>
</table>

**Kinesiology, Wellness and Athletics**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>KIN-005</td>
<td>Introduction to Kinesiology</td>
<td>3</td>
<td>Students will be introduced to various subdisciplines related to Kinesiology, the study of human movement. Students will examine the areas of history, sociology, biomechanics, physiology, and psychology, as they relate to the sport and exercise environment. In addition, students will explore three career pathways involving the study of human movement: teaching, research, and professional practice. Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L</td>
</tr>
<tr>
<td>KIN-011</td>
<td>Sport-Specific Training for the Intercollegiate Athlete</td>
<td>1</td>
<td>This course is designed to prepare the intercollegiate student athlete for the competitive season and reduce the risk of injury. The course includes intercollegiate-level sport-specific skills, drills, conditioning, team organization, play, and evaluation and is designed to prepare student athletes both physically and mentally for competition. It may be repeated to meet requirements for California Community College Athletic Association (CCCAA) eligibility. Lecture Hours: 0 Lab Hours: 3 Repeatable: Yes Grading: L</td>
</tr>
<tr>
<td>KIN-055</td>
<td>Intercollegiate Basketball - Men</td>
<td>2</td>
<td>Student athletes will practice and participate in men's intercollegiate basketball competition. They will improve skills in leadership, team play, sportsmanship, and in balancing academics and athletics. Students may also participate in college and community activities. Lecture Hours: 0 Lab Hours: 6 Repeatable: Yes Grading: L</td>
</tr>
<tr>
<td>KINAM-012A</td>
<td>Intercollegiate Basketball - Men</td>
<td>1</td>
<td>Student athletes will practice and participate in men's intercollegiate basketball competition. They will improve skills in leadership, team play, sportsmanship, and in balancing academics and athletics. Students may also participate in college and community activities. Lecture Hours: 0 Lab Hours: 3 Repeatable: Yes Grading: L</td>
</tr>
</tbody>
</table>

**Transfer Status**

- CSU
- CSU/UC
- E District GE: E
- IGETC: None
**KINAM-018 - Intercollegiate Cross-Country - Men**

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: Yes  Grading: L

Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws.

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

Transfer Status: CSU  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

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**KINAM-020 - Intercollegiate Football**

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: Yes  Grading: L

Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws.

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

Transfer Status: CSU  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

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**KINAM-024 - Intercollegiate Golf**

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: Yes  Grading: L

Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws.

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

Transfer Status: CSU  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

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**KINAM-048 - Intercollegiate Track and Field - Men**

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: Yes  Grading: L

Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws

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

Transfer Status: CSU  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

---

**KINAW-012A - Intercollegiate Basketball - Women**

Student athletes will practice and participate in women's intercollegiate basketball competition. They will improve skills in leadership, team play, sportsmanship, and in balancing academics and athletics. Students may also participate in college and community activities.

Lecture Hours: 0  Lab Hours: 6  Repeatable: Yes  Grading: L

Prerequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws

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

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

CSU GE: None  District GE: None  IGETC: None

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**KINAW-012B - Intercollegiate Basketball - Women**

Student athletes will practice and participate in women's intercollegiate basketball competition. They will improve skills in leadership, team play, sportsmanship, and in balancing academics and athletics. Students may also participate in college and community activities.

Lecture Hours: 0  Lab Hours: 3  Repeatable: Yes  Grading: L

Prerequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws

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

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

CSU GE: None  District GE: None  IGETC: None

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**KINAW-018 - Intercollegiate Cross-Country - Women**

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: Yes  Grading: L

Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws

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

Transfer Status: CSU  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

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**KINAW-040 - Intercollegiate Softball**

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: Yes  Grading: L

Corequisite: Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws

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

Transfer Status: CSU  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None
### KINAW-048 - Intercollegiate Track and Field - Women

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:** Yes
- **Grading:** L

**Corequisite:** Medical examination clearance and athletic eligibility per Commission on Athletics Constitution and by-laws.

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

**Transfer Status:** CSU

**Degree Applicable:** AA/AS

**IGETC:** None

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### KINAW-052 - Intercollegiate Volleyball

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:** Yes
- **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

**IGETC:** None

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### KINPE-008 - Archery

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

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

**Transfer Status:** CSU/UC

**Degree Applicable:** AA/AS

**IGETC:** None

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### KINPE-008B - Intermediate Archery

Students continue development of archery techniques, including practice at increased target distances. There will be increased emphasis on the skill development of anchoring, aiming, release, follow through and overall shooting form, and developing a consistent shooting rhythm. Students learn team and individual competition scoring.

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

**Prerequisite:** KINPE-008 with C or better

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

**Transfer Status:** CSU

**Degree Applicable:** AA/AS

**IGETC:** None

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### KINPE-009 - Badminton

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

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

**Transfer Status:** CSU/UC

**Degree Applicable:** AA/AS

**IGETC:** None

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### KINPE-012 - Basketball

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

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

**Transfer Status:** CSU

**Degree Applicable:** AA/AS

**IGETC:** None

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### KINPE-013 - Advanced Football

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

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

**Transfer Status:** CSU/UC

**Degree Applicable:** AA/AS

**IGETC:** None

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### KINPE-019 - Tae Kwon Do

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

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

**Transfer Status:** CSU/UC

**Degree Applicable:** AA/AS

**IGETC:** None
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Repeatable</th>
<th>Grading</th>
<th>Advisory Level</th>
<th>Transfer Status</th>
<th>Degree Applicable</th>
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<tbody>
<tr>
<td>KINPE-023</td>
<td>Cardio Kickboxing</td>
<td>1</td>
<td>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: 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</td>
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<tr>
<td>KINPE-030</td>
<td>Fit for Life</td>
<td>1</td>
<td>Students apply the principles of &quot;Pilates&quot; 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: 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</td>
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<tr>
<td>KINPE-038</td>
<td>Soccer - Recreational</td>
<td>1</td>
<td>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: 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</td>
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<tr>
<td>KINPE-039</td>
<td>Hatha Yoga</td>
<td>1</td>
<td>Students will study the muscular system of the human body and the principles of resistance training. They will use total body sculpting techniques and equipment, such as hand weights, resistance bands, and exercise mats. Lecture Hours: 0 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</td>
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<tr>
<td>KINPE-040</td>
<td>Softball</td>
<td>1</td>
<td>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: 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</td>
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<tr>
<td>KINPE-041</td>
<td>Pilates Mat Workout</td>
<td>1</td>
<td>Students will study the muscular system of the human body and the principles of resistance training. They will use total body sculpting techniques and equipment, such as hand weights, resistance bands, and exercise mats. Lecture Hours: 0 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</td>
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<tr>
<td>KINPE-042</td>
<td>Core, Alignment, and Resistance</td>
<td>1</td>
<td>Exercise on the Ball                                                                                                                                                                                         Lecture Hours: 0 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</td>
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</table>

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.
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
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<tbody>
<tr>
<td>KINPE-048</td>
<td>Track and Field</td>
<td>1</td>
<td>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.</td>
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<tr>
<td>KINPE-052</td>
<td>Volleyball</td>
<td>1</td>
<td>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.</td>
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<tr>
<td>KINPE-053</td>
<td>Walking/Jogging for Health</td>
<td>1</td>
<td>Students are introduced to the benefits of exercise through walking/jogging and to the principles of exercise which will increase cardiovascular conditioning, endurance, and flexibility.</td>
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<tr>
<td>KINPE-055</td>
<td>Aerobics with Music</td>
<td>1</td>
<td>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.</td>
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<th>Course Code</th>
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<tbody>
<tr>
<td>KINPE-056</td>
<td>Weight Training</td>
<td>1</td>
<td>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.</td>
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<tr>
<td>KINPE-059</td>
<td>Yoga For Stress Management</td>
<td>1</td>
<td>Students learn yoga asanas (movements), meditation, and relaxation techniques in order to manage their stress at school, home, work, and in every day interactions with others.</td>
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<td>Lecture Hours: 0 Lab Hours: 3 Repeatable: No Grading: L</td>
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<th>Course Code</th>
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<tbody>
<tr>
<td>LABOR-015</td>
<td>Local Union and Community Leadership</td>
<td>3</td>
<td>Students will study leadership development and interpersonal relationships in union and community groups. Techniques to handle problems in social and group conflict are highlighted. This course is designed for persons employed in occupations covered by an organized labor contract.</td>
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<tr>
<td>LABOR-020</td>
<td>Workers’ Rights</td>
<td>1</td>
<td>Students study the legal rights and obligations of employees, unions, and employers under California and federal labor laws. Emphasis is placed on the employee's right under collective bargaining to organize, picket, and strike. Students also examine the structure and procedures of governmental regulatory agencies charged with the enforcement of employment law.</td>
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<td>Transfer Status: CSU Degree Applicable: AA/AS CSU GE: None District GE: None IGETC: None</td>
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<tr>
<td>LABOR-022</td>
<td>Labor Negotiations and Dispute Resolution</td>
<td>Units: 1</td>
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<tr>
<td>Students will be given an overview of the collective bargaining process in contemporary labor relations. Students study the ways labor and management compete and collaborate in the process of determining wages and conditions of employment. Alternative dispute resolution systems will be examined and evaluated as possible tools for solving workplace problems.</td>
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<td>Lecture Hours: 1</td>
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<thead>
<tr>
<th>LABOR-023</th>
<th>Labor in American Society</th>
<th>Units: 1</th>
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<tbody>
<tr>
<td>Students examine the principles and beliefs of American trade unionism. Topics include how unions have advanced the interests of their members and workers. Students will explore current examples of union innovation and compare them with traditional union practices in America.</td>
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<tr>
<th>LABOR-024</th>
<th>Leadership and Communication</th>
<th>Units: 1</th>
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<tbody>
<tr>
<td>Students will learn interpersonal leadership skills needed for union and community organizations. Students will focus on active listening, confrontation, and problem solving techniques in work and community settings. Students study volunteer motivation, accountability methods, coalition building strategies, and effective management of small group meetings.</td>
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<tr>
<th>LABOR-025</th>
<th>Labor Organizing and Political Action</th>
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<tbody>
<tr>
<td>Students study the techniques utilized in the formation of labor unions in the public and private sectors. Students will also study the ways modern unions function in the political arena.</td>
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<td></td>
</tr>
<tr>
<td>CSU GE: None</td>
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<td>IGETC: None</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>LABOR-031</th>
<th>Survey of Contemporary Labor and Social Issues</th>
<th>Units: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will study topics that focus on the use of the political process, and issues such as education, a living wage, effects of poverty and inequality, and health care for workers and their families. Students will acquire knowledge to engage in more effective social action.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture Hours: 1</td>
<td>Lab Hours: 0</td>
<td>Repeatable: No</td>
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<td>Advisory Level:</td>
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<td>CSU GE: None</td>
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</table>

<table>
<thead>
<tr>
<th>LABOR-033</th>
<th>Solving Worksite Problems</th>
<th>Units: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students study how to address problems in the unionized workplace. Students develop skills to utilize union power through member activism, leadership development, creation of committees, action plans, and effective communications.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture Hours: 1</td>
<td>Lab Hours: None</td>
<td>Repeatable: No</td>
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<tr>
<td>Advisory Level:</td>
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<table>
<thead>
<tr>
<th>LABOR-034</th>
<th>Immigrant Leadership Training</th>
<th>Units: 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will develop the vision, skills, and tools necessary for immigrant leadership. Students acquire leadership skills by assessing current levels of immigrant involvement within the community and by developing strategies to overcome barriers to civic engagement.</td>
<td></td>
<td></td>
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<tr>
<td>Lecture Hours: 3</td>
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<table>
<thead>
<tr>
<th>LABOR-098</th>
<th>Directed Study</th>
<th>Units: 0.5 - 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.</td>
<td></td>
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<tr>
<td>Lecture Hours: None</td>
<td>Lab Hours: 1.81</td>
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<td>Degree Applicable: AA/AS</td>
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<tr>
<td>CSU GE: None</td>
<td>District GE: None</td>
<td>IGETC: None</td>
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</table>
**Labor Studies**

**LASER-138 - Work Experience**

- Units: 1 - 8
- Students 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.
- Prerequisite: 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.
- Prerequisite: LASER 100 with C or better
- Lecture Hours: None Lab Hours: 1.81 Repeatable: 15 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

**LASER-100 - Introduction to Photonics**

- Units: 4
- Students study the principles of photonics and learn the techniques and skills typically performed by an entry-level laser/electro-optics technician. Topics covered include optics and laser principles, laser performance analysis, and good laser (GLP) lab and manufacturing (GMP) practices. LASER 100 is the introductory course leading to certificates and an AS Degree/certificates in Laser Technology.
- Prerequisite: LASER 100 with C or better
- Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
- Advisory Level: Read: 3 Write: 3 Math: 3
- Transfer Status: CSU Degree Applicable: AA/AS
- CSU GE: None District GE: None IGETC: None

**LASER-101 - Laser Optics**

- Units: 4
- Students study ABCD matrix characterization and prototyping, testing and performance optimization of laser components and systems. Course emphasis is on lenses, polarizers, waveplates, optical coatings, laser resonators and Gaussian beams, interferometers, and spectrometers. Laser Optics is the second course leading to certificates and an AS degree in Laser Technology.
- Prerequisite: LASER 100 with C or better
- Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
- Advisory Level: Read: 3 Write: 3 Math: 3
- Transfer Status: CSU Degree Applicable: AA/AS
- CSU GE: None District GE: None IGETC: None

**LASER-102 - Intermediate Laser Technology**

- Units: 4
- Students learn the fundamentals of solid state laser technology and introductory theory of pulsed laser systems. Students also learn nonlinear optics, harmonics generation, and principles for q-switching. Intermediate Laser Technology is one of the required courses leading to certificates and an AS degree in Laser Technology.
- Prerequisite: LASER 100 with C or better
- Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
- Advisory Level: Read: 3 Write: 3 Math: 3
- Transfer Status: CSU Degree Applicable: AA/AS
- CSU GE: None District GE: None IGETC: None

**LASER-103 - Advanced Laser Technology**

- Units: 4
- Students study in-depth theory and treatment of pulsed and solid state lasers. Students will learn to assemble, troubleshoot, repair, and characterize a simple laser for optimal performance and determine laser and laser analyzer tolerances to establish their scopes and limitations. Advanced Laser Technology is one of the required courses leading to certificates and an AS degree in Laser Technology.
- Prerequisite: LASER 102 with C or better
- Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
- Advisory Level: Read: 3 Write: 3 Math: 3
- Transfer Status: CSU Degree Applicable: AA/AS
- CSU GE: None District GE: None IGETC: None

**LASER-104 - Fiber Laser Technology**

- Units: 4
- Students build on knowledge of advanced laser theory to study fiber laser technology. Topics include fiber optics, cw (continuous wave) fiber lasers, Q-switched and Mode-locked fiber lasers, and MOPA’s. Students will acquire skills to assemble, test, and troubleshoot fiber lasers and amplifiers.
- Prerequisite: LASER 103 with C or better
- Lecture Hours: 3 Lab Hours: 3 Repeatable: No Grading: L
- Advisory Level: Read: 3 Write: 3 Math: 3
- Transfer Status: CSU Degree Applicable: AA/AS
- CSU GE: None District GE: None IGETC: None

**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.
- Prerequisite: 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-160 - Introduction to CNC Laser Applications

Students are introduced to the basics of laser machine tools, safety, and applications such as cutting, drilling, ablation, welding, and marking. Students learn to write and run a G-code program to produce a part.

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

Advisory Level: Read: 3 Write: 3 Math: 2
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

LE-161 - Basic Police Academy, Modular, Level II

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-154 - Basic Police Academy

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.

Lecture Hours: 34.2 - 42 Lab Hours: 14.7 - 18 Repeatable: No Grading: L

Prerequisite: POST approved pre-entry English skills and physical abilities assessment exams provided by the academy; Medical clearance by a licensed physician; Criminal History clearance by the Department of Justice and pursuant to Penal Code; valid driver’s license pursuant to government code 1031

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

LE-160 - Basic Police Academy, Modular, Level III

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.

Lecture Hours: 5.37 Lab Hours: 4 Repeatable: No Grading: L

Prerequisite: Completion of POST Level II course Entry Requirements
Medical insurance
Valid California Driver's License
Medical exam clearance by licensed physician
Department of Justice clearance per Penal Code section 13511.5

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

LE-162 - Basic Police Academy, Modular, Level I

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 a licensed physician
Department of Justice clearance per Penal Code section 13511.5

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

LE-163 - Directed Tutoring Experience

Students will gain knowledge about tutoring to provide effective academic assistance to others. Students assess, compare, and contrast tutoring techniques to address different learning styles, study skills, and discipline-specific needs.

Lecture Hours: 1 Lab Hours: None Repeatable: No Grading: L

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

IGETC: None CSU GE: None District GE: None IGETC: None
Liberal Arts

**Learning Skills**

**LS-210 - Supervised Tutoring**

Students will receive tutoring assistance, by student tutors, in basic skills, academic, and vocational subject matter areas necessary to the overall success and retention of students. Students must be referred by an instructor or counselor.

Lecture Hours: None Lab Hours: 3 Repeatable: Yes 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**

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/UC Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**Machine Technology**

**MACH-098 - Directed Study in Machine Technology**

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**

Students study shop mathematics and drawings for the machine trades.

Lecture Hours: 4 Lab Hours: None Repeatable: No Grading: L

Credit by Exam: Yes

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**MACH-101 - Introduction to Machine Technology**

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**

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**

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**

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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACH-123</td>
<td>- CNC Turning Center</td>
<td>4.5</td>
<td>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.</td>
</tr>
<tr>
<td>MACH-126</td>
<td>- Advanced CNC Machining Center</td>
<td>4.5</td>
<td>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.</td>
</tr>
<tr>
<td>MACH-129</td>
<td>- CNC Operator Fundamentals</td>
<td>4.5</td>
<td>Students study concepts to optimize Computer Numerical Control (CNC) programs and operations in both CNC Mills and CNC Lathes. Students study how to increase equipment utilization and avoid equipment downtime. This class is an introduction to different CAD/CAM systems and their application; basic CNC programs are created, loaded into a CNC Control, corrected and saved to a data bank. Students will use a Coordinate Measurement Machine (CMM) to inspect parts and produce inspection reports.</td>
</tr>
<tr>
<td>MACH-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>
</tr>
<tr>
<td>MACH-151A</td>
<td>- Advanced Lathe Practices</td>
<td>4</td>
<td>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.</td>
</tr>
<tr>
<td>MACH-151B</td>
<td>- Advanced Milling Machine Practices</td>
<td>4</td>
<td>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.</td>
</tr>
<tr>
<td>MACH-153A</td>
<td>- Operator/Programmer I</td>
<td>5</td>
<td>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.</td>
</tr>
<tr>
<td>MACH-153B</td>
<td>- Operator/Programmer II</td>
<td>5</td>
<td>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.</td>
</tr>
</tbody>
</table>
MACH-154  -  Introductory CAD/CAM Operations for Machinists and Operators

Students utilize the 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
Credit by Exam: Yes
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
Credit by Exam: Yes
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 'setup machinist'. Students study the types/classes of jigs and fixtures and their application to sample simple parts. Students will demonstrate setting up the workholding on a machine tool, modeling 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-013  -  Intermediate Algebra

This course continues the Algebra sequence and is a prerequisite to transfer level math courses. Students will review the first course in algebra and explore further the real number system, properties of algebraic systems, absolute value in equations and inequalities, complex numbers, properties of rational exponents and logarithms, roots and radicals, functions, inverse functions, and sequences and series.

Lecture Hours: 5  Lab Hours: None  Repeatable: No  Grading: O
Prerequisite: MATH 111 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

MATH-014  -  Geometry

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 022, Mathematics for Elementary Education.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O
Prerequisite: MATH 111 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

MATH-021  -  Precalculus Algebra

Students prepare 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, linear and quadratic functions, polynomial functions of higher degree, rational, exponential, and logarithmic functions, and analytic geometry. Students may not take a combination of MATH 021 and MATH 025.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: MATH 013 with C or better

Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B4  District GE: B4  IGETC: 2A
MATH-022 - Trigonometry Units: 3
This course in numerical and analytical trigonometry is designed to prepare students for the level of trigonometry and advanced algebraic concepts necessary for calculus. Students will study trigonometric functions and equations, basic identities, graphing, inverse trigonometric functions, vectors, polar coordinates, and conic sections. Students may not take a combination of MATH 022 and MATH 025.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L Credit by Exam: Yes
Prerequisite: MATH 013 and MATH 014, both with C or better, or equivalent
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
CSU GE: B4 District GE: B4 IGETC: None

MATH-025 - Precalculus Algebra and Trigonometry Units: 5
This course is an intensive combined course in college algebra and trigonometry designed primarily as preparation for calculus. Students will study basic algebraic concepts, complex numbers, equations and inequalities, graphs of functions, system of equations and inequalities, linear and quadratic functions, polynomial functions of higher degree, rational, exponential, logarithmic, and trigonometric functions, inverse functions, basic identities, vectors, polar coordinates, and analytic geometry.
Lecture Hours: 5 Lab Hours: None Repeatable: No Grading: L Credit by Exam: Yes
Prerequisite: MATH 013 and MATH 014, all with C or better or equivalent
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B4 District GE: B4 IGETC: 2A

MATH-051 - Mathematics for General Education Units: 3
Students will study topics in mathematics including sets, number theory, consumer math, geometry, basic probability, statistics, and modeling. This course is intended for non-science majors. Successful completion of this course will fulfill the general education requirement in Mathematics for the California State University (CSU) system.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L Credit by Exam: Yes
Prerequisite: MATH 013 with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B4 District GE: B4 IGETC: None

MATH-052 - Math for Elementary Education Units: 3
Students will study the structures of the real number system, elementary number theory, and manipulative techniques useful in presenting mathematical concepts to children. Students learn by lecture, problem-solving, and participating in projects. Mathematics 52 or its equivalent is required of prospective elementary school teachers.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: MATH 013 and MATH 014, both with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B4 District GE: B4 IGETC: None

MATH-061 - Finite Mathematics Units: 3
Students will study how to apply algebra skills to solve problems in economics, behavioral sciences, and social science. Course topics include systems of linear equations and inequalities, matrices, linear programming, set theory, counting techniques, probability theory, and mathematics of finance.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: MATH 013 with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B4 District GE: B4 IGETC: 2A

MATH-062 - Calculus for Business and Social Science Units: 3
This course presents single variable calculus and an introduction to multivariable calculus and their applications for business and social science students. Students study functions and graphs, limits, continuity, differentiation and integral calculus of polynomials, rational functions, power functions, exponential functions, logarithmic and natural logarithmic functions, partial differentiation, and applications of these topics in business and social science.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Prerequisite: MATH 021 or MATH 025, with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B4 District GE: B4 IGETC: 2A

MATH-063 - Elementary Statistics Units: 3
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
Prerequisite: MATH 013 with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B4 District GE: B4 IGETC: 2A

MATH-064 - Integrated Statistics I Units: 5
Students are introduced to concepts and methods of statistics with an emphasis on data analysis. Students will study topics including methods for collecting data, graphical and numerical descriptive statistics, correlation, simple linear regression, and basic concepts of probability. MATH 064 is the first semester of a two-semester course sequence in Integrated Statistics. This sequence of courses is designed as an alternate path for non-math/science/engineering majors planning to transfer to a California State University (CSU). It is required that students meet with a counselor before enrolling in this sequences of courses.
Lecture Hours: 5 Lab Hours: 0 Repeatable: No Grading: K
Prerequisite: MATH 311 with P grade, or placement based on assessment
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None
### MATH-065 - Integrated Statistics II

Units: 5

Concepts and methods of statistics with an emphasis on data analysis. Students will study methods for collecting data, graphical and numerical descriptive statistics, correlation, simple linear regression, basic concepts of probability, confidence intervals, hypothesis tests for means and proportions, and chi-square tests. MATH 065 is the second semester of a two-semester course sequence. This sequence of courses is designed as an alternate path for non-math/science/engineering majors planning to transfer to a California State University (CSU).

Lecture Hours: 5  
Lab Hours: 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

### MATH-070 - Discrete Mathematics

Units: 3

This course will prepare students for further study in mathematics, computer science, or other sciences. Students will learn and apply concepts and ideas in logic, Boolean algebra, methods of proofs, induction, sequences, set theory, counting techniques, probability, recursion, relations, graphs, and trees.

Lecture Hours: 3  
Lab Hours: None  
Repeatable: No  
Grading: L  
Credit by Exam: Yes

Prerequisite: (MATH 021 and MATH 022) or MATH 25, all with C or better, or equivalent

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

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

CSU GE: B4  
District GE: B4  
IGETC: None

### MATH-071 - Calculus I with Analytic Geometry

Units: 5

This is the first course in calculus for students majoring in mathematics, physical science, computer science, or engineering. Students will study functions and inverse functions, limits, the derivative as a limit, continuity, rules of differentiation, chain rule, implicit differentiation, applications of differentiation, linear approximations, related rates, optimization problems, antiderivatives, Riemann sums, Fundamental Theorem, and the substitution rule for integration.

Lecture Hours: 5  
Lab Hours: None  
Repeatable: No  
Grading: L  
Credit by Exam: Yes

Prerequisite: (MATH 021 and MATH 022) or MATH 25, all 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-072 - Calculus II with Analytic Geometry

Units: 5

Students will study techniques of integration, applications of integration to areas, volumes, average values of functions, arc lengths, surfaces of revolution, problems in physics and engineering, use of parametric equations and polar equations to plot curves and compute derivatives, areas and arc length, a thorough study of infinite sequences, infinite and power series, and an introduction to differential equations.

Lecture Hours: 5  
Lab Hours: None  
Repeatable: No  
Grading: L  
Credit by Exam: Yes

Prerequisite: MATH 071 with C or better

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

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

CSU GE: B4  
District GE: B4  
IGETC: 2A

### MATH-073 - Multivariable Calculus

Units: 5

This is the third course in calculus for students majoring in mathematics, physical science, computer science, or engineering. Students will study the concepts of differential and integral calculus extended to multivariable functions. The course content includes vectors, dot products, cross products, surfaces in three dimensions, derivatives, integrals, arc length and curvature for vector functions, partial derivatives, chain rule, tangent planes, maximum and minimum values for functions of several variables, Lagrange multipliers, multiple integrals, and vector calculus.

Lecture Hours: 5  
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-078 - Differential Equations

Units: 4

Students will study ordinary differential equations and their applications, including methods for solving first order equations, linear equations of arbitrary orders, and systems of linear differential equations. Students are introduced to Laplace transforms, series solutions, and some theoretical aspects of differential equations such as existence and uniqueness of solutions, the phase plane, and stability of equilibrium solutions for autonomous equations.

Lecture Hours: 4  
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-079 - Linear Algebra

Units: 3

Students will study linear systems and matrices, linear transformations, determinants, vector spaces and their properties, orthogonality and inner product spaces, eigenvalues and eigenvectors, diagonalization and their applications. This course is designed for students majoring in math, statistics, physics, computer science or engineering.

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: None Repeatable: No Grading: K

Prerequisite: MATH 311 with P grade, or placement based on assessment

Advisory Level: Read: 3 Write: 3 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 P grade 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

**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** Units: 4

Students will study basic human anatomy structures and physiology concepts related to each of the body systems. Many disease processes and therapies will also be covered. This course is designed for, but is not limited to, students in Medical Assisting and Allied Health programs and not recommended for pre-med or nursing majors.

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

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**MA-005 - Medical Office Emergencies** Units: 2

Students will acquire the knowledge and skills necessary to handle emergency procedures in medical offices including hospital settings. Students will learn to evaluate cardiac arrest and/or an obstructed airway, and safely perform Cardiopulmonary Resuscitation (CPR) intervention. Students will obtain the knowledge to disseminate information to various regulatory emergency agencies. Upon successful completion, students will earn CPR certification.

Lecture Hours: 1.5 Lab Hours: 0.5 Repeatable: No Grading: L

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

Transfer Status: None Degree Applicable: AS

CSU GE: None District GE: None IGETC: None

**MA-006 - Introduction to Medical Assisting** Units: 3

Students will acquire 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
### Medical Assisting

**MA-007 - Medical Front Office Procedures**  
Units: 3  

Students will gain the knowledge and skills necessary to perform the duties of a Front Office/Medical Records Assistant. Topics will include the use of medical office technology, prioritization and delegation of tasks, medical scheduling, reports and records management, and related legal and ethical issues. Various forms of communication with patients, physicians, and staff in medical office settings or health care facilities will be explored.

<table>
<thead>
<tr>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Repeatability</th>
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<th>CSU GE</th>
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**Advisory Level:**
- Read: 3
- Write: 3
- Math: 2

**Prerequisite:** MA 006 and (BIOL 071 or BIOL 020 or MA 004), all with C or better

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**MA-008 - Medical Office Financial Procedures**  
Units: 3  

Students will gain the knowledge and skills necessary to perform medical office financial procedures. Topics will include credits and collections, bookkeeping, medical insurance, payroll, and banking procedures in medical office settings or health care facilities.

<table>
<thead>
<tr>
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</table>

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

**Prerequisite:** MA 006 and (BIOL 071 or BIOL 020 or MA 004), all with C or better

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**MA-009 - Electronic Health Records and Medical Billing**  
Units: 3  

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.

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

**Recommended:** Students should have basic computer/software utilization abilities

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**MA-011 - Medical Coding**  
Units: 2  

Students will acquire basic knowledge of the functions of coding used in the medical field. Students will learn to interpret and locate codes in the CPT (Current Procedural Terminology) manual and ICD-10-CM (International Classification of Diseases-10-Clinical Modifiers) manual.

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<th>Transfer Status</th>
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**Advisory Level:**
- Read: 3
- Write: 3
- Math: 2

**Prerequisite:** HSCI 008 and (BIOL 071 or BIOL 020 or MA 004), all with C or better

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**MA-012 - Medical Assisting Administrative Practicum Experience**  
Units: 4  

Students will acquire medical front office administrative experience under the supervision of a licensed healthcare professional in a board-certified medical office setting or outpatient facility. Students will also gain competencies in professional communication and patient instruction within the legal boundaries of a practicing Medical Assistant in the State of California. Students will be required to complete a minimum of 160 hours of unpaid medical office experience.

<table>
<thead>
<tr>
<th>Lecture Hours</th>
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<th>Repeatability</th>
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**Advisory Level:**
- Read: 3
- Write: 3
- Math: 2

**Prerequisite:** MA 005 and MA 006 and MA 007 and MA 008 and MA 009 and MA 011, all with C or better

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**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.

<table>
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**Advisory Level:**
- Read: 3
- Write: 3
- Math: 1

**Prerequisite:** MA 006 and (BIOL 071 or BIOL 020 or MA 004) all with C or better

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**MA-021 - Medical Office Laboratory Procedures**  
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.

<table>
<thead>
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**Advisory Level:**
- Read: 3
- Write: 3
- Math: 1

**Prerequisite:** MA 006 and (BIOL 071 or BIOL 020 or MA 004) all with C or better

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**MA-022 - Medical Asepsis and Surgical Procedures**  
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.

<table>
<thead>
<tr>
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</table>

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

**Prerequisite:** MA 006 and (BIOL 071 or BIOL 020 or MA 004) all with C or better

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MA-023 - Medication Administration for Medical Assistants

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

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

Students explore the natural processes related to the science of the atmosphere. They will study the principles of atmospheric structure and composition, solar radiation and energy, condensation and precipitation, and the formation of clouds. Topics will include the origins and development of storms, urban weather, acid rain, ozone depletion, the greenhouse effect, and climatic change. Major focuses include the impact these processes have on civilization and communicating scientific concepts. The scientific method is illustrated as it relates to analyzing meteorologic problems.

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

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

Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: B1  District GE: B1  IGETC: 5A

MUSIC-014 - Musicians' Workshop

Students are involved in a music rehearsal process that culminates in a public performance. Students participate as musicians, rehearsing and performing repertoire, arrangements, or original student and faculty compositions.

Lecture Hours: None  Lab Hours: 1.5 - 6  Repeatable: No  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

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, études, and representative piano works. The student will learn how to assess and provide the stylistic nuances and phrasing concepts required for the performance of repertoire work from the Renaissance through the 20th century. The student will learn approaches to improvisation and other creative activities.

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

Prerequisite: MUSIC 050B, with grade C or better

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

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

MUSIC-028 - Class Guitar

This course is designed for intermediate guitar students. Students study progressive scales, arpeggios, and tremolo exercises. Students will develop performance competency of the guitar repertoire of the Renaissance, Baroque, Classical, Romantic, and Contemporary periods. The emphasis is on left and right hand positions, sitting postures, and tone production.

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

Prerequisite: MUSIC 058B with C or better

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

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

MUSIC-050A - Beginning Piano

This is an introductory course in piano. The course is designed for students wanting to learn music using the piano as a vehicle for learning. The student will study basic theory concepts such as the 5-finger pattern, intervals, chords, simple chord progressions, and scales. This course reinforces concepts taught in the theory courses. Students will harmonize simple melodies, transpose and improvise simple pieces and patterns.

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

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

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

MUSIC-050B - Beginning Piano

This is the second semester introductory course in piano. The course is designed for students wanting to learn music using the piano as a vehicle for learning. Students will expand their knowledge of basic theory concepts such as the 5-finger pattern, intervals, chords, simple chord progressions, and scales. This course reinforces concepts taught in the MUSIC 050A. Students will harmonize simple melodies, transpose and improvise simple pieces and patterns.

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

Prerequisite: MUSIC 050A, with grade C or better

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

Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
MUSIC-058A - Beginning Guitar
This is a beginning course in classical, folk, and pop guitar. Students are introduced to technique and musicianship through a series of exercises, songs, and rhythmic studies, as well as fundamental tone production. Students will also study hand and arm positions, and playing postures.
Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MUSIC-058B - Beginning Guitar
This is the second semester, beginning course in classical folk and pop guitar. Students will further develop their music-reading ability and basic guitar technique through the study of exercises, scales, and simple music pieces for solo and duet guitar. Students also will learn how to tune the guitar.
Lecture Hours: None Lab Hours: 3 Repeatable: No Grading: L
Prerequisite: MUSIC 058A with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: None District GE: None IGETC: None

MUSIC-065 - Intro to Chinese Instruments
Students will be introduced to the fundamentals of playing traditional Chinese instruments. They will learn the discipline and physical coordination relating to effective sound production. Students will learn to read music notation and are required to supply their own musical instruments.
Lecture Hours: 0 Lab Hours: 3 Repeatable: 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

MUSIC-083 - Exploring The World of Music
Students will be introduced to the elements of music from a cross-cultural geographical locations will be explored.
Lecture Hours: 3 Lab Hours: 0 Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C1 IGETC: 3A

MUSIC-091 - Music Appreciation: Western Civilization
This course provides the opportunity for students to gain, or expand, an appreciation of the music of western cultures through the development of aural skills. The course focuses on the relationships between composers and the times in which they lived. Included in each unit of study is a discussion of the influence of government, philosophy, art, and religion on musical composition.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C1 IGETC: 3A

MUSIC-095 - Music Appreciation: Jazz
The student who has little or no previous experience in musical performance or listening to the traditions of jazz music will study the musical elements of jazz and appraise the development of the jazz art form as a product of culture. They will also study how to aurally distinguish the elements of jazz music, and trace the evolution of styles and structures of jazz from its inception to the present time.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C1 IGETC: 3A

MUSIC-098 - Directed Study in Music
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.
Lecture Hours: 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
Students study the "language" of music - how to read, notate, interpret, perform, and create with those symbols which represent the four properties of sound: pitch, duration, amplitude, and timbre. This includes the study of the fundamentals of Western notated music and how these elements combine to create musical compositions: pitch identification, rhythm and meter, scales, key signatures, intervals, chord construction, harmonic progression and texture. Students will analyze musical styles relevant to various cultures and historical periods.
Lecture Hours: 3 Lab Hours: None Repeatable: No Grading: L
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C1 District GE: C1 IGETC: None
**Oceanography**

**OCEAN-010 - Descriptive Oceanography  Units: 3**

Students will study the ocean environment covering the geological, physical, chemical, and biological aspects of the sea. The course will explore the relationship of these processes to each other and to overarching oceanographic concepts, such as plate tectonics, ocean circulation, and the water cycle. A major focus will include the impact these processes have on civilization. The scientific method is illustrated as it relates to analyzing oceanographic problems.

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

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

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

CSU GE: B1  District GE: B1  IGETC: 5A,5B

**Philosophy**

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

**PHIL-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

**PHIL-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

**PHIL-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

**PHIL-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 deductive 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

**PHIL-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

**PHIL-070 - Comparative Religions  Units: 3**

Students are introduced to a philosophical survey of living religions: Hinduism, Buddhism, Confucianism, Taoism, Islam, Judaism, Christianity, and indigenous religions. Students will study the meaning of religious experience, the forms its expression may take, and what the religious experience may offer humanity, using a comparative approach.

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

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

Students learn the fundamentals of camera use and darkroom technique. The fundamentals of design and composition are explored through various assignments. Students will examine the relationship between photography and other art forms, photography as a sociocultural tool, and photography as an art form and vocational skill. Digital photography will be introduced. Students must provide their own 35mm camera. Field trips to museums and galleries may be included.

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

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

PHOTO-062 - Intermediate Photography  Units: 3

Students learn the intermediate practice and theory of photography. Topics include black-and-white photography skills, color theory and vision, flash, lighting, digital imaging, and the history of photography. Students will examine issues within photography, ways to conceptualize the finished image, and how photography is used in print and electronic media. Students must provide their own 35mm camera. Field trips to museums and galleries may be included.

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

Prerequisite: PHOTO 022 with C or better

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

PHOTO-076 - Photoshop 1  Units: 3

This is a comprehensive overview of Photoshop basics. Students will study a broad range of topics including selection techniques, channel operations, collaging with layer masks, retouching, tonal range, and color theory, 8-bit grayscale, 24-bit color, colorizing black and white, photo manipulation, artistic effects, design, layout, and type. This course will also provide students with extensive 'hands-on' training.

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

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

PHOTO-077 - Photoshop 2  Units: 3

Students will explore Photoshop at an advanced level to complete complex and creative digital images. Students will continue to build skills in color correction, channels, masks, effects, and filters. This course is intended for students of photography, art, journalism, web, print design, and video and all who are interested in expanding their basic Photoshop skills.

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

Prerequisite: PHOTO 076 with C or better

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

PHOTO-079 - 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).

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

Recommended: PHOTO 076

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

PHOTO-098 - Directed Study in Photography  Units: 0.5 - 9

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

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

Advisory Level: Read: 2  Write: 2  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

PHYS-002A - General Physics  Units: 4

Students will study basic principles: vectors, Newton's laws of motion, work, and the conservation principles of energy, momentum, elasticity, and thermodynamics. Also covered in this course will be gravitation, fluids, waves, and simple harmonic motion. This is the first of a two-semester course in general physics for students not needing calculus-based physics.

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

Prerequisite: MATH 013 with C or better

Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B1,B3  District GE: B1, B3  IGETC: 5A, 5C

PHYS-002B - General Physics  Units: 4

This is the second of a two-semester sequence of non calculus-based general physics. Students apply the basic principles of vectors, Newton's Laws of Motion, work, and the conservation principles of energy, linear and angular momentum to topics in electrodynamics, optics, and modern physics.

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

Prerequisite: PHYS 002A with C or better

Advisory Level:  Read: 3  Write: 3  Math: 3
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: B2,B3  District GE: B1, B3  IGETC: 5A, 5C
**PHYS-004A - General Physics**  Units: 5  
This course is one of four courses in calculus-based general physics classes for majors in physics, chemistry, engineering, mathematics or other sciences. Students are introduced to the general principles of mechanics at an elementary level. Specific topics include kinematics, Newton's laws of motion, work and energy, momentum, rotation, simple harmonic motion, universal gravitation, and fluids. Elementary applications of these principles are introduced using a problem solving approach.

Lecture Hours: 4  Lab Hours: 3  Repeatable: No  Grading: L  
Prerequisite: MATH 072 with C or better or equivalent

**Write:** 3  **Math:** None

**Advisory Level:**  Read: 3  Write: 3  
Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: B1,B3  District GE: B1, B3  IGETC: 5A, 5C

**PHYS-004B - General Physics**  Units: 5  
This course is one of four courses in calculus-based general physics, serving students majoring in engineering, chemistry, physics, mathematics and other sciences. It emphasizes conceptual aspects of electricity, magnetism, circuits, and Maxwell's equations, and requires quantitative analysis of real world situations.

Lecture Hours: 4  Lab Hours: 3  Repeatable: No  Grading: L  
Prerequisite: PHYS 004A and MATH 073 both with C or better

Corequisite: Or concurrent enrollment in MATH 073

**Write:** 3  **Math:** None

**Advisory Level:**  Read: 3  Write: 3  
Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: B1,B3  District GE: B1, B3  IGETC: 5A, 5C

**PHYS-004C - General Physics**  Units: 5  
Students are introduced to general principles of optics and thermodynamics at a calculus-based level. This is one of four courses in calculus-based general physics, serving students majoring in engineering, chemistry, physics, mathematics and other sciences. Several technological applications of these principles are discussed. Topics include waves, geometric optics, wave optics (including interference, diffraction, and polarization), heat, thermal properties of matter, thermodynamics and its laws. Other topics include special relativity and modern physics. A problem solving approach is used, emphasizing both conceptual understanding and basic mathematical modeling.

Lecture Hours: 4  Lab Hours: 3  Repeatable: No  Grading: L  
Prerequisite: PHYS 004A and MATH 073 both with C or better

Corequisite: Or concurrent enrollment in MATH 073

**Write:** 3  **Math:** None

**Advisory Level:**  Read: 3  Write: 3  
Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: B1,B3  District GE: B1, B3  IGETC: 5A, 5C

**PHYS-004D - General Physics**  Units: 3  
This course is last of four calculus-based, general physics classes to apply and extend the concepts developed in PHYS 004A for students majoring in physics, chemistry, engineering, mathematics, or other sciences. Students will study the general principles of relativity and modern physics introduced at an elementary but calculus-based level. Specific topics include principles of relativity, atomic physics, wave nature of particles, elementary quantum mechanics, and their applications to condensed matter, nuclear physics, particle physics, and cosmology. Elementary applications of these principles are introduced using a problem solving approach.

Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L  
Prerequisite: PHYS 004A and MATH 073 both with C or better

Corequisite: Or concurrent enrollment in MATH 073

**Write:** 3  **Math:** None

**Advisory Level:**  Read: 3  Write: 3  
Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: B1,B3  District GE: B1, B3  IGETC: 5A, 5C

**PHYS-098 - Directed Study in Physics**  Units: 0.5 - 3  
Individual or small groups of students who would benefit from Independent Study under the direction of faculty members in specific or related disciplines may develop individualized learning contracts designed to enhance their individual instructional programs. The students and the faculty member in consultation with the Division Dean will determine appropriate learning objectives and activities as well as the number of units to be earned. Instructions and the Learning Contract forms are available in the Division office. Repeatable to a maximum of 9 units across all disciplines.

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

**Write:** 2  **Math:** None

**Advisory Level:**  Read: 2  Write: 2  
Transfer Status: CSU  Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

**POLSC-001 - Politics and Government in America**  Units: 3  
This course 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  

**Write:** 3  **Math:** None

**Advisory Level:**  Read: 3  Write: 3  
Transfer Status: CSU/UC  Degree Applicable: AA/AS


**POLSC-002 - Comparative Politics**  Units: 3  
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  

**Write:** 3  **Math:** None

**Advisory Level:**  Read: 3  Write: 3  
Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: D8  District GE: D8  IGETC: 4H

**POLSC-004 - International Relations**  Units: 3  
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  

**Write:** 3  **Math:** None

**Advisory Level:**  Read: 3  Write: 3  
Transfer Status: CSU/UC  Degree Applicable: AA/AS

CSU GE: D8  District GE: D8  IGETC: 4H
**Political Science**

**POLSC-005 - International Law and Human Rights**

This course focuses on the history and development of international law. Students will survey various instruments of international law as they address human rights. Particular emphasis will be given to recognized international law in regions such as the Middle East, Europe, the Organization of American States (OAS), Africa, and Asia.

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

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

Transfer Status: CSU

CSU GE: D7, D8  District GE: D8  IGETC: None

**POLSC-098 - Directed Study in Political Science**

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

Lecture Hours: None  Lab Hours: 1.5 - 27  Repeatable: 17  Grading: O

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

Transfer Status: CSU

Degree Applicable: AA/AS

CSU GE: None  District GE: None  IGETC: None

**Psychology**

**PSYCH-010 - General Psychology**

Students are introduced to the major theories, areas of study, and methodologies of contemporary psychology and the scientific study of human behavior. Topics addressed include biological and neurological processes and structure, genetics, 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

**PSYCH-020 - Psychology of Stress Reduction**

Students are presented a comprehensive approach to stress and stress reduction from a psychological perspective. A psychophysiological model of stress will be presented and analyzed. A variety of evidenced-based stress reduction methods will be taught in the contexts of student and work life settings.

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

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: E  IGETC: None

**PSYCH-022 - Research Methods in Psychology**

Students will study various research methods with an emphasis on research design, experimental procedures, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology will be illustrated through a selected review of current research in neurophysiology, sensation, perception, learning, memory and/or human development.

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

Prerequisite: PSYCH 010 and MATH 063, both with C or better

Advisory Level: Read: 4  Write: 4  Math: None

Transfer Status: CSU/UC

Degree Applicable: AA/AS

CSU GE: D9  District GE: None  IGETC: 4I

**PSYCH-031 - Biological Psychology**

Students are introduced to the scientific study of the biological basis of behavior and its fundamental role in the neurosciences. Physiological, hormonal, and neurochemical mechanisms, and brain-behavior relationships underlying the psychological phenomena of sensation, perception, regulatory processes, emotion, learning, memory, and psychological disorders will be addressed. Ethical standards for human and animal research are discussed. The history of the scientific study of brain-behavior relationships and mental processes will also be addressed.

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

Prerequisite: PSYCH 010 with C or better

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

Transfer Status: CSU/UC

Degree Applicable: AA/AS

CSU GE: D9  District GE: None  IGETC: None

**PSYCH-035 - Psychology of Women**

Students study significant physical and psychological issues of women within an historical, familial, societal, and cultural framework. A variety of experiences and issues that uniquely concern women, which are traditionally examined from a male point of view, will be explored. The concepts of development, adaptation, well-being, and the diversity of women will be included using psychological theories and current research.

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

Recommended: PSYCH 010

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

Transfer Status: CSU/UC

Degree Applicable: AA/AS

CSU GE: D4, D9, E  District GE: D4,D9,E,ES  IGETC: 4D,4I

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**PSYCH-060 - Personal Growth and Adjustment** Units: 3

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

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: D9, E1 District GE: IGETC: 4I

**PSYCH-092 - Developmental Psychology** Units: 3

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

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: 4I

**PSYCH-098 - Directed Study in Psychology** Units: 0.5 - 9

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

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

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

Transfer Status: CSU Degree Applicable: AA/AS

CSU GE: None District GE: None IGETC: None

**PSYCH-099 - Abnormal Psychology** Units: 3

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: L

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: 4I

**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, E1 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 and 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
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. Not offered every semester.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O
Prerequisite: REST 122 with C or better
Advisory Level:  Read: 3  Write: 3  Math: 2
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

REST-126 - Real Estate Finance  Units: 3
Students will be presented with an overview of the real estate finance system as well as a working knowledge of the practical aspects of obtaining a mortgage. This course, while focusing on the residential marketplace, includes a review of the Federal Reserve System, primary and secondary mortgage markets, fluctuation of interest rates, and the evolution of lending programs. Topics include legal instruments and clauses, defaults and foreclosure process, conventional and government loans, and state and federal regulations. Students will learn the basics of underwriting residential real estate financial transactions. An elective course for the Salesperson's license and required for the Broker's exam.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: O
Advisory Level:  Read: 3  Write: 3  Math: 2
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

REST-127 - Real Estate Property Management  Units: 3
In this course students will cover managing residential, apartment, commercial and industrial properties, including land construction, financing, maintenance, taxes, insurance, furnishing, tenant relations, and investment evaluations. This course is an elective course for the salesperson's license and an option for the broker's exam. Not offered every semester.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Advisory Level:  Read: 3  Write: 3  Math: 2
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

REST-128 - Real Estate Economics  Units: 3
Students will be provided an overview of the economic principles and forces that influence real estate activity and values to make informed decisions when investing in real estate. The course combines understanding of national, regional, and local economic considerations with basic investment principles. A comprehensive analysis of the current state of the local housing market leads to anticipating future trends and their impact, and how application of the federal income tax code impacts real estate investment decisions. The course is an alternative requirement (in lieu of Accounting) for the Real Estate Brokers exam and an elective for the Salesperson's license. Not offered every semester.
Lecture Hours: 3  Lab Hours: None  Repeatable: No  Grading: L
Prerequisite: REST 122 with C or better
Advisory Level:  Read: 3  Write: 3  Math: 2
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None

REST-138 - Work Experience  Units: 1 - 8
Work Experience is designed for students who work or volunteer in a field related to their career major. Students are required to provide evidence that they are enrolled in a career program (e.g., education plan or coursework in a career/technical subject area). Students can earn one unit of credit for each 60 hours of unpaid volunteer time or 75 hours of paid work during the semester. Students can repeat Career/Technical Work Experience, combined with General Work Experience, or alone, up to a maximum of 16 units. Internship/job placement is not guaranteed.
Lecture Hours: 0  Lab Hours: 1.81  Repeatable: 15  Grading: O
Corequisite: Be employed or a volunteer at an approved work-site for the minimum number of hours per unit as stipulated for paid and unpaid status.
Advisory Level:  Read: 3  Write: 3  Math: None
Transfer Status: CSU  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
# Sign Language

<table>
<thead>
<tr>
<th>SL-001A</th>
<th>- American Sign Language 1</th>
<th>Units: 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students are introduced to the expressive and receptive skills of American Sign Language (ASL). Students will acquire vocabulary and grammar to achieve beginning proficiency. Students will study aspects of Deaf Culture and ASL history in class and through attendance at Deaf cultural events. This course corresponds to two years of high school study.</td>
<td></td>
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</tr>
<tr>
<td>Lecture Hours: 3</td>
<td>Lab Hours: 0</td>
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<tr>
<td>Corequisite: SL 001AL</td>
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<td>Write: 3</td>
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<td>Transfer Status: CSU/UC</td>
<td>Degree Applicable: AA/AS</td>
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<tr>
<td>CSU GE: C2</td>
<td>District GE: C2</td>
<td>IGETC: 3B, 6A</td>
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<table>
<thead>
<tr>
<th>SL-001AL</th>
<th>- Sign Language Lab - Sign Language 1A</th>
<th>Units: 0.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
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<td>Lecture Hours: 0</td>
<td>Lab Hours: 1.5</td>
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<td>CSU GE: None</td>
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<table>
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<tr>
<th>SL-001B</th>
<th>- American Sign Language 2</th>
<th>Units: 3</th>
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</thead>
<tbody>
<tr>
<td>Students will continue the development of expressive and receptive skills in American Sign Language (ASL). Students will acquire vocabulary and grammar knowledge to achieve intermediate proficiency in the classroom and through attendance at Deaf cultural events. Students will study aspects of Deaf culture and Deaf history.</td>
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<td>Lecture Hours: 3</td>
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<tr>
<td>Prerequisite: SL 001A with C or better</td>
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<td>Corequisite: SL 001BL</td>
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<td>Advisory Level:</td>
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<td>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.</td>
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<th>SL-002A</th>
<th>- American Sign Language 3</th>
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<tbody>
<tr>
<td>Students review and expand fluency in receptive and expressive conversational skills in this low-advanced course in American Sign Language (ASL). Vocabulary, fingerspelling, and grammar will progress through the use of medium-length prepared and self-generated dialogues and stories. Students will attend Deaf cultural events and study complex aspects of Deaf culture.</td>
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<td>Lecture Hours: 3</td>
<td>Lab Hours: 0</td>
<td>Repeatable: No</td>
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<td>Prerequisite: SL 001B with C or better</td>
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<td>Corequisite: SL 002AL</td>
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<td>Advisory Level:</td>
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<td>Degree Applicable: AA/AS</td>
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<td>CSU GE: C2</td>
<td>District GE: C2</td>
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<tr>
<th>SL-002AL</th>
<th>- Sign Language Lab - Sign Language 2A</th>
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<td>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.</td>
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<td>Lab Hours: 1.5</td>
<td>Repeatable: No</td>
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<td>Corequisite: SL 002A</td>
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<tr>
<td>CSU GE: None</td>
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<table>
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<tr>
<th>SL-002B</th>
<th>- American Sign Language 4</th>
<th>Units: 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will expand their fluency in receptive and expressive conversational skills in this advanced American Sign Language (ASL) course. Students will practice receiving and expressing vocabulary, grammar, non-manual behaviors, fingerspelling, and numbers through longer prepared and self-generated dialogues and stories. Students who complete this course may qualify for bilingual certification leading to interpreter training or Deaf studies programs. Students will attend Deaf cultural events and study more complex aspects of Deaf culture.</td>
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<tr>
<td>Lecture Hours: 3</td>
<td>Lab Hours: 0</td>
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<tr>
<td>Prerequisite: SL 002A with C or better</td>
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<tr>
<td>Corequisite: SL 002BL</td>
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<td>Transfer Status: CSU/UC</td>
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<tr>
<th>SL-002BL</th>
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<tr>
<td>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.</td>
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<td>Lecture Hours: 0</td>
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<td>Corequisite: SL 002B</td>
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<td>Advisory Level:</td>
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<tr>
<td>CSU GE: None</td>
<td>District GE: None</td>
<td>IGETC: None</td>
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### Sociology

#### SOC-010 - Introduction to Sociology

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.

<table>
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<tr>
<th>Lecture Hours: 3</th>
<th>Lab Hours: None</th>
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**Advisory Level:**
- Read: 3
- Write: 3
- Math: None

**Transfer Status:**
- CSU GE: None
- District GE: None
- IGETC: None

#### SOC-011 - Social Problems

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.

<table>
<thead>
<tr>
<th>Lecture Hours: 3</th>
<th>Lab Hours: None</th>
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**Advisory Level:**
- Read: 3
- Write: 3
- Math: None

**Transfer Status:**
- CSU GE: None
- District GE: None
- IGETC: None

### Solar & Renewable Energy

#### SOLAR-102 - Introduction to Photovoltaic Installation

Students are introduced to solar photovoltaic (PV) power systems and their installation. Students study PV topics including jobsite safety, solar energy fundamentals, electricity basics, modules fundamentals, system components, and mechanical and electrical design. Upon successful completion the student will have a rudimentary knowledge for an entry level position in the field. The lab will provide hands-on experience with a variety of systems encountered in the industry.

<table>
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**Advisory Level:**
- Read: 3
- Write: 3
- Math: None

**Transfer Status:**
- CSU GE: None
- District GE: None
- IGETC: None

#### SOLAR-103 - NABCEP Exam Preparation

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.

<table>
<thead>
<tr>
<th>Lecture Hours: 1.5</th>
<th>Lab Hours: 0</th>
<th>Repeatable: No</th>
<th>Grading: L</th>
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</table>

**Recommended:**
- SOLAR 102

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

**Transfer Status:**
- CSU GE: None
- District GE: None
- IGETC: None

#### SOLAR-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.

<table>
<thead>
<tr>
<th>Lecture Hours: 0</th>
<th>Lab Hours: 1.81</th>
<th>Repeatable: 15</th>
<th>Grading: O</th>
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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 GE: None
- District GE: None
- IGETC: None
Spanish

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
Units: 0.5
The Foreign Language Laboratory supplements classroom instruction in Spanish 001A. The students will use audio and video media as well as computer programs and the Internet to improve fluency, comprehension and written expression in the target language, as well as the exploration of cultural components related to the target language. This course is a co-requisite for SPAN 001A.
Lecture Hours: 0 Lab Hours: 1.5 Repeatable: No Grading: K
Corequisite: SPAN 001A
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU Degree Applicable: AA/AS
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
Corequisite: SPAN 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

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 002AL
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 6A, 3B

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
Corequisite: SPAN 002BL
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

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SPAN-022A - Spanish for Spanish Speakers  Units: 5  
This is the first in a two-course sequence designed to serve the needs of students whose first or home language is Spanish. Students will develop reading skills through Spanish and Latin American essays, short stories, and journalistic writings. Students will develop awareness of English interference, and understanding of dialectical differences that effect writing skills. Students build oral expression and critical thinking skills through commentary and cultural/historical presentations.
Lecture Hours: 5  Lab Hours: 0  Repeatable: No  Grading: L
Recommended: Students should possess basic conversational skills in Spanish as first or home language
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2, B3  District GE: C2, B3  IGETC: 6A

SPAN-022B - Spanish for Spanish Speakers  Units: 5  
This is the second in a two-course sequence specially designed to serve the needs of students whose first or home language is Spanish. Students will continue to develop reading skills through Spanish and Latin American essays, short stories, and journalistic writings. Students will further develop writing skills, awareness of English interference, and understanding dialectical differences; and oral expression and critical thinking through commentary and cultural/historical presentations.
Lecture Hours: 5  Lab Hours: 0  Repeatable: No  Grading: L
Prerequisite: SPAN 022A with C or better
Recommended: Students should possess basic conversational skills in Spanish as first or home language
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C2, B3  District GE: C2, B3  IGETC: 6A

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 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. Students will continue to 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  
Students will apply basic acting theory and techniques to in-class performances and develop skills of interpretation of drama, using script analysis and characterization. Special attention is paid to skills for performance: memorization, stage movement, vocal production, and improvisation.
Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: C1  District GE: C1  IGETC: None

THEAT-003 - Intermediate Acting  Units: 3  
Students apply basic acting techniques to intermediate character study and scene work in classical and modern styles. Students will expand their understanding of the acting process through in-class performances, monologues, and scenes.
Lecture Hours: 2  Lab Hours: 3  Repeatable: No  Grading: L
Prerequisite: THEAT 002 with C or better
Advisory Level: Read: 3  Write: 3  Math: None
Transfer Status: CSU/UC  Degree Applicable: AA/AS
CSU GE: None  District GE: None  IGETC: None
THEAT-015 - Theatre History 1  Units: 3
Students examine the history of theatre from its origins through the 17th Century. The history and development of theatre and dramatic literature are studied in relationship to cultural, political, and social conditions. Plays are read for analysis of structure, plot, character, and historical relevance. Students may be required to attend a live theatre performance.
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: C1  IGETC: None

THEAT-020 - Introduction to Theatre  Units: 3
Students are introduced to elements of theatre production including playwriting, acting, directing, design, and criticism. Students explore periods, styles, and genres of theatre through play reading, discussion, film viewing, and by attending and evaluating live theatre productions. The course focuses on the relationship of theatre to various cultures and historical periods, and on the contributions of significant theatre artists and companies.
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

THEAT-022 - Script Analysis  Units: 3
Students develop methodology for reading, analyzing, and understanding play scripts intended for production in a variety of genres and styles. Investigative techniques are used to determine how to read a play for its structure, scrutinizing the playwright's methods of creating theatre through plot, character and imagery, and understanding what scripts "mean" to the professional theatre artist and theatre-goer as distinct from other forms of literature.
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: C1  IGETC: None

THEAT-027 - Stagecraft  Units: 3
Students learn the basic concepts of theatre production design, set construction and rigging, prop construction, backstage organization, stage management, and the theory and practice of theatrical lighting and sound.
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: C1  IGETC: None

THEAT-030 - Theatre Rehearsal and Performance  Units: 1 - 2
Students participate as actors during rehearsals and performances of a theatrical production. They will analyze the script, build a physical and psychological characterization, practice vocal and movement techniques for performance, and work as a member of a creative ensemble.
Lecture Hours: 0  Lab Hours: 3 - 6  Repeatable: 2  Grading: L
Prerequisite: General 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: No  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: 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

THEAT-033 - Technical Theatre in Production  Units: 1 - 2
Students gain practical experience in technical theatre production in one or more of the following activities: building and maintaining sets, properties, and costumes; rigging, focusing and running lights; setting up and using sound equipment; stage and house management.
Lecture Hours: 0  Lab Hours: 3 - 6  Repeatable: 1  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
### Theatre Arts

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<tr>
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<tr>
<td>THEAT-040</td>
<td>Introduction to Film</td>
<td>3</td>
<td>Students will be introduced to film and electronic media through viewing and analysis of cinema and video productions from a variety of cultures. The work of filmmakers and videographers is examined including screenwriting, cinematography, editing, visual and sound design, acting, and directing.</td>
<td>2.5</td>
<td>1.5</td>
<td>No</td>
<td>L</td>
<td>None</td>
<td>CSU: C1</td>
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### Transportation Careers

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<tr>
<td>TRANS-010</td>
<td>Introduction to Transit Industry</td>
<td>0.5</td>
<td>Students are introduced to the wide variety of professions available in the public transit industry, and are guided to determine whether this is a career path they want to pursue. Students gain a basic understanding of the various departments and career skills necessary to work in the public transit industry.</td>
<td>0.5</td>
<td>0</td>
<td>No</td>
<td>O</td>
<td>None</td>
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<tr>
<td>TRANS-011</td>
<td>Commercial Drivers License Permit Preparation</td>
<td>0.5</td>
<td>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.</td>
<td>0.5</td>
<td>0</td>
<td>No</td>
<td>O</td>
<td>None</td>
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<tr>
<td>TRANS-012</td>
<td>Mechanical/Electrical Aptitude for Transit Fleet Maintenance</td>
<td>0.5</td>
<td>Students study the basic mechanical and electrical aptitudes used in transportation fleet maintenance. Upon successful completion, students will gain knowledge of essential movement, electrical, tool, measurement, and testing concepts and terminology needed for a career in public transportation fleet maintenance.</td>
<td>0.5</td>
<td>0</td>
<td>No</td>
<td>O</td>
<td>None</td>
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<tr>
<td>TRANS-014</td>
<td>Intro to Health and Safety in Transit Maintenance</td>
<td>0.5</td>
<td>Students study the fundamental principles of industrial health and safety in the transportation fleet maintenance workplace. The student will gain essential knowledge of safe work principles and practices needed to begin a career in transportation maintenance.</td>
<td>0.5</td>
<td>0</td>
<td>No</td>
<td>O</td>
<td>None</td>
<td>CSU: None</td>
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### Technology

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<tr>
<td>TRANS-101</td>
<td>Foundation of Public Service for Transit Workers</td>
<td>2</td>
<td>This course introduces the student to the role of public transit agencies and the basic personal and interpersonal skills needed in serving the public. Upon successful completion the student will have the fundamental knowledge of personal and interpersonal skills needed for an entry level position in transportation operations.</td>
<td>1</td>
<td>3</td>
<td>No</td>
<td>O</td>
<td>None</td>
<td>CSU: None</td>
<td>None</td>
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<tbody>
<tr>
<td>TRANS-110</td>
<td>Public Service and Stress Management for Public Transit Employees</td>
<td>1</td>
<td>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.</td>
<td>1</td>
<td>0</td>
<td>No</td>
<td>L</td>
<td>None</td>
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<tr>
<td>TRANS-120A</td>
<td>Peer Mentoring for Public Transit Workers: One-on-One</td>
<td>1</td>
<td>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.</td>
<td>1</td>
<td>0</td>
<td>No</td>
<td>L</td>
<td>None</td>
<td>None</td>
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</table>
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: None Degree Applicable: NAA
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: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

TRANS-132 - Performance Coaching for Public Transit Leaders
Units: 1
This course introduces students to the principles of effective performance coaching in unionized public transit professions. Students are provided with a framework for developing human performance leadership skills. Upon successful completion the student will have foundation skills to develop his/her ability to create a positive environment that supports performance development for all workers in public transit industry operations.
Lecture Hours: 1 Lab Hours: 0 Repeatable: No Grading: L
Advisory Level: Read: 2 Write: 2 Math: None
Transfer Status: None Degree Applicable: NAA
CSU GE: None District GE: None IGETC: None

VIET-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: None Repeatable: No Grading: L
Prerequisite: VIET 001A with C or better
Advisory Level: Read: 3 Write: 3 Math: None
Transfer Status: CSU/UC Degree Applicable: AA/AS
CSU GE: C2 District GE: C2 IGETC: 6A

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: No 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
San Jose City College provides students with the freshman and sophomore years of a four-year college or university program. Students planning to transfer to a four-year college or university may complete their lower-division general education and major preparatory requirements at San Jose City College. Careful planning will permit transfer with junior (upper-division) standing, and help avoid taking courses that do not meet needed requirements.

Students are advised to meet early and regularly with a counselor to ensure a smooth transition to the transfer institution. Counselors work with students to develop Student Educational Plans (SEPs) that map out the courses needed for successful transfer.

Transfer Preparation

Main Components of a Typical Transfer Plan

1. GENERAL EDUCATION REQUIREMENTS

   Bachelor degree programs from the University of California (UC) and California State University (CSU) require a program of general education. The CSU pattern is called the General Education Breadth Requirement (CSU GE-Breadth). The Intersegmental General Education Transfer Curriculum (IGETC) is a pattern valid for the UC and CSU systems. Some high unit majors and certain UC campuses may have different requirements, so please consult a counselor.

2. LOWER-DIVISION MAJOR PREPARATION REQUIREMENTS

   Major preparatory courses are the specific lower-division courses required for a students’ chosen major. Impacted or Selective Majors (majors with competitive admissions) may require all or most major preparatory courses to be completed prior to transfer. The lower-division major requirements may differ depending on the institution; therefore it is important for students to review the major requirements at www.ASSIST.org as well as consult with a counselor.

3. ELECTIVES

   Electives are additional transferable courses earned to meet the total number of required transfer units.

Transferability of Courses

Students may transfer a maximum of 70 community college semester units to most public four-year colleges and universities. Courses in excess of 70 units may still be used to meet transfer requirements. Many baccalaureate level courses at San Jose City College have been articulated with the UC and CSU as general education, major preparatory and/or elective courses. Articulated agreements between San Jose City College and the UC and CSU institutions can be found at www.ASSIST.org.
Transfer Services
The Career/Transfer Center (408-288-3763) is located on the second floor of the Student Services building in Room SC216A and provides educational and career/transfer information through coordinated resources, advising and activities. Transfer services include:

- Individual appointments with transfer advisor and university representatives
- Access to college and university catalogs, both in print and online
- Coordination of Transfer Guarantee programs
- Transfer events, including Transfer Fairs, Bus Tours and online video conferencing etc.
- Workshops that assist with transfer planning, the application process, the personal statement, writing skills test preparation and transfer enrollment

ASSIST and College Catalogs
ASSIST (www.ASSIST.org) is the official repository of transfer articulation information and agreements between the California Community Colleges and the UC and CSU systems. ASSIST provides reports on how California Community College courses may be applied toward UC and CSU general education and major preparatory requirements. Students are advised to meet with a counselor to learn how to use the information posted on ASSIST.

TRANSFER ADMISSION AGREEMENTS (TAA) AND TRANSFER ADMISSION GUARANTEE (TAG)

GUARANTEED ADMISSIONS
San Jose City College and 10 participating public and private four-year institutions are offering Transfer Admission Agreement (TAA)/Transfer Admission Guarantee (TAG) programs for students planning to transfer to participating colleges and universities. The TAA/TAG programs are for students who wish to have an early confirmed guaranteed admission.

TAA/TAG BENEFITS

- Students will have early confirmation of guaranteed admission.
- Students are registered in the Career/Transfer Center as a transfer student, making them eligible to participate in transfer-related workshops.
- AA/TAG participants will be added to the transfer mailing list to receive updated transfer information such as Writing Skills Test (WST) information, transfer workshops, four-year college transfer tours, and more.
- The application fee of some TAA/TAG participating institutions may be waived.

TAA/TAG PARTICIPATING INSTITUTIONS

University of California
- UC Davis
- UC Irvine
- UC Merced
- UC Riverside
- UC Santa Barbara
- UC Santa Cruz

Private/Independent Universities
- Golden Gate University
- National University
- Notre Dame de Namur University
- University of the Pacific

ASSOCIATE DEGREES FOR TRANSFER (ADT)

California Community Colleges are now offering associate degrees for transfer (ADT) to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide students a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system. Students also are given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. The priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of San Jose City College Associate Degrees for Transfer and to find which CSU campuses accept each degree, please go to www.adegreewithaguarantee.com. Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop a student educational plan that best meets their goals and needs.

CALIFORNIA STATE UNIVERSITY (CSU)

Admission Requirements for Transfer to CSU

To establish eligibility for CSU as a junior-level transfer, students must:

- Complete 60 CSU transferable units;
- Earn a GPA of 2.0 or higher in all transferable units;
- Be in good standing at the last college/university attended;
- Complete at least 30 units of the CSU GE-Breadth requirements with a grade of ‘C’ or better. The 30 units must include:
Chapter 7 — Transfer To Four-Year Institutions

- Three (3) courses in English Language Communication and Critical Thinking - Oral Communication, English Composition and Critical Thinking (CSU GE Area A1, A2, A3) all with a grade of ‘C’ or better,
- One course (1) in transferable mathematics from Mathematics/Quantitative Reasoning (CSU GE Area B4) with a grade of ‘C’ or better;
- Complete IGETC, if not completing the CSU GE-Breadth.

**Notes:** Competitive/selective campuses and/or majors may have higher/additional requirements; non-residents require a higher admissions GPA.

Some CSU campuses may consider students who have completed fewer than 60 transferable units if they meet the following requirements:
- Earn a GPA of 2.0 or higher in all transferable units;
- Are in good standing at the last college/university attended;
- Meet the admission requirements for a first-time freshman or have successfully completed necessary courses to make up high school deficiencies;
- Meet the eligibility index required of a freshman.

**Priority Application Filing Dates for CSU**
- Summer Term: February 1 - 28 of that year
- Fall Semester or Quarter: October 1–November 30
- Winter Quarter: June 1 - 30 of previous year
- Spring Semester or Quarter: August 1 - 31

**CSU Resources**
- www.csumentor.edu
- www.calstate.edu
- www.ASSIST.org

**University Of California (UC)**

**Admission Requirements for Transfer to UC**
To establish eligibility as a junior-level transfer at a UC campus, students must:
- Complete 60 UC-transferable semester units (90 quarter units) of college credit with a GPA of at least 2.4 in all UC-transferable courses. Note: no more than 14 units may be taken Pass/No Pass.
- Complete the following seven-course pattern, earning a grade of ‘C’ or better in each course (all courses must be at least 3 semester/4 quarter units)
  - English Composition - 2 courses
  - Mathematical Concepts and Quantitative Reasoning - 1 course
  - Arts and Humanities; Social and Behavioral Sciences and/or Physical and Biological Sciences - 4 courses chosen from at least two of these three subject areas

**Notes:** Most campuses require completion of this course pattern by the end of the spring term prior to fall admission; completion of IGETC will satisfy the seven-course pattern; some competitive campuses and/or majors have higher/additional requirements; non-residents require a higher admissions GPA. Consult a counselor for details.

**UC General Education Requirements**
Students may complete one of the following:
- Intersegmental General Education Transfer Curriculum (IGETC)\(^*\).
- General education requirements of the receiving UC campuses

**Notes:** IGETC is not an admissions eligibility requirement; IGETC is not advisable for some high unit majors; UC San Diego’s Eleanor Roosevelt and Revelle Colleges and UC Berkeley Haas School of Business will NOT accept IGETC.

**Major Preparation**
Transfer students enter UC having satisfied most of the general education requirements for their degree. However, completing courses specific to a student’s major should be a higher priority than completing IGETC or campus specific general education. In addition to general education, UC is looking for applicants who have completed significant work within their chosen majors.
- Highly selective majors (e.g. sciences, engineering, psychology) evaluate student applications based on the major-preparation courses you have completed before transfer
- Course requirements for transfer students are different for each UC campus. Student can find requirements for major-preparation, as well as for IGETC/GE for each UC campus listed at www.ASSIST.org.

**Course Sequences**
When requirements are stated as a full-year sequence, students should complete the entire year before transferring, not just one semester course. It is ideal to complete the sequence at one community college.

**Priority Application Filing Dates for UC**
- Fall Semester or Quarter: November 1 - 30
- Winter Quarter/Spring Semester: July 1 - 31

**UC Resources**
- www.universityofcalifornia.edu
- www.ASSIST.org
CERTIFICATION OF GENERAL EDUCATION FOR
TRANSFER TO CSU AND UC

CSU GE-Breadth and IGETC certification is the process by which the community college verifies that a student has completed all the required lower-division coursework for the CSU GE-Breadth or IGETC pattern. Students who transfer without certification may have to meet the general education requirements of the receiving campus. Certification is not automatic unless a student is receiving an Associate Degree for Transfer (ADT). Certification must be requested after acceptance to a CSU or UC campus. See a counselor for procedures on requesting certification.

PRIVATE AND OUT-OF-STATE COLLEGES/
UNIVERSITIES

Transfer requirements for private/independent and out-of-state institutions vary. Students should consult the transfer institution’s college catalog and/or website, as well as a college counselor who can advise students on the transfer institution’s requirements and preparation.

Students are ultimately responsible for ensuring that all transfer eligibility and coursework requirements as well as deadlines are met.
ACADEMIC REGULATIONS

IN THIS CHAPTER:

• Academic Freedom
• Attendance Requirements
• Grades
• Degrees and Certificates

ACADEMIC FREEDOM

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

Students 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).

ATTENDANCE REQUIREMENTS

Class attendance, like successful scholarship, is the responsibility of the individual student. It is assumed that each student will consider class attendance an absolute requirement. Excessive absences, tardiness, and leaving class early may be taken into consideration by instructors in assigning grades as a lack of participation.

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

GRADES

Grades are a means of communicating student achievement within courses of instruction. College grades are defined as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Meaning</th>
<th>Grade Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4 grade points per unit</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3 grade points per unit</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2 grade points per unit</td>
</tr>
<tr>
<td>D</td>
<td>Barely Passing</td>
<td>1 grade points per unit</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0 grade points per units attempted with no units earned. May negatively affect progress.</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>0 grade points/units earned and no units attempted.</td>
</tr>
</tbody>
</table>
NP | No Pass | 0 grade points/no units earned and no units attempted. May negatively affect progress.
---|---------|--------------------------------------------------
I  | Incomplete | 0 grade points/no units earned and no units attempted. May negatively affect progress.

**Pass/No Pass Grades**

(UNIT LIMITATIONS MAY EXIST AT TRANSFER INSTITUTIONS)

In accordance with the Education Code and the Administrative Code, San José City College has established a grading policy which adds the “P” (pass) and “NP” (no pass) grades to the standard letter grades (A,B,C,D,F) used in colleges and universities. Courses in which a “P” (pass) grade is earned will apply toward the 60 units required for graduation but will not affect the student’s grade point average. A course in which a “NP” (no pass) grade is earned will not apply toward graduation and will not affect the student’s grade point average. An excessive number of “NP” (no pass) grades will affect the student’s academic progress ratio, resulting in a low figure.

Offering courses for pass/no pass grades provides the opportunity for students to explore areas outside their current field of interest without undue concern for their grade point average. Students are expected to complete the course and comply with College attendance requirements and other expectations.

**SAN JOSÉ CITY COLLEGE OFFERS:**

1. Some courses solely for a pass/no pass (P or NP) grade
2. Some courses solely for a standard letter grade
3. Some courses in which the student may choose to complete the course for either a pass/no pass grade OR for a standard letter grade.

Courses which may be taken for an optional pass/no pass grade are identified in the class schedule each semester by a plus sign (+) in the credit column. Students must submit a Pass/No Pass Option form to the Admissions and Records Office to declare their intention to receive a letter a pass/no pass grade by the end of the fifth week of semester length courses, or before the end of 30% of the class, whichever is less. The instructor shall report a final grade of “P” (pass) or “NP” (no pass) for students who so petition. The student’s decision to opt for pass/no pass grade may not be reversed by either the student or the instructor at a later date.

The “P” (pass) grade will be given to indicate completion of a course with “C” or better work. A student may repeat a course in which a grade of “NP” (no pass) is earned.

**Administrative Symbols**

**Administrative Symbol “W” Withdrawal**

1. No notation (“W” or other) shall be made on the permanent record of the student who withdraws from a course or the College by the census day, of a term (the Monday nearest to the 20% point of the semester.

2. Withdrawal between the census day and the 14th week or 75% of the term of instruction shall be recorded as a “W” on the student’s permanent record.

3. The permanent record of a student who remains in class beyond the above time limit will show a letter grade other than a “W” grade, unless there are extenuating circumstances. Extenuating circumstances are defined as verifiable cases of accident, illness, or other circumstances beyond the control of the student.

4. “W” shall not be used in calculating grade point average, but excessive “W”s shall be used in calculation of “Progress Probation and Dismissal.”

**Administrative Symbol “IP” In Progress**

The administrative symbol “IP” is established to indicate coursework “in progress.” The symbol “IP” is not a grade; therefore, it has no value in calculating unit credit or grade point average. The required coursework to remove the “IP” must be completed by the end of the term following the date the “IP” was granted. If a student is assigned an “IP” at the end of a term and does not complete that course during the subsequent term, the appropriate faculty member will assign an evaluative symbol (grade) to be recorded on the student’s permanent record.

**Administrative Symbol “RD”, Report Delayed**

Only the Dean of Enrollment Services can assign the administrative symbol “RD”. It is to be used when there is a delay in reporting a grade due to extenuating circumstances. It is a temporary notation to be replaced by a permanent grade/symbol, as soon as possible. “RD” shall not be used in calculating grade point averages.

**Administrative Symbol “I”, Incomplete**

Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered by the instructor on the student’s permanent record. Based on a written agreement between the instructor and student, a student may complete the course work by no later than one year following the end of the term to receive an appropriate letter grade. If the student does not complete the course work before this deadline, the right of the student to make up the work is forfeited and the “I” will be replaced with the alternate letter grade assigned by the instructor at the time the incomplete was assigned.

A “Conditions for Removal of an Incomplete” form will contain the following documentation and shall be maintained by Admissions and Records.

- The condition(s) stated by the instructor for removal of the “I”;
- The letter grade to be assigned if the work has not been completed within the designated time limit;
- The signature of the student.

After a student has completed the required course work, the instructor will submit a Grade Change Form. The “I” symbol shall not be used in calculating units attempted or for grade points.

**Academic Grade Point Average**

The Academic Grade Point Average (GPA) is an index of the quality of a student’s work. To enable the calculation of the GPA,
eligibility for honors and recognition, and other scholastic status, letter grades are converted to numerical form using the grade value as previously defined. Grades earned in non-degree applicable courses will not be used when calculating a student’s degree applicable grade point average. All developmental courses are only graded on a “P” (pass) and “NP” (no pass) basis; neither of these grades is considered in computing GPA. The GPA is calculated by dividing total grade points by total units attempted. Points are determined as follows:

<table>
<thead>
<tr>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 4 points per unit</td>
</tr>
<tr>
<td>B = 3 points per unit</td>
</tr>
<tr>
<td>C = 2 points per unit</td>
</tr>
<tr>
<td>D = 1 points per unit</td>
</tr>
<tr>
<td>F = 0 points per unit</td>
</tr>
</tbody>
</table>

Example:

<table>
<thead>
<tr>
<th>Course Taken</th>
<th>Units Attempted</th>
<th>Grade Received</th>
<th>Grade Points</th>
<th>Total Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1A</td>
<td>3</td>
<td>A</td>
<td>4</td>
<td>12.0</td>
</tr>
<tr>
<td>Psychology 1</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>9.0</td>
</tr>
<tr>
<td>Math 13</td>
<td>5</td>
<td>C</td>
<td>2</td>
<td>10.0</td>
</tr>
<tr>
<td>Music 99</td>
<td>3</td>
<td>D</td>
<td>1</td>
<td>3.0</td>
</tr>
<tr>
<td>Total</td>
<td>14</td>
<td></td>
<td></td>
<td>34.0</td>
</tr>
</tbody>
</table>

34 DIVIDED BY 14=2.43 GPA

Honors (Scholastic)

Students who complete at least 6 units of work each semester with grades yielding a semester GPA of 3.50 or better are recognized for academic distinction by a notation on the semester grade report and transcript. Optional “P” (pass) and “NP” (no pass) grades will exclude a student from any scholastic honors. Mandatory “P” grades will not exclude a student as long as the student has earned at least 6 units of grades “A”, “B”, “C”, or “D” within the semester.

Dean’s List: Students must earn between a 3.5 and a 3.99 grade point average.

President’s List: students must earn a 4.0 grade point average.

Honors at Graduation: Graduation with Honors is granted to graduating students who earn an overall grade point average of between 3.5 and 3.99 in all units attempted from all accredited post-secondary institutions. To be eligible for Honors at graduation, students must have converted all optional “P/NP” grades to the earned letter grade.

Academic Renewal by Repetition

Students may repeat any course in which they received a “D” or “F”, provided they have not exceeded the maximum allowance of three enrollments, including withdrawal (W). The highest grade will be used in calculating the student's grade point average (GPA).

If the course is taken and repeated at San José and/or Evergreen Valley College, the lower grade will automatically be given the Academic Renewal (AR) designation and noted on the student's transcript. This allows students to have the benefit of the highest grade attained used in the computation of their GPA. The student’s 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 and repeated at SJCC, students may request to use the highest grade attained in the calculation of their GPA on their graduation petition. The change is not posted on the student’s transcript.

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.

Catalog Requirements

A student, for the purposes of meeting degree or certificate requirements, my elect to meet the requirements in effect at any time they were enrolled in the college provided 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.

A student is considered enrolled when the transcript shows one or more courses the student was enrolled in for a semester or term. The following academic symbols constitutes enrollment: “A”, “B”, “C”, “D”, “F”, “P”, “NP”, “I”, “IP”, “RD”, “W”. A catalog year starts with the fall semester enrollment and extends to the end of the summer semester.

Academic Probation and Dismissal

A student who has attempted at least 12 semester units of college courses and has a cumulative grade point average of less than 2.0 will be placed on Academic Probation I.

A student on Academic Probation I who does not raise his/her cumulative grade point average to 2.0 or higher in the following semester will be placed on Academic Probation II.

Veterans lose certification for Veterans Benefits after two semesters of academic probation; refer to Veterans Office in the Student Center.

A student on Academic Probation II who does not raise his/her cumulative grade point average to 2.0 or higher in the following semester of attendance will be dismissed. The first time a student is dismissed, he or she may apply for readmission (see section on readmission after dismissal).

Removal of Poor Academic Status

Once a student on academic probation raises his or her cumulative grade point average to a 2.0 or higher, s/he will be taken off Academic Probation status and will become a “student in good standing”.
Progress Probation and Dismissal

Progress Probation is determined by the percentage of cumulative units with grades of “W”, “NP”, and “I” (Poor Progress grades). A student who has attempted 12 cumulative semester units of college coursework will be placed on Progress Probation I if 50% or more of the cumulative units attempted do resulted in Poor Progress grades.

A student on Progress Probation I who does not reduce his/her percentage of cumulative poor progress units to below 50% will be placed on Progress Probation II.

If a student on Progress Probation II continues to have 50% or more of his/her cumulative units made up of Poor Progress grades in the following semester, s/he will be dismissed. The first time a student is dismissed, he or she may apply for readmission (see section on readmission after dismissal).

Removal of Poor Progress Status

In order to reverse poor progress status and become a student in good standing, a student must reduce the cumulative units of “W”, “N”, or “I” grades to less than 50% of his/her total units attempted.

Readmission after Dismissal

A student must petition for readmission following dismissal. The petition must contain (1) an explanation of the situation which resulted in dismissal, (2) a plan for future success, and (3) a proposed list of classes for the coming semester. The student has the burden to clearly justify readmission.

Students who are dismissed must have their Petitions for Readmission evaluated by a counselor. The counselor reviews the petition and recommends changes in the plan for success or the list of classes. The counselor may also require that a semester or more intervene before readmission.

• Approved petitions are valid for one semester only.
• Petitions for Readmission are available in the Counseling Office.
• Students who are readmitted will continue to be on dismissal status if their performance does not meet minimum academic standards as outlined in the previous section.

Credit-by-Examination

The San José-Evergreen Community College District supports the general proposition that the full value of classroom learning experience cannot be measured by any examination. Students who have achieved equivalent knowledge, understanding, and experience to that required by regular college courses may receive units of credit based on successful completion of a comprehensive course examination approved by the College and discipline faculty. Students may apply for Credit-by-Examination for any course that appears on the current list approved for credit by examination.

I. ELIGIBILITY

Any student applying for Credit-by-Examination will be expected to have had extensive experiences which have prepared them in the subject matter and for which they can provide acceptable evidence of those experiences at the time of application. The student must be registered at the College and in good academic standing.

II. APPLICATION AND ADMINISTRATION

A student may apply for Credit-by-Examination through the petition process for approved courses listed in the Catalog. The petition must be approved by the appropriate discipline faculty and by the Division Dean. Applicable fees and/or tuition must be paid at the Office of Admissions and Records. Arrangements for completing the examination and the actual administration will be made between the student and the instructor after the petition is approved. The examination itself may take a variety of forms, including written, oral, demonstration or a combination of methods.

III. AWARDING OF CREDIT

Upon completion of the examination, the administering instructor will verify the course and number of units to be received and will assign an appropriate grade. Students shall be offered a pass/no pass option if that option is normally available for the course. The student must achieve a grade of “C” or better to be awarded credit.

IV. LIMITATIONS

Credit-by-Examination coursework may not be counted as part of the 12-unit residency requirement necessary for graduation from the College. The amount of credit which may be earned and counted toward graduation at the College is limited to 12 semester units. No credit will be entered on the student’s permanent record until the student has completed 12 other units of study at SJCC. The course cannot duplicate any high school diploma requirements or college course which college credit is granted upon admission to SJCC. Students may not challenge a course that was previously challenged, nor may they subsequently take a course for which credit-by-examination was granted.

Advanced Placement Examinations

San José City College grants academic credit for successful completion of examinations of the Advanced Placement (AP) Program, International Baccalaureate (IB) and College Level Examination Program (CLEP). Credit awarded based on minimum passing scores may be applied differently for the AA/AS degree and for transfer; therefore, students are advised to consult with a counselor for information on how their scores will be applied based on their educational goals. Students may not receive duplicate credit for AP exams and the equivalent courses taken at the college.

The charts on pages 52-56 displays how credit is awarded for the following:

• San José City College AA/AS degree – units and GE equivalency
• CSU General Education Breadth pattern and units toward CSU transfer admission
• IGETC (Intersegmental General Education Transfer Curriculum) – GE pattern for CSU and/or UC

In order to receive academic credit toward the AA/AS degree and/or CSU GE Breadth/IGETC certification for exams, students must submit the official score reports to the Admissions and Records Office and request the score report to be entered into their student records. Credit shall be posted on the college transcript when the student has completed 12 units of study in the San José-Evergreen Community College District.
DEGREES AND CERTIFICATES

San Jose City College is authorized by the Board of Governors of the California Community Colleges to confer the Associate in Arts Degree for Transfer, Associate in Science Degree for Transfer, Associate in Arts degree, the Associate in Science degree, and the Certificate of Achievement upon students who complete the necessary requirements.

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

These degrees are conferred upon students who intend to complete a bachelor’s degree in a similar major at a California State University campus.

Associate in Arts Degree

The Associate in Arts (AA) degree is conferred upon students who complete the minimum of 60 degree applicable semester units with a grade point average of 2.0 or better and meet the degree graduation requirements.

Associate in Science Degree

The Associate in Science (AS) degree is conferred upon students who complete the minimum of 60 degree applicable semester units with a grade point average of 2.0 or better and meet the degree graduation requirements.
## Faculty and Administrators

(Date of original appointment follows names)

### Abel, Sean (2013) – Dean of Humanities and Social Science
- B.A., University of Kansas
- M.A., Lindenwood University

### Adamczeski, Madeline (1999) – Chemistry
- B.S., Ph.D., University of California, Santa Cruz

### Ahlberg, David (1991) – Mathematics
- B.S., University of Wisconsin;
- M.S., Carnegie Mellon University

### Alonzo, Jamie (2014) – Dean of Math and Science
- B.S., University Idaho
- M.S., University of Maryland

### Banks, Roxie (2003) – Cosmetology
- A.S., San José City College
- B.S., University of Phoenix

### 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., University of California, Santa Cruz
- Ph.D., University of California, Santa Cruz

### Brodie, Marilyn (1989) – Director of WIN Program

### Burns, Marie-Elyne (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., Ph.D., University of California, Irvine

### Cao, Dongmei (2003) – English/ESL
- M.A., University of Texas, Pan-American
- M.A., Hunan Teaching Institute

### Carr, Percy (1975) – Physical Education/Basketball Coach
- B.A., M.A., Fresno State University

### Chang, Janet C. (1999) – Director, Student Health Services
- B.S., M.S., San Jose State University

### Chapa, Aurelio (Javier) (2000) – English
- B.A., University of California, Berkeley
- M.A., Holy Names College

### Chavez, Carlos (2013) – Counseling
- A.S., Cabrillo College
- B.A., California State Monterey Bay
- M.A., San Jose State University

### Chiem, Lila (1997) – Extended Opportunity Program
- B.A., M.S., San Francisco State University

### Cochran, Graciela (2005) – Mathematics
- B.S., Universidad Nacional de Mar del Plata, Argentina
- M.S., San Jose State University

### 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

### Cook, Mary (2014) – Alcohol and Drug Studies
- B.A., California Baptist
- M.S., San Jose State University

### Covarrubias, Jesus (1997) – Social Sciences
- B.A., University of California, Berkeley
- M.A., Stanford University

### Crawford, Marylin (2001) – Counselor/Coordinator, WIN
- 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

Denham, Mary (2014) DSPS Counselor
A.A., Fresno City College
B.A., M.S., CSU, Fresno

Divinia, Michael (1986) – Mathematics
A.B., Dickinson College
M.S., Ph.D., University of Rochester

Dutra, Elena (2007) – Counseling
B.A., California State University, Long Beach
M.A., San Jose State University

Edwards, Marlise (2014) – English
B.A., University of California, Santa Cruz
M.A., Ph.D., University of Chicago

Escobar, Jorge L. (2014) – Vice President of Administrative Services
B.S., Rider University (Lawrenceville, NJ)
B.A., Thomas Edison State College (Trenton, NJ)
Business Administration, Army Polytechnic School of Business (Quito, Ecuador)

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

Frodimya, 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

Gonzalez, Fabio (2007) – Counseling
B.A., M.A., San Jose State University

Graham, Duncan W. (2014) – Vice President of Academic Affairs
A.A. De Anza College
B.A. Santa Clara University
M.A. San Jose State University

Gregor, Michelle (2002) – Art/Ceramics
B.F.A., University of California, Santa Cruz
M.F.A., San Francisco State University

Gutierrez, Robert (2003)
A.A., San Jose City College
B.A., University of California at Santa Cruz;
M.A., University of Texas at Austin

Gutierrez, Suzanne (1986) – Psychology
B.A., M.A., San Jose State University
Ph.D., The City University, London, U.K.

Hagan, Rachel (2011) – Counseling
B.A., University of California, Santa Cruz
M.A., Sonoma State University

Harris, Lamel (2013) – Dean of Kinesiology & Athletics
A.A., West Valley College
B.A., Carroll College, Helena MT
M.A., CSU Dominguez Hills

Harris, Veronica (2014) – Puente/Athletics Counselor
B.A., National University
M.S., San Jose State University

B.A., M.A., University of California, San Diego

Honesto, Sandra (2005) – Cosmetology
Cosmetology Certificate and License

Huntze-Rooney, Deborah (1991) – Physical Education/ Women's Softball Coach
B.A., Chico State University
M.Ed., Azuza Pacific University

Hurst, Karen (2014) – Biology
B.S., Stanford University
Ph.D., University of California, Los Angeles

Inguito, Kevin (2007) – English
B.A., San Francisco State University
M.F.A., University of Iowa

Johnson, Alan (2005) – Administration of Justice
B.S., M.S., San Jose State University
M.A., Cal Poly Pomona

Kahlon, Jagrup (2013) – Medical Assisting
B.S., San Jose State University

Kaufman, 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, Iyun (2001) – Chemistry
B.S., Lander University
Ph.D., Clemson University

Ledesma, Gary (2001) – Counseling
B.A., San Jose State University
M.A., Santa Clara University

Levesque, Ronald (1990) – English as a Second Language
B.A., University of Connecticut
M.A., Southern Illinois University

Liem, Henry (1999) – Philosophy
B.S., Oklahoma State University
M.P.A., University of Texas, Austin
M.A., San Jose State University
J.D., University of California, Berkeley

Lipilina, Yelena (2005) – Esthetics
B.A., University St. Petersburg, Russia

Lomax, David – Construction Technology
B.S., University of Nevada, Las Vegas

Lopez, Alejandro (2014)
A.A., Modesto Junior College
B.A., California State University, Stanislaus
M.A., San Jose State University
J.D., University of Denver. Sturm College of Law

Lundie, Clem (2001) – Computer Information Systems
A.S., Community College of the Air Force

MacGowan, Ciaran (1998) – Multimedia
B.S., The Queen’s University of Belfast (Ireland)

Manian, Padma (2000) – History/Women’s Studies
B.A., University of Madras (India)
M.A., Jawaharlal Nehru University (India)
Ph.D., Miami University – Ohio

Mansfield, Stephen (2003) – Air Conditioning and Refrigeration
Certificate, San José City College

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., M.S., California Polytechnic State University

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

Miller, Scott (2011) – Emergency Medical Services
A.A., De Anza College

Montemayor, Roland (2013) – Dean, Counseling
B.A., M.A., San Jose State University

Muench, Margaret (1980) – Reading/Writing
B.A., University of California, Santa Barbara;
M.A., University of California, Los Angeles

Nassab, Renza (2008) – Cosmetology
B.S., Almeda College and University

Newton, Mark A. (1993) – Biological Science
A.B., University of California, Berkeley
Ph.D., Arizona State University

Ngo, Tuan (2005) – Counseling
B.S., University of California, Davis
M.S., San Francisco State University

Nguyen, Kim Loan (2007) – Chemistry
B.S., University of California, Berkeley
Ph.D., University of California, Los Angeles

Nguyen, Patricia (1980) – English as a Second Language
B.A., M.A., Southern Illinois University

Oberg-Hearn, Terri (1989) – Physical Education/Women’s Basketball Coach
B.S., Fullerton State University
M.A., San Jose State University

Pio, Wendy (2005) – Dental Assisting
A.A., San José City College

B.A., M.A., Fresno State University

Pullen, Karen (1999) – Counselor/Coordinator
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

Randall, Lucas (2013) – Mathematics
B.A., M.A., University of California, Riverside

Reyes, Hermosa (1997) – Early Childhood Education
B.S., University of Philippines
M.S., E.D., Northern Illinois University
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Education</th>
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<td>Reyes, William</td>
<td>Counseling</td>
<td>B.S., M.S., San Francisco State University</td>
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<tr>
<td>Rice, Leslie</td>
<td>English</td>
<td>B.A., Brigham Young University M.A., California State University, Hayward</td>
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<tr>
<td>Robb, Douglas</td>
<td>Physical Education/Baseball Coach</td>
<td>B.A., M.A., Saint Mary’s College of California</td>
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<td>Ronzano, Gina</td>
<td>Counseling</td>
<td>A.A., San Jose City College B.S., Weber State University M.A., San Jose State University</td>
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<td>Sanchez, Laura</td>
<td>Dental Assisting</td>
<td>B.A., M.A., John F. Kennedy University</td>
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<td>Santos, Priscilla</td>
<td>Counseling/Guidance</td>
<td>B.A., M.A., San Jose State University Ed.D., University of San Francisco</td>
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<tr>
<td>Sharpe, Elizabeth</td>
<td>Early Childhood Education</td>
<td>M.Ed., Washington State University B.A., University of California, Irvine</td>
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<td>Shelton, Merylee</td>
<td>Communication Studies</td>
<td>B.A., Creighton University M.A., San Francisco State University</td>
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<td>Simonson, Novella</td>
<td>English/English as a Second Language</td>
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<td>Smail, Jessica</td>
<td>Physical Sciences</td>
<td>B.A., Pomona College M.S., University of California, Santa Barbara</td>
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<td>Sola, Marc</td>
<td>Counseling</td>
<td>A.A., Pasadena City College B.A., University of California, Los Angeles M.S., San Francisco State University</td>
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<td>Solem, Cynthia</td>
<td>English as a Second Language/English</td>
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<td>Soman, Anuradha</td>
<td>Mathematics</td>
<td>B.S., M.S., Karnataka University, Dharwar, India M.A., Stanford University</td>
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<tr>
<td>Song, John</td>
<td>Chemistry/Physical Science</td>
<td>B.S., Mount Union College Ph.D., Michigan State University</td>
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<td>Stryker, Joel</td>
<td>Biology</td>
<td>B.S., Cornell University M.A., University of California, Berkeley</td>
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<tr>
<td>Sukuta, Sydney</td>
<td>Laser Technology/Physics</td>
<td>B.S., University of Arizona M.A., Fresno State University Ph.D., University of Nevada, Reno</td>
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<td>Takei, Leslie</td>
<td>English as a Second Language</td>
<td>B.A., University of California, Davis M.A., San Jose State University</td>
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<td>Thompson, Ingrid</td>
<td>Dean of Business and Workforce Development</td>
<td>B.A., New School for Social Research M.A., New York University Ph.D., University of Toronto</td>
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<tr>
<td>Torres, Hugo</td>
<td>Cosmetology</td>
<td>Cosmetology Certificate and License</td>
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<td>Torres, Noe</td>
<td>English</td>
<td>B.A., San Jose State University M.A., California Polytechnic State University</td>
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<td>Tran, Angela</td>
<td>Mathematics</td>
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<td>Tran, Dorian</td>
<td>Counseling</td>
<td>B.A., University of California, San Diego Ed.D., University of California, Los Angeles P.P.S. credential, San José State University</td>
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<td>Tran, Angela</td>
<td>Mathematics</td>
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<td>Turner, Pamela</td>
<td>Counseling</td>
<td>B.S., University of Phoenix M.A., University of San Francisco</td>
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<td>Ulate, Isai</td>
<td>Machine Technology</td>
<td>B.S./B.A., M.B.A., University of Phoenix</td>
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<td>Vasquez, Lisa</td>
<td>Reading</td>
<td>B.S., M.A., Santa Clara University</td>
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<td>Weeks, Ada</td>
<td>Esthetics</td>
<td>Cosmetology Certificate and License</td>
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<td>White, Khalid</td>
<td>Afro-American Studies</td>
<td>B.A., Morehouse College M.A., Harvard University</td>
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<td>Wilson, Patricia</td>
<td>Dental Assisting</td>
<td>B.A., Saint Mary’s University</td>
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<td>Wing, Robert</td>
<td>Librarian</td>
<td>B.S., University of California, Davis M.L.S., San Jose State University</td>
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<td>Yancey, David</td>
<td>Administration of Justice/History/Political Science</td>
<td>B.A., Sacramento State University M.A., San Jose State University</td>
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<td>Young, Carole</td>
<td>Counseling/Guidance</td>
<td>B.A., M.A., San Jose State University</td>
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### Classified Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Adorador, Richard</td>
<td>Instructional Lab Tech II</td>
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<tr>
<td>Agrawal, Kavita</td>
<td>Staff Assistant III</td>
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<td>Arias, Ludivina</td>
<td>Custodian II</td>
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<td>Armstead, Loretta</td>
<td>Financial Aid Specialist II</td>
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<td>Atchazo, Lolito</td>
<td>Custodian II</td>
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<td>Avalos, Maria</td>
<td>Administrative Secretary</td>
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<td>Beronilla, Marivic</td>
<td>Admissions &amp; Records Coordinator I</td>
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<tr>
<td>Borella, Diane</td>
<td>Instructional Support Assistant, Lab Lead</td>
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<td>Brasil, Lina</td>
<td>Instructional Laboratory Technician IV</td>
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<td>Brillon, Lisa</td>
<td>Sr. Division Administrative Assistant</td>
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<td>Bryan, Rosemarie</td>
<td>Instructional Assistant II</td>
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<td>Buob, Kathleen</td>
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<td>Canales, Jessica</td>
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<td>Carpenter, Meredith</td>
<td>Program Assistant</td>
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<td>Cervantes, Armando</td>
<td>Instructional Laboratory Assistant II</td>
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<td>Chung, Lan</td>
<td>Admissions &amp; Records Assistant</td>
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<td>Cruz, Javier</td>
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<td>Cuen, Colleen</td>
<td>Sr. Division Administrative Assistant</td>
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<td>Dowden, Peggy</td>
<td>Instructional Support Assistant II</td>
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<td>Eckford, Elizabeth</td>
<td>Program Specialist</td>
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<td>Esquivel, Carla</td>
<td>Outreach Specialist</td>
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<td>Francisco, Carla</td>
<td>Library Assistant</td>
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<td>Franklin, Debra</td>
<td>Sr. Library Technician</td>
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<td>Fukuman, Joyce</td>
<td>Instructional Lab Tech II</td>
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<td>Garcia, Laura</td>
<td>Articulation Specialist</td>
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<td>Gasparyan, Margarita</td>
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<td>Geer, Bruce</td>
<td>Network Technician</td>
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<td>Gheibi, Peiman</td>
<td>Instructional Support Coordinator</td>
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<td>Gomes, Maria</td>
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<td>Gonzales, Virginia</td>
<td>Evaluations Specialist</td>
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<td>Gonzalez, Sandra</td>
<td>Administrative Secretary</td>
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<tr>
<td>Green, Jennifer</td>
<td>Schedules &amp; Catalog Technician II</td>
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<td>Guzman, Debra</td>
<td>Admissions and Records Technician</td>
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<tr>
<td>Hager, Robert</td>
<td>Network Technician</td>
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<td>Hager, Sue</td>
<td>College Curriculum Coordinator</td>
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<td>Harris, Nathaniel</td>
<td>Custodian I</td>
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<td>Heemskerk, Michele</td>
<td>Instructional Lab Technician III</td>
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<td>Herrera, Deanna</td>
<td>Sr. Division Administrative Assistant</td>
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<td>Hoffman, Heidi</td>
<td>Accounting Technician</td>
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<td>Jimenez, Linda</td>
<td>Business Services Coordinator</td>
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<td>Lai, Uc</td>
<td>Laboratory Clerk</td>
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<td>LeDee, Julinda</td>
<td>Sr. Division Administrative Assistant</td>
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<td>Little, Lisa</td>
<td>Health Services Assistant</td>
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<td>Lopez, Andrea</td>
<td>Sr. Division Administrative Assistant</td>
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<td>Lopez, Maria</td>
<td>Custodian II</td>
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<td>Lopez Moran, Raul</td>
<td>Custodian I</td>
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<td>Lugo, Joe</td>
<td>Instructional Support Assistant, Subject Lead</td>
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<tr>
<td>Martinez, Victoria</td>
<td>Program Assistant</td>
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<td>Martinez, Xiomara</td>
<td>Financial Aid Specialist II</td>
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<td>Matsumoto, Dennis</td>
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<td>Medeiros, Haide</td>
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<td>Messenger, Stacy</td>
<td>Assessment Specialist</td>
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<td>Moore, Elizabeth</td>
<td>Library Technician</td>
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<td>Moseley, Bornking</td>
<td>Laboratory Clerk</td>
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<tr>
<td>Nakaso, Joanne</td>
<td>Adaptive Media Technology Specialist I</td>
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<td>Nguyen, Taffy</td>
<td>Program Assistant WIN/CalWORKS</td>
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<tr>
<td>Nguyen, Tuyet</td>
<td>Laboratory Technician IV</td>
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<td>Nishihara, Kevin</td>
<td>Instructional Lab Technician II</td>
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<tr>
<td>Nuristani, Fazila</td>
<td>Academic Advising Specialist</td>
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<td>Paiz, Teresa</td>
<td>Admissions and Records Lead Coordinator</td>
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<td>Partida, Sophia</td>
<td>Financial Aid Specialist III</td>
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<td>Peper, Odila</td>
<td>Financial Aid Specialist II</td>
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<td>Perez, Ruben</td>
<td>Admissions and Records Technician</td>
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<td>Pinkston, Lenora</td>
<td>Academic Senate Program Assistant</td>
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<td>Quinonez, Maria</td>
<td>Custodian II</td>
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<td>Ramic, Admir</td>
<td>Sr. Division Administrative Assistant</td>
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<td>Ramirez, Oscar</td>
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<td>Rodeo, Ariel</td>
<td>Network Technician</td>
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<tr>
<td>Rodriguez, Rogelio</td>
<td>Custodian I</td>
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</tbody>
</table>
Rojas, Evelyn ....................... Instructional Support Assistant, Lab Lead
Romero, Jose ......................................................... Custodian II
Romero, Patricia ...................... Sr. Division Administrative Assistant
Rose, Bunnie ......................... Campus Personnel Services Coordinator
Ruiz, David ............................................... Custodian II
Salazar, Arnold .............................. Athletic Trainer
Salazar, Corinne ............................. Administrative Secretary
Spokoyny, Anna ........................... Biology Lab Coordinator
Thompson, Roi Ann ...................... Sr. Division Administrative Assistant
Tran, Tuyet ........................................ Financial Aid Specialist I
Truong, Anh ........................................ Financial Aid Specialist III
Vang, Katie ........................................ Systems Administrator
Vasquez, Carmen ...................... Admissions and Records Assistant
Vasquez, Carol ............................... Academic Advising Specialist
Vu, Peter ................................................ Library Technician
Wessler, Judy ........................................ Contracts Assistant
Wilson, Soloman .......................... Academic Advising Specialist
Woods, Raymond .............................. Custodian I
Wright, Mary ................................. Staff Assistant I
Zagar, Susan .............................. Instructional Support Assistant II

Kimura, Keiko ........................................ Dean of Language Arts
Kubo, Takeo ..................................... Dean of Enrollment Services
Montemayor, Roland ....................... Dean of Counseling
Thompson, Ingrid ....................... Dean of Business & Workforce Development

**Employees at San Jose City College with Primary Assignment to District Office**

Andrade, Emanuel ..................... Equipment/Vehicle Mechanic
Broggi, Jason ........................... District Mail Services Technician
Chapman, Elaine ............................. Sr. Administrative Assistant
Coehlo, Luis ..................................... Groundskeeper III
Durbin, Phillip ................................. Painter
Fasbinder, Jeffrey ........................ Graphic Designer
Garza, Jose .................................. Locksmith
Hattman, Colleen ....................... Reprographics Assistant
Juntado, Arnold ...................... Electrician
Lara, Jose ........................................ Custodian II
Lui, Joyce .................................. Research Analyst
Nguyen, Nam ............................... Reprographics Technician
Olivas, Juan .................................. Facilities Maintenance
Reis, Emanuel ............................ Groundskeeper II
Valenica, Jose .............................. Carpenter
Villa, Faustino .......................... HVAC/Plumber
Vo, Khanh ........................... Production Coordinator, Reprographics
Vo, Nam ............................... Reprographics Technician

**Supervisors**

Awan, Seher .......................... Business Services Supervisor
Juan Murillo .......................... Custodial Supervisor

**Administration**

Abel, Sean ............................. Dean of Humanities and Social Science
Alonzo, Jamie ........................... Dean of Math and Science
Andrade, Joe ........................ Facilities Manager
Brodie, Marilyn ............................ Director of WIN/CalWORKs
Burns, Marie-Elaine .................... Vice President of Student Affairs
Escobar, Jorge .......................... Vice President Administrative Services
Graham, Duncan .......................... Vice President of Academic Affairs
Gutierrez, Robert ........................ Director of Metas Program
Harris, Lamel .......................... Dean of Kinesiology and Athletics
CHAPTER 10  — ADVISORY BOARDS

ACCOUNTING/BUSINESS

Carey Atwood  
Prospect Mortgage

Louis Coffaro, CPA  
Public Accounting

Donna Cornejo  
SpanCom LLC

Mallory McWilliams, CPA  
Accounting Professor  
San Jose State University

Jesse Votaw  
Foundation Trust

ALCOHOL & DRUG STUDIES

Sally Aquilar, CADCII Counselor  
Proyecto Primavera

D. Elaine Brady, LMFT Executive Director,  
Net Worth Recovery

Amy Brinkman, M.PH., CADCII, LAADC, Counselor,  
Family Children’s Services

Steve Brugge, CADCII, LAADC Director of Marketing,  
CRC Behavioral Health

Terrie Miller, CADCII, LAADC, Clinical Director,  
Parisi House on the Hill

Debbie Miranda, CADCII, LAADC, Executive Director  
Parisi House on the Hill

Chris Packham, CADCII Outpatient Program Manager  
New Life Treatment Services

Shawn Smith, MFTI, CADCII, LAADC Clinical Director,  
The Camp Recovery Services

AIR CONDITIONING/REFRIGERATION  
AND FACILITIES MAINTENANCE TECHNOLOGY

Greg Bowers  
Northaire Supply

Jim Falcone  
Central County Occupational Center

John Hawk  
San Jose State University

Greig Hoque  
Pentagon Mechanical

Tony Salvador  
Pentagon Mechanical

Paul Kovacik  
Belectric

Robert Malone  
Malone Controls Corporation

Dave McNeely  
Pacific Cooling/Heating

Marge Mortensen  
Equity Offices

Joe Muna  
Baker Distributing

Mike Nausing  
Airport Facilities Engineer  
City of San Jose

Steve Papier  
HVAC Engineer, Ret.  
Stanford Medical Center

Kent Penning  
ColdCraft, Inc.

Mike Scott  
City of Campbell

Tim Stanford  
Performance Air Service

Jesse Votaw  
Foundation Trust

COMPUTER APPLICATIONS AND COMPUTER INFORMATION SYSTEMS

Jim Kabbabe  
Varian Medical Systems

Nicolas Morales  
IBM Corporation

Sabrina Porsche  
Cisco Systems

Sarah Rodriguez  
Manpower

William Rogers  
USAF CIT Specialist, Ret.

Edward Youngblood  
Silver Creek High School

Tynia Lam  
Student

Annamarie Cerros  
Crew Maintenance Services

James Curtis  
Bay Area Financial Services

Kevin Le  
San Francisco 49ers
John Powell  
High Performance Business

William Rogers  
Lawrence Livermore National Laboratory

Dr. Khalid Siddiqi  
Ohlone Community College

CONSTRUCTION TECHNOLOGY

Rose Arnaudo  
N.A.W.I.C.

Kurt Cheetsos  
Central County Occupational Center

Brenda Childress  
S4CA

David Edwards  
Earth Bound Homes

Iris Harrell  
Harrell Remodeling

Rich Jensen  
Jensen Construction Management Services

Allyn Johnson  
CA Bathroom & Kitchen Remodeling

Leo Johnson  
Independence High School

Brent Koontz  
Habitat for Humanity

Joseph Lara  
SR Freeman, Inc.

Michael Miller  
Builders Exchange of Santa Clara

Steven Murphy  
Blach Construction

Ted Reiff  
The Reuse People

Greg Rindfleisch  
City of San Jose

John Saunders  
Economy Lumber

Eileen Scrodin  
Contractors License Courses

Neil Struthers  
Building and Construction Trades Council

Steven Tuma  
Carpenters Training Committee

COSMETOLOGY

Sophie Dupart  
Independent Salon Services

Joe Estudillo  
Jo Jo Hair Studio

Michelle Nation  
Stylist, Former Student

Shalila Pal  
Area Supervisor

Supercuts

Douglas Preston  
The Studio Salon and Boutique

Albertine van der Heiden  
Sirena Scena Salon

Ron and Norma Varndell  
Elegant and Natural Kosmetik, Inc.

DENTAL ASSISTING

Gina Fleming, RDAEF Melinda Gunnarsson, RDAEF

Melinda Gunnarsson, RDAEF

Dr. Hema Jhamb, DDS

Jennifer Johnson, RDA

Dr. Martin Judd, DDS

Judd Dental

Dr. Stephanie B. Loller, DDS

Dr. Carol McCutcheon, DDS

Campbell Smile

Dr. Ned L. Nix, DDS, OMFS

Janet Oliver, RDA

Rose Shepherd, RDA

Margie Tanquary, RDAEF

Henry Schein

Dr. Erich M. Werner, DDS

EARLY CHILDHOOD EDUCATION

Dianna Ballesteros  
Executive Director

Saint Elizabeth’s Day Home

Ilene Hertz  
WestEd E-3 Institute

Ernestine Howard  
Center for Employment Training

Maricela Martinez  
General Counseling

San Jose City College
Kimmy Nguyen  
WestEd E-3 Institute

Dawn Perry  
City of San Jose Early Care and Education

Monette Reyes  
Early Childhood Education  
San Jose City College

Lydia Robinson  
Provider Training Resource & Activity Center (PTRAC)

Maxine Shea  
Choices for Children  
Pathways Program

Deborah Simon  
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